



NORTHEAST COMMUNITY COLLEGE

LOCATION

The College's service area consists of 20 counties in Northeast Nebraska with a total population of approximately 160,000 residents. The area is nearly 200 miles in length and covers approximately 14,400 square miles. The main campus is located in Norfolk, Nebraska, which has a population of approximately 25,000.

DEGREES AND AWARDS

Associate of Applied Science / 2 years

Associate in Nursing / 2 years

Associate of Arts / 2 years

Diplomas / 1 year

Associate of Science / 2 years

Certificates / Less than 1 year

ACCREDITATION — INSTITUTIONAL

The Higher Learning Commission

ACCREDITATION — PROGRAMS

Associate Degree Nursing / Accreditation Commission for Education in Nursing

Automotive Technology / National Automotive Technicians Education Foundation

Food Service and Dietary Management / Association of Nutrition and Food Service Professionals

Health Information Management Systems / Commission on Accreditation for Health Informatics and Information Management Education

Heating, Ventilation, and Air Conditioning / HVAC Excellence

Paramedic / Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

Physical Therapist Assistant / Commission on Accreditation in Physical Therapy Education

Practical Nursing / Nebraska State Board of Nursing

Veterinary Technology / American Veterinary Medical Association

2021-22 ENROLLMENT DATA

Full-Time Equivalent (FTE) Students: **2,937**

Total Credit Enrollment: **6,636**

Total Noncredit Enrollment: **7,682**

Total Students: **14,318**

2021-22 FINANCIAL AID

Federal and State Programs / **\$10,441,916**

Institutional Scholarships / **\$1,127,882**

Northeast Community College Foundational Scholarships / **\$525,023**

Private Scholarships / **\$1,620,226**

Private Alternative Loans / **\$156,586**

Agency Assistance and Reserves/Veteran Benefits / **\$168,578**

Total Financial Aid / **\$14,040,211**

GRADUATE PLACEMENT STATISTICS (Year 2022 Graduates)

99% of Northeast graduates are employed or continuing their studies

Of those who entered employment, **87%** are employed in Nebraska. **52%** are employed in the 20-county service area

90% of Northeast graduates are employed in their field of study or a related field.

PRESIDENT'S MESSAGE



Greetings!

It is my pleasure to welcome you to Northeast Community College as a member of the 50th entering class! You have chosen to invest in your future by joining our student-centered community. Our exceptional faculty and staff are here to help guide you on your career journey.

Northeast Community College offers more than 130 programs and concentrations leading to 69 unique awards that either transfer to four-year colleges and universities or into the workforce. Regardless of whether you plan to pursue an associate degree, a certificate, a diploma, or just take a few courses, our faculty and staff are focused on your success.

This catalog has been designed as a comprehensive guide as you become a student of Northeast. It includes academic program information and descriptions of services that will assist you on your postsecondary journey. It also provides an overview of resources such as financial aid, the academic calendar, tutoring, and other student support services.

Success in college is dependent on taking personal responsibility for your own success - setting goals, mindful planning, and a commitment to put your best foot forward. Combined with our values of treating one other with respect and a desire to see you succeed, I am confident you will be well on your way to obtaining the training and skills that will allow you to become a productive member of America's workforce. I also encourage you to take time for some fun and make new lifelong friends outside of the classroom. On the following pages, you will find information on clubs and organizations that will supplement your learning in the classroom as well as information on extracurricular activities.

As the region's premier community college, Northeast has been ranked among America's top community colleges by the prestigious Aspen Institute, including being named one of the Top 150 of the nation's 1,100 community colleges in 2023. Although the selection is an honor in itself, it is a clear illustration of the commitment of our faculty and staff in preparing students like you to enter the workforce across the college's entire 20-county service area and to be successful if you choose to transfer to complete a four-year degree or higher.

As Northeast Community College celebrates its 50th anniversary in 2023, thank you for joining us as we prepare you for your future.

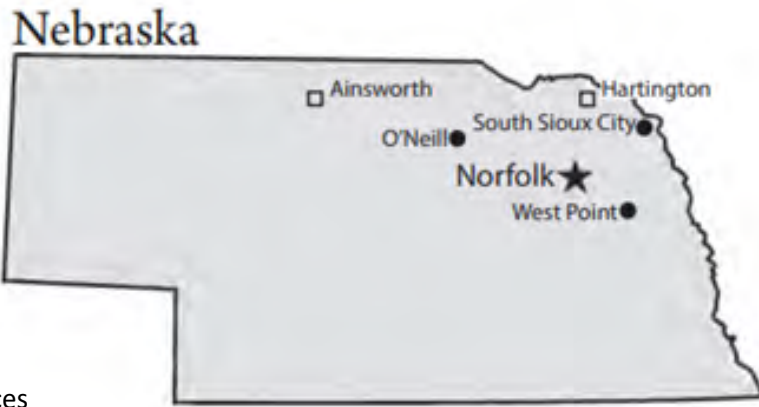
Leah A. Barrett, Ed.D., MBA

President



WEBSITE: northeast.edu

NORFOLK
 P.O. Box 469
 801 East Benjamin Avenue
 Norfolk, NE 68701-6831
 Phone: (402) 844-7292
 --Vice President of Educational Services
 (800) 348-9033



O'Neill Extended Campus
 P.O. Box 269
 505 East Highway 20
 O'Neill, NE 68763-2314
 Phone: (402) 336-3590
 or (800) 421-6322

South Sioux City Extended Campus
 P.O. Box 989
 1001 College Way
 South Sioux City, NE 68776-3934
 Phone: (402) 241-6400
 or (888) 698-6322

West Point Extended Campus
 202 Anna Stalp Avenue
 West Point, NE 68788-1960
 Phone: (402) 372-2269
 or (888) 794-6322

Ainsworth Regional Office
 P.O. Box 54
 1292 East 4th Street
 Ainsworth, NE 69210-1225
 Phone: (402) 844-7661
 or (402) 387-2688 ext. 110

Hartington Regional Office
 P.O. Box 578
 107 West State Street
 Hartington, NE 68739-2712
 Phone: (402) 254-6224
 or (402) 844-7660

NORFOLK CAMPUS TELEPHONE DIRECTORY

General Information: (402) 371-2020 | Toll Free: (800) 348-9033 | Fax: (402) 844-7400

Department/Office

- Academic Support Center (402) 844-7125
- Accounts Payable (402) 844-7004
- Admissions (402) 844-7260
- Admissions Fax (402) 844-7413
- ABE/ESL/GED (402) 844-7255
- Science, Technology, Agriculture and Math
 Division (402) 844-7180
- Allied Health Division (402) 844-7334
- Alumni (402) 844-7065
- Applied Technology Division (402) 844-7216
- Athletics (402) 844-7271
- Business and Humanities Division (402) 844-7290
- Career Services (402) 844-7264
- Disability Services (402) 844-7343
- Early College (402) 844-7118
- Educational Services (402) 844-7114
- EMS Services (402) 844-7720
- Financial Aid (402) 844-7285
- Financial Aid Fax (402) 844-7397
- Food Service (402) 844-7165
- Foundation/Planned Giving (402) 844-7056
- Hawk Shop (402) 844-7140
- Health and Public Services Division (402) 844-7325
- Human Resources (402) 844-7043

Department/Office

- Institutional Effectiveness (402) 844-7237
- KHWK Cable TV (402) 844-7357
- Library (402) 844-7130
- Lifelong Learning Center (402) 844-7246
- President/Board of Governors (402) 844-7055
- Public Relations (402) 844-7063
- Purchasing (402) 844-7050
- Registrar (402) 844-7265
- Registration Fax (402) 844-7396
- Residence Life (402) 844-7150
- Security (402) 841-5163
- Service Center (402) 844-4357
- Student Accounts (402) 844-7001
- Student Activities (402) 844-7159
- Student Counselor (402) 844-7277
- Student Health (402) 844-7176
- Student Life (402) 844-7722
- Student Services (402) 844-7272
- Testing Center (402) 844-7281
- Theater Ticket Box Office (402) 844-7360
- TRIO Student Support Services (402) 844-7736
- Workforce Development (402) 844-7235
- Youth Apprenticeship (402) 844-7121

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NORTHEAST COMMUNITY COLLEGE BOARD OF GOVERNORS



Del Ames
Neligh
District I



Donovan Ellis
Pierce
District I



Nicole Sedlacek
O’Neill
District II



Carol Sibbel
O’Neill
District II



Steven Anderson
Concord
District III



Pat Wojcik
South Sioux City
District III



Dr. Terry Nelson
West Point
District IV



Jeanne Reigle
Madison
District IV



Dirk Petersen
Norfolk
District V



Julie Robinson
Norfolk
District V



Jeffrey Scherer
Beemer
At Large

This publication should not be considered a contract between Northeast Community College and any prospective student. The College retains the right to make changes in calendar, programs, course offerings, policies, graduation requirements, tuition, fees, and refunds without notice.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: (402) 844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

Northeast Community College takes reasonable measures to protect your personal information in accordance with all applicable federal, state, and local regulations.

2023-24 STUDENT CALENDAR

(ALL DATES ARE SUBJECT TO CHANGE.)

FALL SEMESTER 2023

| | |
|----------------|---|
| July 29 | International student move in |
| July 31 | Early arrival returning students |
| August 17 | First year student move in |
| August 18 | Fall Orientation |
| August 20 | Returning student move in |
| August 21 | Classes begin: Tuition, fees, housing, and meals due |
| August 25 | Last day to cancel or change a meal plan |
| September 4 | Labor Day - College closed |
| September 29 | Last day to withdraw from first eight-week classes |
| October 13 | First eight-week classes end |
| October 16 | Fall Break for students and faculty |
| October 17 | Second eight-week classes begin |
| November 6 | Registration for intersession and spring semester begin |
| November 17 | Last day to withdraw from fall semester classes |
| November 22-24 | Thanksgiving Break for students and faculty |
| November 23-24 | Thanksgiving Break - College closed |
| December 1 | Last day to withdraw from second eight-week classes |
| December 13 | Semester ends: Residence Halls close at 5:00 p.m. |

INTERSESSION 2023-24

| | |
|-------------|--|
| December 18 | Classes begin |
| January 2 | Last day to withdraw from intersession classes |
| January 5 | Intersession ends |

SPRING SEMESTER 2024

| | |
|------------------|---|
| January 7 | Residence Halls open, new resident move in |
| January 8 | Classes begin: Tuition, fees, housing, and meals due |
| January 12 | Last day to cancel or change a meal plan |
| February 16 | Last day to withdraw from first eight-week classes |
| March 1 | First eight-week classes end: Residence Halls close at 5:00 p.m. |
| March 4-8 | Spring Break for students and faculty |
| March 11 | Second eight-week classes begin |
| March 29-April 1 | Holiday Break for students and faculty – College closed |
| April 8 | Registration for summer and fall semesters begin |
| April 12 | Last day to withdraw from spring semester classes |
| April 26 | Last day to withdraw from second eight-week classes |
| May 8 | Semester ends: Residence Halls close at 5:00 p.m., unless resident is participating in Commencement |
| May 10 | Commencement |

| 2023-24 STUDENT CALENDAR | | |
|---|---|--|
| September 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | October 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | August 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| December 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | January 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | November 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| March 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | April 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | February 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 |
| June 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | July 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | May 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| August 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | |

SUMMER TERM 2024

| | |
|--------|---|
| May 13 | Summer term begins: Summer term tuition, fees, housing, and meals due |
|--------|---|

PRE-SUMMER SESSION 2024

| | |
|--------|--|
| May 13 | Pre-Summer and Six Week Session begin |
| May 27 | Cooperative Internships begin |
| May 31 | Memorial Day - College closed Pre-Summer Session ends |

SUMMER SESSION I 2024

| | |
|---------|---------------------|
| June 3 | June Session begins |
| June 28 | June Session ends |

SUMMER SESSION II 2024

| | |
|----------|---------------------|
| July 4 | College closed |
| July 8 | July Session begins |
| August 2 | July Session ends |

General Information

THE COLLEGE

Established by the State Legislature in 1973 as a comprehensive community college offering vocational/technical, liberal arts, college transfer, and continuing education, Northeast Community College is a two-year college located at the northeast edge of Norfolk, Nebraska. It serves residents of a 20-county area in northeast Nebraska. Northeast is the only community college in the state with one- and two-year vocational, liberal arts, and adult education programs all on one main campus. From the merger of two separate and distinct institutions—Northeastern Nebraska College and Northeast Nebraska Technical College—Northeast Community College has become a unique college with its own identity.

SERVICE AREA

According to 2020 census figures, approximately 156,040 persons live in small towns, villages, and rural areas within the College's 20-county service area. Agriculture and agribusiness are the principle industries in the area. Locally elected governing board members represent constituents in the area's five districts. See page three (3) for information on the Board of Governors.

ACCREDITATION

Northeast Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. Northeast can award two-year Associate of Arts, Associate of Science, Associate of Applied Science, and Associate in Nursing degrees, one-year diplomas, and certificates. The Higher Learning Commission is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. The office can be contacted by calling (800) 621-7440 or (312) 263-0456. The College is also approved by the Nebraska State Department of Education.

Northeast has three extended campuses and two regional offices to serve the needs of off-campus students in the 20-county service area. The three extended campuses are located in O'Neill, South Sioux City, and West Point. The regional offices are located in Ainsworth and Hartington.

MISSION

Northeast Community College is dedicated to the success of students and the region it serves.

VISION STATEMENT

Empower every person in our region to achieve their academic and workforce development goals.

PURPOSES

Our purposes as defined legislatively include:

- Applied technology and occupational education, and foundations education as necessary
- Transfer education, and foundational education as necessary
- Public service, including continuing education, economic and community development, business and industry training, and personal development
- Applied research

STRATEGIC PRIORITIES

- Student Pathways to Success
- Excellence and Innovation in Educational Programs
- Rewarding and Inspirational Place to Work
- Effective Resource Management

VALUES

Basic and fundamental beliefs which describe our motives behind purposeful action.

We champion student success

Create an inclusive and welcoming environment that provides multiple pathways and services to meet all students where they are and help them reach their educational goals

We practice continuous improvement

Use data informed approaches to increase effectiveness, efficiency, and satisfaction through assessment of processes, programs, and services

We are mindful stewards of resources

Focus on the efficient management of our funds, workforce, facilities, land, and technology

We build partnerships and collaborations

Leverage the skills and knowledge of our students, co-workers, and trusted partners to advance our mission

We aspire to create an inclusive, diverse culture

Foster a culture where every person is heard, engaged, and feels valued. Communicate with transparency, assume positive intent, and be open to different perspectives and ideas

TUITION AND FEES

The Board of Governors annually reviews and sets tuition and fee rates, which are subject to change. All tuition and fees must be paid by the first day of the semester. Classes beginning in the second eight-week period of the semester are also considered due the first day of the semester.

Any student who registers for a semester and later decides not to attend must notify the Admissions and Registration Office in writing or use My Northeast to withdraw from classes.

Tuition

Nebraska (NE) Resident Students:
(hereafter referred to as Resident Students)

- Each semester credit hour \$108

Iowa (IA) and South Dakota (SD) Resident Students:

- Each semester credit hour \$109

Nonresident Students:

- Each semester credit hour \$151

Noncredit Continuing Education:

- Each contact hour \$10

Fees

Student Services Fee: (Paid each semester)

- Each credit hour \$5

Facility Fee: (Paid each semester)

- Each credit hour \$9

Technology Fee: (Paid each semester)

- Each credit hour \$6

Course Fee: (Additional course fees may be assessed for programs with high material/equipment costs)

- Returned Check Charge \$18
- Late Payment Fee \$50

Campus Housing Rates Per Semester

- Path Hall (4BR Suite)
with 10 meals/week plan* \$4,900
- Path Hall (2BR Suite)
with 10 meals/week plan* \$4,435
- Apartment with 10 meals/week plan* \$4,435
- Burkhardt Hall with 10 meals/week plan* ... \$4,255
- Simon Hall with 10 meals/week plan* \$4,065
- Housing Administration Fee
(Non-refundable) \$150
- Housing Application Fee
(Non-refundable) \$25

*Includes basic cable television, wireless internet service, and all utilities.

Meal Plans Per Semester

- \$250 Express Card \$250
- Commuter-Block 25 meals \$188
- Commuter-Block 50 meals \$365
- 10 meals/week plan
(with \$100 flex dollars)** \$1,800
- Unlimited meals with \$150 flex plan \$1,975

** Minimum required plan for campus housing residents.

Cost of Attendance (COA)

Federal law requires all schools to calculate an estimated average COA for one academic year. The COA is not the actual price a student will pay but an estimate of what it may cost. The COA below is based on a resident student attending college for one year, based on 30 credit hours. A student's COA will be prorated based upon their enrollment status each semester.

- Tuition & Fees (2023-2024 rate) \$3,840
- Loan Fees \$19.00
- Books, Course Materials, Supplies, and
Equipment \$1,211.00 (estimate*)
- Living Expenses- Housing and Food
(on campus housing) \$9,637.00
- Travel \$561.00
- Personal/Misc. \$900.00
- **Total** **\$16,168.00**

Book, Course Materials, Supplies and Equipment will vary based on student program of study. Living Expenses is an average of the housing cost plus the Unlimited Meal plan and additional meals on the weekend to allow for three meals a day. Students may request an adjustment to their cost of attendance by submitting a Cost of Attendance Adjustment form.

Tools and Uniforms

The following programs require toll kits and/or uniforms. Students who enroll in any of these programs are responsible for purchasing the required tools as specified by the program department. Cost of the tools ranges from \$50-\$8,710. For additional information, contact the Admissions and Registration Office.

Applied Technology Tools/Uniform Costs

| | |
|--|--------------------|
| Auto Body | \$5,000-\$7,000 |
| Auto Technology | \$2,710-\$5,710.00 |
| Automotive Light Service Certificate | \$960-\$2,710 |
| Building Construction | \$1,100.00-\$1,300 |
| Diesel Technology | \$7,210-\$8,710 |
| Drafting | \$240 |
| Electrical Construction and Control | \$2000 |
| Electromechanical | \$1,210-\$1,710 |
| HVAC | \$2,500 |
| Machining and Manufacturing Automation | \$1,000 |
| Plumbing | \$1,000 |
| Utility Line | \$2,450 |
| Welding (includes SSC campus) | \$800 |
| Wind Energy | \$370 |

Digital Media/Communication Tools/Uniform Costs

| | |
|------------------------------------|-----------------|
| Audio Recording | \$50.00 |
| Digital Cinema | \$500 |
| Digital Journalism | \$500 |
| Graphic Design | \$1,699-\$3,199 |
| Video Production Certificate | \$500 |

Nursing Tools/Uniform Costs

| | |
|--------------|-----------------|
| PN/ADN | \$3,500-\$5,150 |
|--------------|-----------------|

Physical Therapist Assistant Tools/Uniform Costs

PTA (*freshman 2nd semester*) \$615

Veterinary Technology Tools/Uniform Costs

Vet Tech \$1,200

Residency Status

To be eligible for Nebraska, Iowa, or South Dakota resident tuition at Northeast, students must establish residency according to Nebraska statutes. For more information, contact the Dean of Student Success.

Residency Guidelines and Procedures

1. Definitions - For the purpose of these regulations, the following definitions shall apply:

- a. Nebraska Resident Tuition” shall mean the Nebraska resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
- b. “Iowa or South Dakota Resident Tuition” shall mean the Iowa or South Dakota resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
- c. “Non-resident Tuition” shall mean the non-resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
- d. “Legal Age” shall be the age of majority (age 19) set by Nebraska state statute.
- e. “Minor” shall be individuals who have not reached the age of majority.
- f. “Emancipated Minor” shall be an individual who by virtue of marriage, financial status, or for other reasons has become independent of his or her parents or guardians.
- g. The phrase “Established a Home” shall mean that an individual who continuously maintains a place of abode in Nebraska, Iowa, or South Dakota, which the individual maintains as his or her domicile. On-campus housing cannot be considered as a domicile or permanent residence for establishing residency.
- h. “Lawful Permanent Resident” refers to an individual who is not a U.S. citizen who has been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with immigration laws.

2. Requirements for Residency – An individual will qualify as a resident of the State of Nebraska, Iowa, or South Dakota for tuition purposes at Northeast Community College if he or she meets the standards set in any one of the following

categories. Documented proof is required (See Section III).

- a. A person of legal age or an emancipated minor who has resided in Nebraska, Iowa, or South Dakota for a period of at least six (6) months immediately prior to applying for resident status.
 - b. A minor whose parent(s) or guardian(s) has established a home in Nebraska, Iowa, or South Dakota.
 - c. A person of legal age and a dependent, for federal income tax purposes, of parent(s) or guardian(s) living in Nebraska, Iowa, or South Dakota.
 - d. An individual who is married to a Nebraska, Iowa, or South Dakota resident and who has proof of residence in Nebraska, Iowa, or South Dakota. (A copy of the marriage certificate must be provided in addition to documentation requirements in Section III).
 - e. Lawful permanent residents or individuals who have been granted asylum or refugee status and who have established a home in Nebraska, Iowa, or South Dakota for a period of at least six (6) months.
 - f. An individual who is a dependent of a staff member at the College.
 - g. An individual who has served a period of not fewer than ninety (90) days in the active United States military and has been discharged within three (3) years of the initial enrollment date at the College, or the spouse or dependent of such individual, or an individual using military educational benefits under the Post 9/11 or Montgomery GI Bill®.
 - h. For Nebraska Resident Tuition rate only: An individual who is a graduate of an accredited Nebraska senior high school and who was a legal resident of Nebraska at the time of graduation or an individual who has previously been enrolled at the College as a Nebraska resident student.
3. Documentation - Individuals identified in Sections IIA through IIE must provide at least three (3) of the following items. All documents must be dated at least six (6) months prior to the first day of classes and must reflect the individual’s legal name.
- a. Record of Nebraska, Iowa, or South Dakota voter registration,
 - b. Nebraska, Iowa, or South Dakota income tax return for the most recent year,
 - c. Nebraska, Iowa, or South Dakota driver’s license,

- d. Nebraska, Iowa, or South Dakota vehicle registration,
- e. Evidence of ownership of Nebraska, Iowa, or South Dakota property,
- f. Nebraska, Iowa, or South Dakota housing rental agreement,
- g. Nebraska, Iowa, or South Dakota insurance policy,
- h. Evidence that parent(s) as Nebraska, Iowa, or South Dakota resident(s) claim(s) the student as a dependent, or
- i. Other documentation as approved by the Registrar.

Any student who has been classified as a non-resident for tuition purposes and believes that they may qualify as a Nebraska, Iowa, or South Dakota resident must file a Request for Nebraska, Iowa, or South Dakota Residence Status form with the Registrar by the first day of the term for which the tuition was charged.

The Request for Nebraska, Iowa, or South Dakota Residency Status [form](#), as well as further information regarding residency classification, is available from the Admissions and Registration Office. It is the student's responsibility to initiate a change in residency status.

An individual who believes that they have been incorrectly denied a Nebraska, Iowa, or South Dakota residency determination made by the Registrar may appeal the decision through the Vice President of Student Services, then the President, and subsequently the Board of Governors.

STUDENT ACCOUNTS/PAYMENT PROCEDURES

Students may view their account balances in My Northeast. The student will log in using their Northeast email address and password to view and print their billing information.

All costs are paid one term at a time. Classes are not guaranteed until the student pays all tuition and fees or makes arrangements for payment. Nonpayment of tuition and fees by the due date may result in late payment fees and/or withdrawal from classes for the term.

Payment options are:

1. Students may pay in person in Norfolk at Student Accounts or use the drop box located at Student Accounts in Norfolk for payments made after hours.
2. Payments may be made online using a credit card (MasterCard, Visa, or Discover) or via telephone by contacting Student Accounts. Any credit card payment made via telephone will not be reflected on the student's account until the next business day.

3. Students may send their payment by mail. Students who choose to mail their payment of tuition and fees should allow sufficient time for their payment to reach Student Accounts by the due date.
4. Northeast Community College will accept tuition assistance (sponsor) agreements in lieu of payments at the time of registration, but students will be responsible for all amounts owed if the sponsoring agency does not remit payment in full.

Students who have been approved for financial aid by the Financial Aid Office will see authorized aid on their statements. The student must complete a one-time direct master promissory note and direct loan entrance counseling at Northeast before loans are processed. If the tuition, fees, room, and board charges exceed the amount of any estimated aid, the balance is due immediately and payable no later than the first day of the term. If the estimated aid equals or exceeds the tuition and fee charges, the student will not be required to make a payment at that time. If there is a change in the student's financial aid status, payment for any balance is due the first day of the term.

IMPORTANT NOTE: If the Northeast Community College Financial Aid Office has not received the required application documents early enough to complete the student's financial aid award (tuition waiver, PELL, FSEOG, NOG, Direct Loans, scholarships, room, or board waiver), the student must be prepared to pay the balance due from other means by the due date. Students should be prepared to pay for their textbooks and course materials. If a student is receiving more financial aid than is required to cover tuition, fees, and other institutional charges, the student may charge textbooks and course materials to the student's account through the first week of classes. Textbooks and course materials may not be charged to the student's account prior to the Monday before the first day of the semester and not after the first week of the semester.

All financial aid, scholarships, and loans which are ready for distribution will be credited to student accounts at the beginning of each term. Financial aid funds beyond tuition, fees, books, and room and board charges will be refunded to students within 14 days after the start of the semester. Financial Aid is disbursed on attending hours. This means if a student's classes do not begin on the first day of classes, their disbursement will be delayed until classes begin. This can impact the amount and timing of refund checks of excess aid.

Interest-Free Monthly Payment Plan

To help students meet their educational expenses, Northeast Community College offers Nelnet Campus

Financial Information

Commerce as a convenient budget payment plan. This is not a loan program and there are no interest or finance charges. Students are charged a \$25 non-refundable enrollment fee each semester they are enrolled in the program.

To budget and pay tuition and fees with the Nelnet Campus Commerce payment plan, students or parents/guardians may have payments transferred from a bank account or automatically charged to a credit card on the fifth day of each month.

Students may access Nelnet Campus Commerce information in their My Apps account or may contact the Student Accounts Office for more information about the Nelnet Campus Commerce payment plan.

REFUND SCHEDULE

Tuition and fees are refundable according to the following schedule:

Full-Term Classes

| Weeks of Semester | Percent of Refund |
|-----------------------|-------------------|
| First and Second Week | 100% |
| Third and Fourth week | 50% |
| After Fourth week | NO REFUND |

Less Than Full-Term Classes

Classes more than one (1) week in length

Follow the same refund schedule as full-term class, adjusted accordingly for the length of the class.

Classes one (1) week or less in length

If dropped prior to the day the class begins, 100% refund; if dropped the day the class begins or later, no refund.

Summer Term Classes

Follow the same refund schedule as full-term class, adjusted accordingly for the length of the class.

Credit Courses

Once a term begins, the student must officially withdraw from a class or classes they are not attending by completing a Drop/Add Form or Withdrawal Form and submitting the completed Form to the Admissions and Registration Office. Depending on the length of the course, the student may be able to withdraw from courses online utilizing My Northeast. The date the Form is received by the Admissions and Registration Office, or the date the withdrawal is completed on My Northeast, is the date used to calculate the refund. If a student has received financial aid, a tuition refund will be used to restore amounts to the aid programs involved. All educational costs incurred up to the time of withdrawal will be considered in determining any additional overpayment of aid. Financial aid repayment is established according to federal regulations pertaining to federal student aid.

Noncredit Courses

Request for refunds must be made through the Director of an Extended Campus prior to the first class meeting.

Return of Funds Policy

Students receiving financial aid or military tuition assistance who withdraw or stop attending will, in most cases, be required to return a portion of funds received.

The Higher Education Act, as reauthorized and signed into law on October 7, 1998, established the Return of Title IV Funds Policy.

The concept behind the policy is that the college and the student are allowed to retain only the amount of Title IV (Federal) aid that is earned. If a student withdraws or stops attending classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received.

For Title IV purposes, the last date of attendance is one of the following:

- The date the formal withdrawal process begins,
- The date the student otherwise gives official notice of intent to withdraw (i.e., letter, phone call, e-mail, in-person),
- The mid-point of the term,
- Or the last documented date of attendance in an academically related activity.

Northeast uses the last documented date of attendance in an academically related activity. If a student attends through 60 percent of the term, all Title IV Aid is considered earned.

Definitions

- **Administrative Drop:** A drop processed by the Admissions and Registration Office due to the student's failure to start a course. The Administrative Drop allows for a 100% refund of tuition and fees.
- **Official Withdrawal:** Withdrawal from a course that was initiated by the student by completing the official withdrawal process. Student will receive a grade of W.
- **Unofficial Withdrawal:** Withdrawal from a course initiated by the institution for a student who has stopped attendance. No refund is given. Students who stop attending a course will be unofficially withdrawn and given a grade of an Unearned F.

Federal Title IV Refund Calculation

The Financial Aid Office determines, based on the federally mandated formula, the amount of FSA/Title IV assistance a withdrawn student has earned, based on their determined withdrawal date.

The Return of Title IV Funding (R2T4) calculation policy is outlined below:

1. Following the determination of the last date of attendance, the school must calculate the number of days attended and the total number of days in the term; weekends count and any period of no classes that is five days in length or greater is excluded. Days attended are then divided by days in the term to calculate percentage completed. That percentage is multiplied by total aid for which the student is eligible to determine the amount of aid earned (% completed x total aid = earned aid). Total aid – earned aid = unearned aid (aid to be returned).

2. The school determines total institutional charges and multiplies that figure by the percentage of unearned aid (100% - % completed = % unearned). It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV aid goes first to pay institutional charges. Institutional charges x % unearned = Amount returned by school (up to amount indicated as unearned in Step 1).

The school must then return the amount of unearned aid up to the maximum received, to each of the Title IV programs in the following order:

1. Direct Unsubsidized Loan
 2. Direct Subsidized Loan
 3. Federal PLUS Loan
 4. Federal PELL Grant
 5. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. The school then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which is unearned. That remaining amount is the student's share and is allocated in the same order as stated above.

Total amount unearned – amount returned by the school = \$\$ for which the student is responsible.

Once the school determines dollar amounts and which individual programs must be repaid, the student will be notified of any amounts they owe. Funds that must be returned by the student to the loan programs can be paid in full in accordance with normal loan repayment terms. For grant dollars that must be repaid, the amount due from a student is limited to the amount by which the original grant overpayment amount due from the student exceeds half of the total Title IV grant funds received by the student. A student has 45 days to make repayment and does not have to repay a grant overpayment of \$50 or less. Unpaid balances will be turned over to the Department of Education for collection.

Until overpayments are repaid or satisfactory arrangements to repay have been made, students will be ineligible for further Title IV aid.

This policy is totally separate from the institutional refund policy. Unpaid balances due to Northeast that result from amounts returned to Title IV programs and other sources of aid will be charged back to the student. If a student does not begin attendance in all classes or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate status prior to calculating Return of Title IV Funds. Before withdrawing or stopping attendance in classes, the student should be aware of the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance.

For Students Enrolled in Modules

A student is considered withdrawn if the student does not complete all the days in the payment period that the student was scheduled to attend. If a student withdraws from a course in a later module while still attending a current module, the student is not considered as withdrawn. However, a recalculation of aid based on the change in enrollment status may be required.

If a student provides written notice to the Financial Aid Office at the time of withdrawal from a current module that they plan to attend a later module in the same payment period, they are not considered a withdrawal. If the student does not provide that written confirmation, the R2T4 recalculation of aid will be done. However, if the student does return in a later module in the same payment period, regardless of whether prior written confirmation was received, the R2T4 process will be reversed, and the student will be awarded the funds that they are eligible to receive at the time of return.

Post-Withdrawal Disbursement

If the student did not receive all the funds that were earned prior to withdrawing, a post withdrawal disbursement may be due. If the post-withdrawal disbursement results in the student's being eligible to receive either Direct Stafford Subsidized or Unsubsidized Loan proceeds, they will be contacted via US Mail by the Financial Aid Office. Written authorization from the student will be requested and is required before loan proceeds can be processed and disbursed to the student. Northeast will automatically use all or a portion of the post withdrawal disbursement of grant funds for any outstanding charges for tuition, fees, or room and board charges. Students will be notified of a post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination and Northeast will return any unearned funds within 45 days.

If a student remains enrolled only in non- Title IV-eligible courses

A student's schedule sometimes includes courses that the student is taking for credit and for which the student may not receive Title IV funds. If a student ceases attendance from all their Title IV eligible courses and remains enrolled in only non-Title IV-eligible courses the student is considered a withdrawal for Title IV purposes.

Any questions on Return to Title IV Funds may be addressed to the Director of Financial Aid. Questions regarding withdrawal should be addressed to the Admissions and Registration Office.

More Information:
Financial Aid Office
finaid@northeast.edu | (402) 844-7285

UNEARNED MILITARY TUITION ASSISTANCE

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend the classes for which the assistance is awarded. When a student withdraws, officially or unofficially, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with regulations set by the U.S. Department of Defense (DOD), Northeast Community College is required to return unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon the date the student stops attending. These funds are returned to the military service branch.

In accordance with DOD regulations, Northeast uses the following calculations to determine the return of unearned TA funds:

$$\frac{\text{Number of course days completed} \\ \text{(start date to Last Attendance Date)}}{\text{Total days of the course (start date to end date)}} \\ = \text{Percent of TA EARNED}$$

Once the student has attended at least 60% (Percent of TA EARNED) of the course(s) for which TA funds were approved, the student is considered to have earned the full amount of awarded TA funding. No funds will be returned to the service branch.

The number of course days completed is determined by the student's Last Attendance Date. The Last Attendance Date is defined as the last documented date of attendance in an academically related activity and is reported by the instructor.

The start date of a student's enrolled course(s) may be found in the student's My Northeast account.

Return of unearned TA funds may result in a balance due on the student's account. However, if a service member is called to a military service obligation, Northeast will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

FINANCIAL AID

The Northeast Community College Financial Aid Office works with students, parents, and counselors to determine eligibility for one or more types of assistance to help meet the costs of education when the student and family cannot contribute the full amount. Most students who receive financial aid qualify on the basis of need, however, some receive scholarships for academic or activity achievements.

Northeast Community College offers the following types of financial aid: Federal PELL Grants, Federal Supplemental Educational Opportunity Grants, Nebraska Opportunity Grants, Federal Work-Study, Direct Loans, Federal PLUS Loans, student emergency loans, part-time employment, and scholarships.

Students are encouraged to contact the Department of Vocational Rehabilitation Services, the Veterans Administration, the Bureau of Indian Affairs, or Workforce Development if potential eligibility exists.

FINANCIAL AID APPLICATION**Who is eligible to apply for Financial Aid?**

All students in need of financial assistance or interested in scholarships are encouraged to apply for Financial Aid. For federal programs the student must:

1. Enroll in an eligible program of study leading to a degree, diploma, or certificate.
2. Be a U.S. citizen or an eligible non-citizen.
3. A student must have completed one of the following: a high school diploma, GED, or homeschooling at the secondary level.
4. Not be in default on any loan previously received from any college nor owe an overpayment of Title IV Funds.
5. Be registered with Selective Service if required to do so.
6. Demonstrate financial need (except for Direct Unsubsidized and PLUS loans).
7. Maintain the standards of Satisfactory Academic Progress (SAP).
8. Sign a Statement of Educational Purpose promising that any aid received will be used for costs of attendance at Northeast Community College.

FEDERAL AND STATE AID APPLICATION PROCESS

1. Complete the Northeast Community College Application for Admission online (preferred method) at northeast.edu/admissions/application.

Or complete a paper application and return it to:

Admissions and Registration Office
Northeast Community College
P.O. Box 469
Norfolk, NE 68702-0469.

2. Obtain the Free Application for Federal Student Aid (FAFSA) from your high school guidance counselor, the Northeast Financial Aid Office, or access the electronic process at www.studentaid.gov. You can access your Renewal FAFSA on the web if you filed a FAFSA the preceding year. If you file the FAFSA yourself electronically, a FAFSA on the Web Worksheet, which should be used instead of the regular FAFSA, is available at www.studentaid.gov. **The Northeast code is 002556.** You will need the following information before applying for financial aid:
 - a. Federal tax returns and W2s.
 - b. Statements showing amounts of untaxed income, such as child support.
 - c. A Federal Student Aid (FSA) username and password. This will be used to electronically sign your FAFSA. Both you and one parent, if you are a dependent student, will need an FSA username and password. You can obtain them at www.studentaid.gov.

3. Choose from the following options for FAFSA processing:

Option A (preferred):

 - Print and complete a FAFSA on the Web Worksheet found on the www.studentaid.gov website.
 - File your FAFSA on the web at www.studentaid.gov. **The Northeast code is 002556.**
 - Be sure you and your parent/guardian (if you are a dependent student) sign your FAFSA using separate usernames and passwords (without completed signatures, your FAFSA will be rejected) or print the signature page and send the completed form to the Central Processing Center.
 - Use the IRS Data Retrieval Tool when submitting your tax information online.
 - Additional documentation may be required when Northeast receives your FAFSA information electronically; corrections could delay the award process.

Option B: If you do not have access to the internet, send the following to the Northeast

Financial Aid Office for verification; your FAFSA will be submitted electronically by Northeast Community College:

- Verification Worksheet,
- Tax transcript and W2's,
- Parents' or spouse's tax transcript and W2's,
- Other documentation as requested by the Financial Aid Office.

All Northeast Community College Financial Aid forms can be downloaded from the Northeast website at www.northeast.edu/financial-aid-and-scholarships/forms.

4. Your application will be analyzed, and a federal formula will be applied to determine how much you and your family are expected to contribute toward your college costs. The Student Aid Report (SAR) from the processor will provide your college with the information needed to determine your eligibility for all types of student aid. When you receive the SAR, check it for errors, giving special attention to items the Processing Center may be questioning.

If you have no corrections and have listed Northeast and our school code for one of your schools, we should receive the information electronically and do not need the SAR.

If you have corrections, enter the changes on Part 2 of the SAR, sign and forward all pages of the SAR to the Financial Aid Office, Northeast Community College, P.O. Box 469, Norfolk, NE 68702-0469. Any corrections will be reprocessed by the Northeast Financial Aid Office. Do not mail the SAR and other documents back to the Central Processing Center.

5. Financial aid applications are selected for verification by the central processor. Additional files may be selected by the Financial Aid Office if estimated tax returns were used or if other information on the SAR indicates a possible error.

If your application is selected for verification, the Financial Aid Office will request signed copies of you and your family's federal tax transcript and other documents to verify that we have the correct SAR information. It is important that you respond promptly to any requests for additional information. No further action will be taken on your application until requested information has been received.

If corrections must be made to the SAR data, we must have a corrected SAR by the student's last date of attendance or no aid will be available. Student loans must be certified prior to the last day of the period of enrollment as well. Aid will be awarded based on the student's enrollment status at the time a valid SAR is received in the Financial Aid Office. The student must be meeting satisfactory

academic progress requirements at the time.

- The official method of communication with the Financial Aid Office is email. The Financial Aid Office will send an email to the student's personal email address on file until the student is assigned a Northeast email address. If no personal email address is provided, the email will go to the student's email address provided on the FAFSA. Once a student is assigned a Northeast email address, all communication from the Financial Aid Office will be directed to the Northeast email and you will be directed to view your account on My Northeast. The student will be able to view any documents required prior to processing their financial aid award and they will be able to view their award once the file is complete.

A student's financial need is determined by the following federal formula:

$$\frac{\text{Estimated Cost of Attendance (NOT your bill)} - \text{Expected Family Contribution}}{\text{Financial Need}} =$$

We will try to fill need by awarding various types of financial aid. The PELL Grant is determined first. Then any scholarships are added to the aid package. You will then be considered for a federal supplemental grant, a state grant, an institutional grant, or Federal Work-Study. Students are awarded according to institutional policy and on a first-completed, first-awarded basis, which means that early application is necessary if you are to be considered for all possible types of aid.

- When you are notified that your award is available on your My Northeast account, you must accept or decline the aid offered online. If loan eligibility exists, you must then decide if a loan is required, complete the Direct Loan Master Promissory Note, complete online Direct Loan Entrance Counseling, and complete the Annual Student Loan Acknowledgment.

Aid offers could be modified if the student is not enrolled full-time on the tenth day of classes. No adjustments will be made after that date unless the student receives additional outside aid, or the student does not begin attending all classes for which he or she is registered. See the Enrollment Status section under Satisfactory Academic Status for how student status is determined.

COLLEGE FINANCING PLAN

In addition to your award notification, the Financial Aid Office at Northeast, in cooperation with the U.S. Department of Education, has implemented the College Financing Plan. The College Financing Plan is a form that was designed by the federal government to create a standardized way for schools to communicate

cost information to families while incorporating specific financial aid awards. It is designed to make it easier for families to do a side-by-side cost comparison for each of their selected schools. In addition, information on the school's default rate, graduation rates, median federal loan borrowing amounts, and repaying your loans is included. The Department of Education created the form to assist families in making an informed decision about how to pay for college.

A student may access their personalized College Financing Plan via their My Northeast account. Students will also need to view their award notification on their My Northeast account and accept/decline their financial aid.

SATISFACTORY ACADEMIC PROGRESS

Northeast Community College is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal, state, and institutional aid, including, but not limited to, grants, loans, Federal Work Study, institutional scholarships, and waivers. Northeast must notify students of this policy and monitor the progress of all students receiving financial aid to insure their continued compliance with the policy. Refer to College SAP Board Policy and Procedure AP 5130-0.

Students who are receiving financial aid, or seek to receive financial aid in the future, are required to meet these minimum academic standards. Failure to meet these standards means the student is no longer eligible to receive financial aid. It is the responsibility of all students receiving financial aid to familiarize themselves with the policy and to ensure that the standards are met.

Enrollment Status

Student status is based on the following (*per semester*):

- Full-time (FT): Attempting 12 or more credits
- Three-quarter time (TT): Attempting 9-11 credits
- Half-time (HT): Attempting 6-8 credits
- Less-than-half-time (LTHT): Attempting 5 or fewer credits

For financial aid awarding purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the tenth day of the term for most students. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least 12 credits hours on that date. Financial aid will not be adjusted to reflect credit hours added after that date. Students who are registered for a class on the first day of the term but never begin attendance in that class cannot include that class in determining enrollment status for financial aid purposes. Aid will be adjusted if students are reported as a no show in their class(es).

Requirements

The following components are measured to determine whether the student is meeting Satisfactory Academic Progress (SAP) standards: Cumulative GPA, Pace Requirement, and Maximum Timeframe.

Grade Point Average (GPA)

Cumulative GPA: A student must maintain a cumulative GPA of at least 2.0.

Pace Requirement or Completion Ratio

The pace requirement or completion ratio component of the satisfactory academic progress policy measures the pace at which a student must progress through their program of study to ensure completion within the maximum timeframe permitted and provides for a measurement of the student's progress at the end of each evaluation. Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted. To meet the pace requirement, the student's completion ratio must be 67% or higher. Attempted credits include any course taken for credit while attending Northeast. Credit hours transferred in from another institution are included in both attempted and completed credits. Successfully completed credit hours include letter grades of A+, A, B+, B, C+, C, D+, D, or P. Credit hours that will not count as successfully completed include letter grades of F (Fail), UF (Unearned F), I (Incomplete), W (Withdrawal), AU (Audit), and credit by exam (i.e., CLEP). Repeats of successfully completed credits will be considered in the hours attempted and may be used in determining enrollment status for financial aid purposes. Title IV funds can pay for repeat coursework previously taken in a program as long as it is not a result of more than one repetition of a previously passed course, or any repetition of a previously passed course due to the student failing other coursework.

Maximum Time Frame Measure

Rate of Program Completion (Maximum Time Frame): Students are expected to complete their program of study within a reasonable time. A student's maximum time frame is based on total credit hours attempted at Northeast plus any transfer credits accepted toward their program of study and the student's degree objective. **These limits apply regardless of whether the student has received federal funding.** Students are eligible to receive aid for up to 150% of the published number of credit hours for a program of study (see program descriptions in the College Catalog).

Example: If a program of study requires 78 credit hours to graduate, the maximum credit limit a student could take and receive financial aid for would be 117 (78 x 150 percent). All credit hours attempted by the

student (including transitional and ESL classes) are counted. Maximum time frame may be adjusted by the number of transitional or ESL credits taken.

At the end of each semester, the total number of attempted credit hours will be counted to see if the student has reached the maximum number of credit hours for their program of study. All credit hours are counted, including:

- Credit hours attempted in semesters you did not receive financial aid.
- Credit hours attempted prior to a change in your program of study. Students nearing maximum time frame due to a change in their program of study will be reviewed for an academic plan.
- Credit hours transferred from another institution into your program of study at Northeast.

Consequences

Financial Aid Warning

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of a payment period. During a warning semester, the student may still receive financial aid. The student's future financial aid eligibility is dependent upon how well the student does during the warning semester. If the student completes the warning semester, now has a cumulative GPA of 2.0 or higher, and the student is meeting the pace or completion ratio requirement, the student will be removed from financial aid warning status and restored to good standing. However, if the student again fails to meet one or both of those requirements, the student will be placed on financial aid suspension.

Financial Aid Suspension

A student will be placed on Financial Aid Suspension status if they fail to meet the academic progress requirements at the end of a financial aid warning semester.

Regaining Eligibility

A student whose financial aid eligibility has been suspended has two options for regaining eligibility:

1. A student may qualify for reinstatement of financial aid eligibility by enrolling at their own expense, bringing their cumulative GPA above 2.0, and bringing their pace or completion ratio requirement up to 67% to meet the minimum requirements of the satisfactory academic progress policy.
2. A student may appeal their financial aid suspension if extenuating circumstances (i.e., death of a relative, injury or illness of the student, or other special circumstance) exist. Appeals must be made in writing to the Director of Financial Aid and must include supporting documentation of the extenuating circumstances. In the appeal request, the student must provide information regarding why the student failed to make SAP and what has changed

in the student's situation that would allow them to demonstrate satisfactory academic progress at the next evaluation. If a student's appeal is granted, they will be placed on Financial Aid Probation. A student on Financial Aid Probation may receive aid (federal, state, or institutional) for one payment period. While on Financial Aid Suspension, the student must meet Northeast's standards of academic progress, or the requirements of an academic plan established on an individual student basis as a result of the appeal process. Denied appeals may be directed to the Vice President of Student Services in accordance with the Northeast Community College Policy for Student Grievance Procedure.

Additional Information

Transitional Classes: Students may receive financial aid for a maximum of 30 credits of transitional classes.

Incompletes: A student who is placed on warning or suspension because of incomplete credits may request that the Financial Aid Office review their status once the course has been completed.

Academic Amnesty: A student who applies for and receives Academic Amnesty to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's GPA are not automatically returned to satisfactory standing. The federal student aid program regulations make no provision for the concept of academic amnesty or academic renewal. The Financial Aid Office must always include all courses, whenever taken, in evaluating a student's satisfactory academic progress.

Additional Degree: If a student has completed one program of study, they may qualify for federal, state, or institutional aid for one additional qualifying program of study. The student will be required to meet with the Financial Aid Office for a credit evaluation to determine eligibility. Students seeking a second degree will not be able to obtain aid for hours above 125% of the credit hours required for that second degree. **Federal aid time limits may apply.*

Withdrawal from Northeast Community College:

Students withdrawing during a semester will be placed on financial aid warning or suspension. Those students who received financial aid should be prepared to repay a portion of aid received according to federal regulations and the Northeast refund policy, which can be found in the College Catalog and financial aid brochure.

Evaluation Timeframe: Northeast Community College will evaluate a student's satisfactory academic progress at the end of each payment period; fall, spring, and summer. All summer sessions jointly are considered one term. A student placed on financial aid warning or suspension will be notified via U.S. mail to the current mailing or permanent address on record. It is the responsibility of the student to keep their address updated.

The complete standards of satisfactory academic progress can be located on the Northeast [website](#), or they may be requested from the Financial Aid Office.

FEDERAL AND STATE PROGRAMS AT NORTHEAST COMMUNITY COLLEGE

Federal PELL Grant

The Federal PELL Grant assists undergraduate students who need financial help for their education and, like other grants, does not have to be repaid. Applicants must submit the Free Application for Federal Student Aid (FAFSA) to determine eligibility for the grant. The PELL Grant amounts awarded ranged from \$692 to \$6,895– in 2022-2023, if the student had eligibility. Duration of eligibility is the equivalent of 12 full-time semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The purpose of the Federal Supplemental Educational Opportunity Grant (FSEOG) Program is to provide additional grants to students who are PELL eligible and who demonstrate exceptional financial need.

Nebraska Opportunity Grant (NOG)

The Nebraska Opportunity Grant (NOG) is available to PELL eligible Nebraska residents who demonstrate substantial unmet need. NOGs are a combination of federal and state monies with most of the funding coming from the state.

Federal Work-Study (FWS)

The Federal Work-Study (FWS) program provides jobs for eligible students who show unmet need. Student workers are paid bi-weekly as hours are worked. Most FWS students are employed on campus and work an average of 8 to 10 hours per week at a salary of at least minimum wage. Some jobs are designated community service jobs as students are assisting individuals in the greater northeast Nebraska area. Northeast also provides FWS students for an off-campus reading tutors program for lower-elementary school children.

Loans

- All loans must be repaid by the borrower and should be taken with extreme caution and forethought. Failure to repay a loan will negatively affect the student for years.
- A first-time borrower at Northeast must complete a Master Promissory Note.
- Before receiving a first disbursement, first-time borrowers at Northeast must complete direct loan entrance counseling and the annual student loan acknowledgment, which may be completed online at www.studentaid.gov.
- Students and parents are required to complete the annual student loan acknowledgment every year

to acknowledge that they understand how much they owe and how much more they can borrow.

- Loans for the academic year will have two disbursements, one at the beginning of the fall semester and one at the beginning of the spring semester.
- Loans will be credited directly to the student's account. After the student's school expenses are covered, excess amounts will be returned to the student within fourteen days to be used for other costs of education.

Direct Subsidized Loan

To be eligible for the Subsidized Direct Loan, a student must show need and be enrolled at least half-time. The government subsidizes the loan by paying the interest for the student during periods of at least half-time enrollment. Freshmen (level one) students may be eligible for a maximum of \$3,500 and sophomores (level two) may be able to borrow up to \$4,500. Contact the Financial Aid Office for current interest rates.

Direct Unsubsidized Loan

The terms of the Unsubsidized Direct Loan are identical to those of the Direct Subsidized Loan with two exceptions – a student is not required to show need for the Direct Unsubsidized Loan and interest is the student's responsibility from the beginning. The government does not pay interest for the student. Subsidized loan eligibility reduces available unsubsidized limits. Dependent students may have up to \$2,000 of additional eligibility above the \$3,500 for level one students and \$4,500 for level two students. Independent students may have up to \$6,000 of additional eligibility above the \$3,500 for level one students and \$4,500 for level two students. Contact the Financial Aid Office for current interest rates.

Parent Loan for Undergraduate Students (PLUS)

The Parent Loan for Undergraduate Students (PLUS) is available to parents of dependent students to help meet remaining costs of education. Maximum eligibility is total cost of education minus financial aid. Contact the Financial Aid Office for current interest rates.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have the right to know:

- What federal, state, and institutional financial assistance is available.
- Financial aid procedure and how aid is awarded.
- How and when financial aid is paid.
- The cost of attendance at Northeast.
- Comply with the Return of Title IV Funds policy for withdrawal.
- What portion of financial aid is from grant aid.
- What portion of financial aid is from a loan(s) and

must be repaid. This includes interest rate, grace period, and terms of payback, including a sample repayment schedule.

- How much need has been met by the institution.
- The Satisfactory Academic Progress requirements for aid recipients.

Students are responsible for:

- Knowing and meeting financial aid deadlines.
- Providing all information/documentation requested by the Financial Aid Office.
- Reading and understanding all forms and correspondence pertaining to financial aid and keeping copies of these documents.
- Accepting responsibility for all agreements signed by the student.
- Reporting any drastic changes in financial circumstances (i.e., death of parent or spouse, divorce) that would change financial need.
- Returning all financial aid forms by the date requested.
- Knowing and complying with Northeast's refund policy and the Return of Title IV Funds policy.
- Notifying lenders if there is a change in name, address, or enrollment status.
- Complying with employment requirements for Federal Work-Study.
- Applying for financial aid as soon after January 1 as tax returns can be prepared for the preceding year.
- Repaying all Direct Loans.
- Maintaining satisfactory academic progress at Northeast.

Scholarships

Northeast offers students several scholarships and performance grants established by the College, by the Northeast Community College Foundation, and by private organizations and individuals. Qualifications, deadlines, and amounts vary. When scholarships are need-based, the FAFSA on file will be used to assist the Scholarship Selection Committee in the selection of recipients. Department performance grants are awarded in limited numbers through the individual departments on campus.

For a complete list of scholarships and details on the application process, contact the Financial Aid Office or visit the Northeast Community College [website](#).

Short-Term Loans

Northeast provides short-term, interest-free loans to students with unexpected financial need. Contributors to this fund are Baker Memorial, Robert McMullen Memorial, Sears & Roebuck, and Eva Maas Memorial.

GENERAL ADMISSIONS GUIDELINES

Northeast does not charge an application fee. Applications for Admission are accepted from students aged 18 and older, or those students who will receive their high school diploma or GED certificate prior to their enrollment start date.

Admission to Northeast Community College does not guarantee admission to all courses or programs of study. Students may be required to take pre-requisites and/or academic skills courses before enrolling in certain classes/programs of study. Program requirements are outlined in the College Catalog. The College may require a person to provide a medical statement from a physician for admission to a specific program or when it is otherwise in the best interest of the student and/or Northeast.

Northeast Community College reserves the right to deny admission or continued enrollment to any student who may create an unreasonable risk of harm to the health, safety, welfare, or prosperity of the College, members of the College community, or themselves.

The language of instruction at Northeast Community College is English; therefore, students are required to have a certain level of English proficiency to improve their chances of success.

Students whose native language is not English will be required to provide proof of English proficiency prior to enrolling in Northeast Community College courses at the 1000 level or higher. Students must prove language proficiency in one of the following ways:

1. An official TOEFL (Test of English as a Foreign Language) score report with a minimum of 500 on the written exam, 173 on the computer exam, or 61 on the TOEFL iBT. **Northeast Community College's institutional code for TOEFL is 6473.**
2. An official transcript from an accredited U.S. educational institution verifying successful completion of a college English course, at the 1000 level or higher, with a grade of "C" or better.
3. An official ACT score report with an English sub-score minimum of 18. If submitted English sub-scores are lower than 18, the appropriate ESL placement test will be administered.
4. Completion of the appropriate English as a Second Language Placement Test with qualifying test scores in Reading and Writing. A qualified writing sample may be requested.

Specific application procedures for degree-seeking, non-degree-seeking, and former Northeast Community College students are outlined below. International student applicants see Special Admissions Guidelines.

APPLICATION PROCEDURES

Degree-Seeking Students

1. Submit the Application for Admission on the Northeast Community College [website](#) or complete the Application for Admission in its entirety and return to:
Admissions and Registration Office
Northeast Community College
P.O. Box 469
Norfolk, NE 68702-0469
2. Send all official high school, home school, and/or GED transcripts (*if applicable*) to the Admissions and Registration Office. Students who are still in high school should wait to send transcripts until after high school graduation. Previous college transcripts should be sent to the Admissions and Registration Office at the aforementioned address.
3. Provide recent official placement test (ACT, SAT, Accuplacer or MAP) scores. Exceptions must be approved by the Dean of Student Success.
4. Complete an orientation/registration session. Information regarding orientation/registration will be sent to you from the Admissions and Registration Office.

Students will receive notification of acceptance to the College within two weeks of application submission.

Non-Degree Seeking Students

Students enrolling in classes for personal enrichment, or those not working toward a degree or certificate, are considered non-degree seeking students. Until a student is accepted into a degree-seeking program, no advisor will be assigned, no financial aid will be available, and no degree can be earned. Students are encouraged to request a meeting with an advisor at any time for assistance with educational planning or to become a degree-seeking student.

Non-degree seeking students must complete the non-degree Application for Admission form prior to enrollment. These forms are available in the Admissions and Registration Office or on the Northeast [website](#). Mandatory Placement requirements apply to anyone taking math and/or English classes. There are some classes that require specific test scores/prerequisites. Guidelines can be found on the Northeast website or by contacting the Northeast Community College Testing Center.

Returning Students

Former Northeast Community College students who have not been enrolled for at least one year must complete a new Application for Admission on the Northeast [website](#) to be eligible to register for classes. If it has been over one year since previous enrollment, students will follow the most current catalog.

Appeals

Appeals to the admissions process will be considered by the Vice President of Student Services in consultation with the appropriate Division Dean. All appeals must be submitted in writing.

SPECIAL ADMISSIONS GUIDELINES

Early College Students

The Early College program provides the opportunity for students currently enrolled at a high school junior or senior level to enroll in college credit courses.

Freshman and sophomore level students must have a recommendation from a high school representative and approval to enroll from the Registrar and appropriate Academic Dean.

Early College students must complete an Early College Application for Admission. This can be done on the Northeast [website](#), through their high school counselor, or the Northeast Admissions and Registration Office.

An Early College student who plans to attend Northeast Community College after high school graduation must submit an official Degree-seeking or Non-Degree seeking Application for Admission.

The credits and grades earned as Early College students will become part of the student's permanent Northeast transcript.

Early High School Graduates

Early high school graduates who will not receive their high school diploma prior to their enrollment start date, and who are applying as a degree-seeking student, must provide the following:

1. An official transcript, a completed Special Admission: Early High School Graduate Form, and a completed Application for Admission indicating their intent to enroll in a program which leads to an associate degree (*certificate and diploma programs do not meet the criteria*). Students under the age of 16 must have approval of the Academic Dean and the Registrar.
2. Appeals to the admissions process will be considered by the Vice President of Student Services. All appeals must be submitted in writing.

Home School Students

Home school completers who are applying as a degree-seeking student prior to the age of 18 must provide one of the following:

1. If state (*where applicant has residency*) law requires a home-schooled student to obtain a secondary school completion credential for home school (*other than a high school diploma or its recognized equivalent*), an official copy of that credential.
2. If state (*where applicant has residency*) law does

not require a home-schooled student to obtain a secondary school completion credential for home school (*other than a high school diploma or its recognized equivalent*), an official transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

3. Students under the age of 16 must have approval of the Academic Dean and the Registrar.
4. Appeals to the admissions process will be considered by the Vice President of Student Services. All appeals must be submitted in writing.

International Students

International students applying to Northeast with the intention of obtaining a Certificate of Eligibility, (*Form I-20*), for the purpose of acquiring an F-1 visa, must complete all general and international student admission requirements. Only after the student meets these requirements will the Form I-20 be issued.

Students under the age of 18 must have approval of the Academic Dean, the Registrar, and the Director of Global and Multicultural Engagement.

It is recommended that applicants residing in a foreign country initiate the application process six months prior to their anticipated enrollment date. All completed application materials must be received in the Global and Multicultural Engagement Office by July 1 for those planning to enroll for the fall semester, and November 15 for students planning to enroll for the spring semester.

To meet all international student admissions requirements, international students should send the following to:

Director of Global and Multicultural Engagement
 Northeast Community College
 P.O. Box 469
 Norfolk, NE 68702-0469

1. Completed International Student Application for Admission.
2. Copy of valid passport.
3. Official copies of all high school and college academic records (with English translations).
4. An international applicant whose native language is not English must demonstrate English proficiency. Students may do this by submitting one of the following:
 - a. An official Test of English as a Foreign Language (TOEFL) score report with a minimum of 500 on the written exam, 173 on the computer exam, or 61 on the TOEFL. **Northeast Community College's institutional code for TOEFL is 6473.**
 - b. An official International English Language

- Testing System (IELTS) minimum score of 6.5.
- c. An official transcript from an accredited U.S. educational institution verifying successful completion of a college English course, at the 1000 level or higher, with a grade of “C” or better.
 - d. An official ACT score report with an English subscore minimum of 18. If submitted English subscores are lower than 18, an additional placement exam will be administered.
 - e. An official SAT score report with a verbal subscore minimum of 440. If submitted verbal subscore is lower than 440, an additional placement exam will be administered.
 - f. Satisfactory completion of a Northeast’s placement test for Language and Reading.
 - g. Verification of successful completion of a U.S. English Language program.
 - h. “TOEFL Waivers” will not be accepted. All test scores must be verifiable. Foreign students who are in the United States on another type of visa and wish to enroll in courses at Northeast must follow the English Proficiency Requirements. For further assistance, international students should contact the Director for Global and Multicultural Engagement.
5. Students must submit written verification of adequate financial resources, in American dollars, to fund the estimated cost to attend Northeast for the current academic year, as per financial aid calculations. Northeast has determined that adequate financial resources include, but shall not be limited to, sufficient funds over and above the cost to attend as per financial aid cost of attendance guidelines. Adequate financial resources include monies to provide for the student’s everyday living needs and expenses while in the United States, and health insurance coverage with an insurance company licensed to do business in the United States.
- Appeals to the admissions process will be considered by the Vice President of Student Services. All appeals must be submitted in writing.
6. International students are required to have all tuition, fees, housing and meal plans paid in full by the first day of classes each semester. Balance details can be obtained by contacting Student Accounts.
 7. International students shall be required to present proof of health insurance coverage prior to being officially enrolled and receiving an updated I-20. International students must provide such verification for each year of attendance at Northeast to the Director of Global and Multicultural Engagement.
 - a. The health insurance coverage set forth above shall include coverages for medical expenses associated with accident, sickness, hospitalization, major medical procedures, and repatriation of remains. Coverages shall provide for the following minimum coverages:
 - I. Medical benefits of at least \$50,000 per accident or illness;
 - II. A deductible (the amount for which the student is responsible) not to exceed \$500 per accident or illness;
 - III. Repatriation of remains coverage in the amount of \$7,500; and
 - IV. Expenses associated with medical evacuation of the student to their home country in the amount of \$10,000. Northeast Community College does not have health insurance coverage for its students. Students are responsible for their own medical expenses.
 8. Prior to enrollment, international students must complete an Orientation/Registration session and take a placement test (if not already provided).
 9. Immigration laws require F-1 students to pursue a full course of study. At Northeast, this means maintaining a minimum of 12 credit hours per semester in a program of study and making satisfactory progress toward degree completion.
 10. International students present in the United States on temporary visas are considered nonresidents for purposes of tuition payments. Length of stay, payment of taxes, ownership of property, etc., do not imply legal residency.
 11. International students who wish to transfer to Northeast from another U.S. institution must complete the appropriate transfer forms. Transfer forms can be requested from the Director of Global and Multicultural Engagement at Northeast.

Health Information Management Systems (HIMS) Program Applicants

In addition to the Northeast Community College application and admission, students must also apply to the Health Information Management Systems Program. Applicants to the HIMS Program must:

1. Submit completed required application materials to the program for review:
 - a. Professional resume
 - b. High school or college transcripts, if applicable
 - c. Application for Prior Learning Assessment, if applicable
 - d. Copy of Coding Certifications, if applicable

2. HIMS Program Requirements:

- a. Students must earn a “C” grade or above in all HIMS coursework
- b. In the event of course failure or withdrawal, the student will be allowed to repeat the course once to earn a qualifying grade
- c. Criminal background check and drug screening
- d. Documentation of immunization history

NURSING PROGRAM APPLICANTS

In addition to the Northeast Community College application and admission process, students must also apply to the Nursing Program.

Applicants to the Nursing program must:

- Apply to Northeast Community College with a declared major of Pre-Professional Nursing (PRN) or Pre-Professional Nursing Transfer (PRNT)
- Send official college transcripts to Northeast Community College if the student has taken classes at another institution
- Begin the pre-requisite coursework detailed in the required Nursing Program of Study. A minimum of a “C” must be achieved in each of those courses, and the required science classes must have been completed within the past seven years
- Earn a cumulative GPA of at least 2.7 in the required science courses and general education courses
- Direct high school to nursing program admits must have a cumulative high school GPA of 3.5 with successful completion of the highest level of English, Math, and Science courses
- Meet with Nursing Faculty Advisor or Nursing Program Director to complete a plan of study
- Submit the Nursing Program Applicant Form
- Take the TEAS Version 7 exam (nursing entrance exam) (*See nursing program application packet*)
- Successfully complete a Nurse Aide course and be listed on the Nebraska Nurse Aide Registry

The Nursing Application Packet is updated each spring semester by March 30 and can be accessed by contacting the nursing program directly, via email to nursingprogram@northeast.edu, or by accessing the Northeast website. The application requirements must be completed, and materials returned or postmarked as instructed, by the deadline of February 1.

Both Practical Nursing (PN) and the Associate Degree in Nursing (ADN) programs have a limited number of applicants accepted for fall admission. It is possible that not all applicants will be admitted for a given term. Students are conditionally accepted into the nursing program based on scoring rubric for TEAS test scores, Science GPA, and general education GPA. Conditional program admission is granted and contingent upon:

- Successful completion of spring/summer

coursework (“C” or better in required courses and a minimum overall and science GPA of 2.7)

- Satisfactory criminal background check
- Satisfactory drug test
- Physical examination
- Submission of required vaccinations and tuberculosis test
- Current Basic Life Support (BLS) for Healthcare Providers CPR certification

NURSING PROGRAM GRADE AND GRADUATION REQUIREMENTS

Students enrolled in either Practical Nursing or Associate Degree Nursing coursework are held to program specific grading standards.

1. A “C” or better in all general education coursework.
2. A “B” or better, and an 80% test average in all nursing (NURS) coursework.
3. “P” or pass grade in select NURS coursework; the “P/F” grade is reserved for laboratory or clinical coursework only; a pass grade is determined by the instructor’s evaluation of the student meeting specific course competencies and is equivalent to a “B” grade in a theory or classroom course.

A student is eligible to take the NCLEX-PN or NCLEX-RN exam upon satisfactory completion of the graduation requirements.

PHYSICAL THERAPIST ASSISTANT (PTA) APPLICANTS

In addition to the Northeast Community College application and admission process, students must also apply to the Physical Therapist Assistant (PTA) program.

Applicants to the PTA program must:

- Apply to Northeast Community College with a declared major of Pre-Professional Physical Therapy.
- Begin the pre-requisite coursework detailed in the required PTA Program of Study. A minimum of a “C” must be achieved in each of those courses, and the required science classes must have been completed within the past five years.
- Earn a cumulative GPA of at least a 2.5 in the pre-requisite coursework detailed in the required PTA Program of Study. The mid-term grade of courses in progress will be used to calculate the GPA at the time of the selection procedure.
- The PTA Application Packet is updated each spring semester and can be accessed beginning April 1 through the Northeast Community College [website](#), or by email request to pta@northeast.edu. The application requirements must be completed, and materials returned or postmarked as instructed by the deadline of October 1.

Required application material includes:

Admissions and Records Information

- PTA Program Application for Admission [Form](#)
- PTA Job Shadowing Forms
- Professional resume and cover letter.

Based on the scoring rubrics for GPA, Observation Forms, and Resume and Cover Letter, up to 35 students with the highest cumulative scores will be invited by the PTA Admissions Committee for an interview.

Up to 24 students are accepted into the program based on total points earned on GPA, observations, resume and cover letter, and interviews.

Students of the PTA program will be required to complete and submit the following in order to participate in the clinical education component of the curriculum:

- Physical examination
- Required vaccinations
- Tuberculosis test
- Criminal background check
- Drug screen

UTILITY LINE APPLICANTS

Admission to the Utility Line program (*hereafter referred to as the program*) is contingent upon the applicant meeting the College mandatory placement test scores for reading, writing, and mathematics as required by the program (*see program of study*):

1. All students must have a valid CDL learner's permit, along with a valid driver's license, in their possession when classes begin. Students must maintain that valid CDL learner's permit and their driver's license until which time they are directed to obtain a class A or A/O CDL. Once a student obtains their class A or A/O CDL they must maintain that license throughout the remainder of their course of study, including the summer internship. Any student who loses their driver's license or CDL will be unable to continue any further in the program. Students wanting to re-enter the program must re-apply.

Each student must provide a current driving record from the student's state of residence by the end of the second week of classes for each term in which they are enrolled, including summer internship. Nebraska resident students will have their records request sent to the Nebraska Department of Motor Vehicles by the program. Out-of-state students will be responsible to secure their own drivers record in the allotted time. Failure to provide a current driver's record will result in the removal of that student from the program.

2. All students will be required to pass a medical examination and obtain a medical examiners certificate for drivers. Students are also required to be in a drug and alcohol testing program which consists of pre-admittance, random, post-accident,

and reasonable suspicion testing. All examinations and testing will be provided by the program.

3. Any student who is unable to obtain a medical examiners certificate, fails a drug or alcohol test, refuses to take a drug or alcohol test, intentionally attempts to alter the outcome of any drug or alcohol test, or does not appear in the allotted time to take a drug or alcohol test will be unable to enter or continue in the program.

Any student who has been removed from the program due to the drug or alcohol testing policies and wishes to re-enter the program must re-apply and will be required to provide evidence of successful completion of a substance abuse program from a substance abuse professional (SAP) prior to being re-admitted.

4. If a student has fulfilled all first semester requirements but does not complete all the second semester requirements they may re-enter the second semester the following January, if an opening exists.
5. For the safety of the students and to ensure the student's ability to perform the skills required, any student who does not meet all first or second semester requirements and sits out at least one semester must re-take UTIL 1030 and 1040 or UTIL 1140 and 1150, whichever is appropriate for the semester in which they are returning to regardless of prior grades received as well as any classes or labs that were not completed as required.
6. Students must either successfully complete their summer internship or have sufficient hours to be eligible for an incomplete grade prior to beginning their sophomore year. No student will be allowed to take sophomore classes or labs without either the successful completion of their summer internship or having been approved for and received an incomplete grade.
7. No student currently enrolled in utility line classes may place their name on the wait list. Students who wish to be placed on the wait list must first withdraw from all utility line classes or be granted permission from the division dean or their representative.
8. Any student re-applying for any reason will be either accepted or placed on the wait list in order by date that all admission requirements were submitted and complete.

DRAFTING AND ELECTROMECHANICAL TECHNOLOGY APPLICANTS

Admission to the Drafting and Electromechanical Technology programs is contingent upon the applicant meeting the College mandatory placement test scores for reading, writing, and mathematics as required for

the program (*see program page for scores*). Any student who does not meet minimum placement scores for all test areas will be admitted to the College but must successfully complete required transitional skills courses or attain required placement test scores to be admitted to the program.

VETERINARY TECHNOLOGY APPLICANTS

In addition to Northeast Community College application and admission, students must also apply to the Veterinary Technology Program. Applicants to the Veterinary Technology Program must:

1. Submit completed required application materials to the program by October 1st. Materials include the following:
 - a. Professional resume.
 - b. *Veterinary Technician observations (*See Veterinary Technology Program of Study*).
 - c. Personal statement.
 - d. *Disclosure statement.
 - e. *Specific forms and guidelines are provided by the program. Applicants need to obtain and complete the specified forms.
2. Complete the coursework detailed in the required Program of Study with a minimum of a C+ in all VTEC courses. (See Veterinary Technology Program of Study). Your grades as of November 1st of the year in which you are applying will be used to tabulate your GPA in the VTEC courses for your application.

Based on an evaluation score of the above criteria, the student may be invited in by the Veterinary Technology Admissions Committee for an interview.

Those students selected to continue in the Veterinary Technology Program must complete the following:

- Physical examination.
- Rabies vaccination (*or sign waiver*).
- Proof of health insurance.
- Criminal background check and drug screen.
- Complete all veterinary technology courses with a minimum grade of C+.

Veterinary Technology Program Grade Requirements

1. Students must earn a C+ or above in all VTEC coursework.
2. In the event of course failure or withdrawal, a student will be allowed to repeat the course to earn a qualifying grade.
3. A total of two course failures or withdrawals are allowed. Upon failure or withdrawal from the third course, students are dismissed from the program.

Incoming Transfer Students

For those students wanting to transfer into the program from another institution:

1. Must be transferring from an AVMA accredited program and submit the following:
 - a. An official transcript of veterinary technology course work.
 - b. Completed Northeast Community College Veterinary Technology Program Disclosure Statement.
 - c. A signed letter of good standing from the director of an AVMA accredited program. Students who cannot provide a letter of good standing from the program's director or who were dismissed from the program for academic or behavioral issues will not be accepted.
2. Transfer students must complete the same selection process as all of Northeast's students. To determine their GPA, the program director will use course grades that are C+ or higher in an equivalent course. If there is no equivalent course work, the transferring student must take the Northeast Community College Veterinary Technology Program's required course.
3. Transferring students with a 2.5 GPA in the four veterinary technology courses may be invited to interview for the program.
4. If admitted into the program, the veterinary technology course work that the student wishes to transfer in will be at the discretion of the Northeast Community College Veterinary Technology program director. All other college course work will be evaluated by the college registrar for acceptance. Only grades of C+ or higher in veterinary technology courses will be accepted.
5. All transferring students must agree to follow the Northeast Community College Veterinary Technology Program requirements.
6. All transfer students who have been admitted into the program must take the following courses through Northeast Community College: VTEC 2612, VTEC 2611, VTEC 2622, VTEC 2621, VTEC 1410, VTEC 1411, VTEC 1211, VTEC 2562, VTEC 2561, VTEC 1220, VTEC 2520, VTEC 2521, VTEC 2680, and VTEC 2660. No equivalency course will be accepted for these courses.

VETERANS

Veterans Northeast Community College programs are approved by the Department of Education for students eligible to receive veterans educational benefits. Northeast Community College proudly supports its veterans. Services are provided through the Admissions and Registration Office in the College Welcome Center. A dedicated Veteran Lounge provides a comfortable spot for studying or socializing. The Student Veteran Organization (SVO) helps to ease the transition into college life, as well as provide service opportunities within the community. Northeast also offers college credit for qualifying military experiences, based on American Council on Education (ACE) guidelines. Qualifying students are eligible for in-state tuition rates.

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, Northeast Community College does not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs, VA, on recipients of Chapter 31 and Chapter 33 VA Benefits. Northeast will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Northeast Community College with a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33, and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution **OR**
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility).

Additionally, Northeast will not require that a covered individual borrow additional funds, on any covered expense because of the individual's inability to meet his or her financial obligations to the College, due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33. A covered Individual is any individual who is entitled to educational assistance under Chapter 31-Veterans Readiness and Employment Services, or Chapter 33-Post 9/11 GI Bill® benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by the VA.

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person's Standard of Progress will be determined by utilizing the Academic Standards as listed in the College catalog:

- Student Attendance (*see page 26-27*)
- [Student Code of Conduct](#) (*located in the Student Handbook*).

Students planning to use any type of military educational benefit must complete the Northeast Community College Request Certification Form in each term. This electronic form is located on the Veteran Support page of the Northeast [website](#).

Students who have their education at Northeast interrupted as the result of being called to active military duty will be served in the following manner:

1. The student must contact the Director of Financial Aid and the Veterans Certifying Official at Northeast prior to leaving for active duty. The student veteran/reservist must provide a copy of the orders activating them. The copy of the orders will be on file in the Admissions and Registration Office.
2. The student is also requested to communicate the anticipated military leave to each of their instructors. The Veterans Certifying Official, within 48 hours of the student's anticipated leave date, will make a follow-up contact with the student's instructors.
3. Students being called to active duty for three weeks or less will be granted a leave of absence from Northeast to fulfill their military obligations. Upon the student's return to Northeast, every effort will be made to grant the student a timeline equivalent to double the amount of time they are absent for completion of work missed. The maximum six-week time period may be extended per individual instructor discretion.
4. If a student's absence extends beyond three weeks, the student will be administratively withdrawn, and they will be given a full refund of tuition and fees. Return of any Title IV Aid received will be calculated as of the last date of attendance prior to the military leave.
5. Students living on campus will have the option of relinquishing their on-campus housing or being charged for the amount of time their belongings remain in housing. Meal plans will be adjusted accordingly.
6. Upon return from active duty, the student will be given priority to re-enter the program of study they were pursuing prior to their military leave.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

ADMISSIONS TESTING AND COURSE PLACEMENT

All degree-seeking and non-degree seeking students requesting to register in a math or English course, are required to complete an assessment of academic abilities prior to enrollment. This requirement can be fulfilled in one of the following ways:

- Complete a pre-enrollment placement exam through Northeast's Testing Center.
- Provide current ACT, SAT, Accuplacer, or MAP scores.
- Submit an official college transcript demonstrating successful (*C grade or better*) completion of a college-level English and/or math course.

Placement test scores and previous college transcripts must be on file in the Admission and Registration Office prior to class registration. Scores and transcripts will be reviewed during advisement and used to determine appropriate levels of coursework.

If students do not have current placement test scores and have not successfully completed a college-level English or math course, a pre-enrollment assessment will be administered at the Norfolk campus or any of Northeast's extended campus locations. Distance learning students who cannot access testing services at these locations need to arrange for testing at a site near them and transfer their scores to Northeast.

For further information regarding course placement testing, please contact the Testing Center.

ENROLLMENT PROCEDURES FOR NEW STUDENTS

Students are eligible to enroll under the following conditions:

If the student has:

- Completed the Application for Admission,
- No outstanding financial obligations to the College,
- Not been dismissed for conduct reasons or academic suspension, and
- Provided official placement test scores or submitted official college transcripts demonstrating successful ("*C*" grade or better) completion of college-level English and/or math coursework.

NEW STUDENT REGISTRATION

All new degree-seeking students are required to attend a New Student Registration event prior to their first enrollment at Northeast.

New students are notified of dates when they can register for the upcoming semester. The College informs students of registration dates on the Northeast website, mail and email communication,

and notices on campus. Although multiple New Student Registration events are held prior to the start of each semester, students will find it to their advantage in terms of course and time selections to register as early as possible.

During a New Student Registration event, students will meet with an advisor and register for courses after thorough discussion and review of program and college requirements. Advisors will assist students to register (*the process of enrolling*) for classes using My Northeast, a web-based student information system. My Northeast can be accessed through the [My Apps portal](#) on the website. My Northeast houses the course schedule for each academic term, as well as the student's academic and financial records.

While the focus of New Student Registration is advising and registration, students will be able to gather valuable information about required tools, equipment and program uniforms, and access a variety of student support services.

NEW STUDENT ORIENTATION

All new degree-seeking students will attend Fall Orientation, which is held prior to the beginning of fall semester. This program serves to familiarize students with campus procedures and the College environment. Orientation activities may include classroom and Student Services tours, introductions to advisors, and activities to help students get to know the College and community.

ENROLLMENT PROCEDURES FOR CURRENT, RETURNING, OR TRANSFERRING STUDENTS

Students who are currently or have been previously enrolled at Northeast and students who are transferring to the College may register for the following semester during scheduled times in the spring and fall. The College informs students of registration dates on the Northeast website, mail and email communication, and the published academic calendar. Students will find it to their advantage in terms of course and time selections to register as early as possible.

ADVISING

All students are required to meet with an academic advisor prior to registration until they have earned 28 credit hours and are in Good Standing academically. Every degree-seeking student is assigned an advising team made up of a First Year Advisor and a Faculty Advisor.

Advisors help students with schedule building and adjustment, transfer planning, career exploration and development, changes of major, academic recovery, and other issues impacting academic success. First Year

Admissions and Records Information

Advisors are located in the College Welcome Center. Faculty Advisors are typically faculty within the student's program of study. Advisor assignments can be found in the student's My Northeast account and Degree Works.

While advisors provide guidance, final responsibility for planning courses, meeting requirements, and observing regulations lies with the student. Students should read this catalog carefully as their source of information on requirements and regulations. Electives and/or substitutions must have the approval of the Advisor and/or Dean of the Division of the student's program.

CAREER EXPLORATION

For students who are undecided about a program of study, Northeast Community College offers many opportunities for career exploration. Northeast offers a one-credit hour Career Planning course that includes assessment, career research, and activities to help students make short-term and long-term career decisions. Students may also seek career guidance by visiting with their First Year Advisor or staff in Career Services. Additionally, there are several no-charge career assessments available on the website to help students make career decisions based on their unique interests, abilities, values, and personality.

CHANGE OF MAJOR OR CONCENTRATION

Students may change their major, change their concentration, or add a new major by completing an "Add or Change of Major Form." This online form must be submitted by the student and their First Year Advisor, Division Dean or Associate Dean, or Director of their program after thorough discussion and careful consideration of the impact a change of major will have, if any, on financial aid, transfer, and degree completion timeline.

The online form must be filled out completely and submitted to the Admissions and Registration Office for processing. Forms submitted after the second week of any semester will not go into effect until the following academic term. Exceptions may be granted with approval from the Registrar or their designee.

If the student is requesting a change to a limited enrollment program, the student must check with the Admissions and Registration Office regarding the availability of space in the program. Changing one's major to a limited enrollment program major does not guarantee a spot in the program.

COURSE DROP AND ADD

Students wishing to change their course schedule may drop or add courses within the predetermined drop/add period. Students are encouraged to consult their advisor prior to dropping or adding courses.

Adding a Full-Semester Course

Once registration opens for an upcoming semester, students may continue to register for full-semester courses in My Northeast through the first week of the term. Students wishing to add a course during the second week of the semester must submit a Drop/Add Form to the Admissions and Registration Office. The completed form must be signed by the student and the Dean, Associate Dean, or Director associated with the course. Registration within subsequent weeks of the term is highly discouraged and requires a completed Drop/Add Form with signatures from both the academic dean and the Registrar.

Dropping a Full-Semester Course

Students may drop full-semester courses online in My Northeast through the second week of the semester. Once the online drop period has ended, students must submit a completed Drop/Add Form to the Admissions and Registration Office. The Drop/Add Form can be obtained from the Admissions and Registration Office or downloaded from the College's [website](#). Students wishing to drop a course(s) must do so by the last date to withdraw from full-term courses which is published in the academic calendar found in the College Catalog and on the [website](#).

Short-Term Courses

Courses with a shortened or alternate schedule will not follow standard drop/add periods. Students should consult with their Advisor or the Admissions and Registration Office for dates.

Veteran Students

Students receiving Veteran benefits and withdrawing from a course(s) which will drop them below the required credit level may be required to reimburse the Department of Veteran Affairs for payments received for that term. Students may contact the Northeast School Certifying Official with questions.

TERM WITHDRAWAL

Students wishing to withdraw from all their courses following the two-week online drop period must complete a Term Withdrawal Form. This form is available in the Admissions and Registration Office or from their advisor.

Students who submit a Term Withdrawal Form will receive a "W" grade for each course they were enrolled in. Students must submit the form prior to the official last date to withdraw for that part of term.

Any student who stops attending classes and does not officially withdraw prior to the official last date to withdraw will receive a "UF" (Unearned "F") grade.

In the case of extenuating circumstances, the Dean of Student Success or their designee can determine that the student qualifies for a “W” grade after the withdrawal period has officially ended.

The term withdrawal date for the purpose of returning unearned military tuition assistance and/or Federal financial aid program funds will be determined by the student’s last day of attendance.

Students receiving Veteran benefits who withdraw from Northeast without extenuating circumstances may be required to reimburse the Department of Veteran Affairs for payments received retroactive to the beginning of the term.

TRANSFER PLANNING

Northeast Community College strives to make the transfer process to four-year institutions as seamless as possible. Students planning to transfer to another institution should work closely with their First Year and Faculty Advisors to select courses that best fit their transfer plans.

Northeast has transfer articulation agreements with several institutions in Nebraska, South Dakota, and Iowa. Transfer information can be accessed on the Advisement page on the [website](#).

The Nebraska Transfer Initiative was signed in 1995 by 25 post-secondary institutions in Nebraska. This 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 or Associate of Science degree into baccalaureate-level programs. The signing of this document has led to increased cooperation in the transfer of courses between Nebraska’s community colleges and its four-year institutions. Through this initiative, associate and baccalaureate-granting institutions are equal partners in providing the first two years of a baccalaureate degree.

In addition to articulation agreements, Northeast has now joined the other Nebraska higher education institutions with the Transfer Nebraska website. Students may refer to the Transfer Nebraska [link](#) on the Northeast website for transfer equivalency information. This one-stop site allows students to easily check transferability of classes to and from various colleges, including Northeast. Instant access to accurate information helps students to plan better schedules thus saving time and money.

FOUNDATIONAL COURSEWORK

Foundational English

Foundational English is designed to improve and enhance English skills in reading, writing, spelling, and vocabulary. Instruction is based on the student’s

individual needs, such as use of context clues, five step paragraph development, thesis statements, grammar, sentence types, correction of fragments and run-ons, main ideas, relationships, inferences, and the author’s purpose and tone. In addition, students can receive English assistance in other courses. *See course descriptions section.*

Foundational Math

The foundational math program is designed to build and enhance skills necessary for student success in college-level mathematics. There are multiple pathways to progress through foundational mathematics depending on placement and degree requirements. Instruction is based on individual needs and enables students to progress from where they are to where they need to be. Foundational courses emphasize skill-building and concepts related to the required college math course(s) needed for graduation. Students can receive individual assistance for their required courses. *See course descriptions.*

FIRST YEAR EXPERIENCE

Successful transition to college happens by design, not accident. First Year Experience is a credit course designed to increase a student’s likelihood of attaining and maintaining academic, personal, and career success. Students will learn techniques that foster success in college and in life within this engaging and rewarding learning environment.

ENGLISH AS A SECOND LANGUAGE (ESL)

Northeast Community College offers a sequence of classes for students who want to develop English language proficiency. Students may enroll in non-credit offerings through the Adult Education Office with classes that begin with basic literacy instruction and continue through more advanced language and writing skills. Credit classes are also offered that will develop English language skills through advanced levels in preparation for the TOEFL exam or college coursework.

Students are required to complete assessment testing to determine appropriate placement into the sequence of courses. Additional information concerning non-credit ESL instruction can be obtained by contacting the [Adult Education Office](#). For information about credit ESL courses and language placement testing, contact the Student Services Office in the College Welcome Center.

STUDENT ATTENDANCE

Students are expected to attend classes and complete assignments, including those missed due to absence, as scheduled. Each instructor develops and enforces the attendance requirements for their course(s). Students who cannot attend a class must notify the course instructor. In cases of extended illness, students

Admissions and Records Information

must also notify the Dean of Student Success. Students who miss class due to military obligations must notify the College's VA Certifying Official in the Admissions and Registration Office. In addition, instructors are required to report students who fail to establish attendance and/or students who stop attending class, as described in the following:

Student Failure to Start Attendance/ Administrative Withdrawal

Northeast Community College is required to verify the enrollment and participation of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through alternate funding sources. Attendance is established when a student physically attends a class or submits a graded assignment in an online class. Submitting the syllabus confirmation does not qualify as active participation. Students who fail to start a class and never complete an assignment will be administratively withdrawn from the course and the student's financial aid will be adjusted to reflect eligibility for only those courses attended.

Students who have been administratively withdrawn from a course will have the course and all tuition and fees associated with the course removed from their record. Students who are administratively withdrawn will receive email notification from the Admissions and Registration Office.

Students who have not had any active participation in a course in the first two weeks of the term will not be allowed to re-enroll in the course. In the event that the student can prove they had active participation within the first two weeks, the student must appeal to the course instructor to be re-enrolled.

Students Who Stop Attending/Unofficial Withdrawal

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

A "UF" grade is counted as a failure in the calculation of grade point average and academic standing. A student who is assigned a "UF" grade will not be allowed to return to the class for the current

term. The issuance of a "UF" grade will activate re-evaluation of the student's financial aid and may result in repayment as noted in the Return to Title IV guidelines.

Students who have been issued a grade of "UF" can officially withdraw from the course by submitting a Drop/Add or, if withdrawing from all courses, a Term Withdrawal form to the Admissions and Registration Office by the official last date to withdraw for that part of term. This will replace the "UF" grade with a "W" for the course(s) from which they are officially withdrawn.

ACADEMIC STANDARDS

Every student who enrolls at Northeast Community College is expected to make progress toward the completion of their education goal. Students are evaluated at the end of each term, resulting in the following:

President's List

Academic Standing Measures: Student must earn a 4.0 GPA after completing at least 12 credit hours in nominated semester.

Academic Outcomes: Student will be recognized as an outstanding student.

President's List for Part-Time Students

Academic Standing Measures: Student must earn a 4.0 GPA after completing at least 6 credit hours in nominated semester.

Academic Outcomes: Student will be recognized as an outstanding student.

Dean's List

Academic Success Measures: Student must earn a GPA of 3.75 to 3.99 after completing at least 12 credit hours in nominated semester.

Academic Outcomes: Student will be recognized as an outstanding student.

Dean's List for Part-Time Students

Academic Success Measures: Student must earn a GPA of 3.75 to 3.99 after completing at least 6 credit hours in nominated semester.

Academic Outcomes: Student will be recognized as an outstanding student.

Good Standing

Academic Standing Measures: Student must earn and maintain a cumulative GPA of 2.0 or higher.

Academic Outcomes: Student may pursue their academic goals with no restrictions. Student must attain a cumulative GPA of 2.0 or higher in their

graduating term to receive a degree, diploma or certificate.

Academic Warning

Academic Standing Measures: Student earns a cumulative GPA of 1.99 or less.

Academic Outcomes: Student will be placed on Academic Warning and restricted to no more than 12 credit hours in the following semester. A registration restriction will be placed on student's account. Student must meet with a First Year Advisor prior to or at the beginning of the academic warning semester to develop an Academic Recovery Plan and adjust their schedule. Student must meet with a First Year Advisor to register for any subsequent terms until their cumulative GPA is 2.0 or higher.

Student will remain in Academic Warning until their cumulative GPA is 2.0 or higher as long as a semester GPA of 2.0 or higher is earned in every subsequent term. Student returns to Good Standing when their cumulative GPA is 2.0 or above. Appeals for an increase in credit hours should be directed to the Dean of Student Success once an Academic Recovery Plan has been developed.

Academic Probation

Academic Standing Measures: Student on Academic Warning and did not achieve a 2.0 semester GPA in the next semester.

Academic Outcomes: Student will be placed on Academic Probation and restricted to no more than 6 credit hours in the following semester. Student must meet with a First Year Advisor prior to or at the beginning of the academic probation registration for the following semester to develop an Academic Recovery Plan and adjust schedule. A registration restriction will be placed on student's account. Student must meet with a First Year Advisor to register for any subsequent terms until cumulative GPA is 2.0 or higher.

Student will remain on Academic Probation until their cumulative GPA is 2.0 or higher as long as a semester GPA of 2.0 or higher is earned in every subsequent term. Student returns to Good Standing when their cumulative GPA is 2.0 or above. Requests for an increase in credit hours for students on academic probation should be directed to the Dean of Student Success once an Academic Recovery Plan has been developed.

Academic Suspension

Academic Standing Measures: Student on Academic Probation and did not achieve a 2.0 semester GPA in the next semester.

Academic Outcomes: Student will be placed on Academic Suspension and prohibited from enrolling for one semester, excluding the summer term. Student will be administratively withdrawn from any classes they are enrolled in for the next term. Student must meet with a First Year Advisor to develop an Academic Recovery Plan prior to re-enrolling.

To appeal Academic Suspension, student must submit an Academic Suspension Appeal packet and meet with the Dean of Student Success. If an appeal is granted, student will remain on Academic Probation, adhering to any requirements imposed by the Dean of Student Success. Failure to follow through with requirements and achieve a 2.0 semester GPA will result in Academic Suspension for two full semesters. Student returns to Good Standing when their cumulative GPA is 2.0 or above.

To maintain financial aid eligibility, students must comply with the Satisfactory Academic Progress (SAP) standards outlined on page 15. Academic standing impacts other services and activities, to include Veteran's benefits, collegiate athletics and housing.

TRANSCRIPTS

Official academic transcripts may be requested through Northeast Community College's Electronic Transcript Order Site. The order site can be used to request both electronic delivery and mailed transcripts. Directions on requesting transcripts through the online order site can be found on the Records and Registration page of the Northeast website.

Printed transcripts may also be requested directly from the Admissions and Registration Office by submitting a completed Transcript Request Form. Please allow 1-2 business days for processing.

Transcripts cannot be released if the student has unmet financial obligations to Northeast. In the event of outstanding financial obligations, students may request an unofficial copy of their transcript or access an unofficial copy through their My Northeast account in the My Apps portal.

Northeast cannot release another institution's transcript to a third party, including the student to whom the record belongs. These records must be requested through the original credit-granting institution.

Northeast Community College abides by the Family Educational Rights and Privacy Act of 1974 (FERPA).

DISABILITY SERVICES

Northeast Community College is committed to providing equal access to all instructional material, facilities, services, and activities for all students to include those with disabilities (permanent or temporary to include those who are pregnant) who require reasonable accommodations to participate fully.

A student requesting accommodations must disclose a permanent or temporary diagnosed disability exists to the Disability Services Office and complete an [application](#). A student provides documentation of a disability as defined by the Americans with Disability Amendment Act 2008 (ADAAA) and Section 504 of the rehabilitation act of 1973. Under the ADAAA and Section 504, a person has a disability if a physical or mental impairment substantially limits one or more major life activities that includes but is not limited to caring for oneself, performing manual tasks, seeing, hearing, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, and communicating.

Students with a disability (SWD) have a right to:

- Equal access to courses, programs, services, jobs, activities, and facilities;
- Reasonable, appropriate, and effective accommodations, academic adjustments, and or auxiliary aids that are determined on an individual basis; and
- Have all documentation pertaining to their disability kept confidential with the choice of whom to disclose information to, except as required by law.

The Disability Services Office is the designated office to receive and file disability related documents. Reasonable accommodations are determined on an individual basis following a comprehensive intake interview with the student by Disability Services staff. The Director of Disability Services is Northeast's designated staff person who determines necessary and appropriate accommodations with the student.

Examples of appropriate accommodations, academic adjustments, and/or auxiliary aids consist of:

- Testing accommodations which may include listening to exams, extended time for exams, calculator usage, and/or taking exams in a reduced distraction environment.
- Obtaining textbooks in an electronic format to listen to the textbook while reading.
- Note-taking accommodations such as copies of lecture notes, access to Power Point presentations, and/or recording lectures; usage of note-taking technology such as smart pens and apps.
- Usage of computer software and apps including, but not limited to, speech recognition software

and text-to-speech software.

- FM systems.
- Interpreters for students who are deaf.
- Adjustments to course participation.

Some accommodations may take several weeks to put into place, so please make requests known early.

To obtain additional information, and/or to schedule an appointment:

- Visit to the Disability Services Office in the College Welcome Center, Room 1263,
- Call (402) 844-7343,
- E-mail disability@northeast.edu, or
- Visit www.northeast.edu/Support-Services/Disability-Services/Request-Accommodations.

The Section 504/ADA/Title IX Compliance Officer at Northeast Community College is the Vice President of Human Resources & Organizational Development.

INSURANCE

Because Northeast does not provide insurance coverage for illness or injury, the College urges students to carry some form of personal health insurance.

Northeast highly recommends that any student living either on campus or renting off campus invest in renter's insurance or verify that their family's homeowners insurance covers their rental unit.

CAMPUS ALERT

Northeast believes that your safety on the main and extended campuses is of paramount importance. Northeast has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an emergency notification system. Campus Alert is available to all staff, faculty, and enrolled students. Northeast's Campus Alert system will disseminate timely emergency notifications and severe weather announcements via text message, email, and/or voice messages. For more detailed information, visit the Northeast [website](#).

STUDENT RESPONSIBILITIES, RIGHTS, AND FREEDOMS

Members of an academic community are expected to conduct themselves in a mature and responsible manner. It is the policy of Northeast Community College to allow students maximum freedom consistent with good scholarship and good citizenship. Good citizenship implies high standards of conduct both on campus and elsewhere and requires conformity to the laws of the United States, State of Nebraska, and its subdivisions, and to College policies and regulations. Student conduct is governed by the Northeast Community College Student Code of Conduct available on the Student Handbook page of the Northeast website at www.northeast.edu/student-handbook.

Northeast Community College does not discriminate on the basis of race, gender, religion, national or ethnic origin, military or veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in educational programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Inquiries may be addressed to:

Northeast Compliance Officer for Title IX, ADA, Section 504
Vice President of Human Resources & Organizational Development
P.O. Box 469
Norfolk, NE 68702-0469

Phone: (402) 844-7046

E-mail: complianceofficer@northeast.edu

Inquiries may also be mailed to:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, MO 64106

STATEMENT OF STUDENT/PARENTS' RIGHTS AS RELATED TO STUDENT EDUCATIONAL RECORDS

Northeast Community College complies with all federal, state, and local laws, which relate to student records including the Family Educational Rights and Privacy Act (FERPA) and pursuant regulations. Regardless of the student's age, rights under FERPA begin when a student enrolls at Northeast Community College.

The College Registrar through the Vice President of Student Services is responsible for maintaining and controlling all student education records. An individual who believes that the College has failed to comply with the requirements of FERPA may file a complaint with the:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Under the law, directory information may be released by the College without the student's consent. The following items are considered directory information:

- The student's name, address (mailing and email), and telephone number
- The student's program of study
- Any participation in officially recognized sports and activities
- The weight and height of athletic team members
- The student's terms of enrollment

- Any certificates, diplomas, or degrees conferred
- Any college honors and awards received
- The student's enrollment status (*full-time or part-time*)
- Photographs
- The most recent previous institution attended by the student.

If a student does not desire such directory information to be released, a request in writing must be filed in the Admissions and Registration Office.

[Release of information](#) other than directory information normally requires written permission from the student. The College may release non-directory information without consent in specific cases as outlined in College policies. Northeast maintains a record of all disclosures, and if a student so requests, a copy of the disclosure will be given to the student.

Northeast officials may release information without student's prior written consent to the following groups:

- Northeast Community College faculty and staff with a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibilities for the College.
- A secondary educational institution in which the student is co-enrolled.
- Person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, collection agent, verification agency such as the National Student Clearinghouse.)
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies on or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students have the right to inspect their educational records. The College will not withhold a student's record from a student who has properly requested information under the conditions described in College policies and presented valid identification. A student has the right to request an amendment of their record, obtain a hearing related to their record, or add a statement to their record. An individual who believes that he or she has been denied the right to view appropriate records may appeal the decision with the Vice President of Student Services through the student grievance procedure. This procedure does

Student and Academic Support Services

not apply to disputes about grades assigned by faculty. For information on the grade appeal policy and procedure, refer to the Grading Student Handbook page of the Northeast website at www.northeast.edu/student-handbook or the College Catalog.

For additional information regarding students' rights and freedoms, refer to the Student Code of Conduct available on the Student Handbook page of the Northeast website at www.northeast.edu/student-handbook. To obtain a complete copy of the College's policy governing educational records, contact the Vice President of Student Services.

STUDENT CONSUMER INFORMATION

The following is a sample of consumer information that is available upon request in the Student Services Office:

- The rate of retention,
- The number of students who complete the programs they start at Northeast,
- The types of financial aid available and how to apply,
- How and when financial aid is distributed,
- The criteria for continued financial aid eligibility,
- The refund and Return of Title IV Funds policy,
- Admission and registration information,
- Athletic equity information,
- The drug and alcohol policy including treatment recommendations,
- Statistics related to crime and security, fires, and crime prevention information.

COMPLAINT PROCESS

If a student or future student encounters a College-related problem that they do not know how to resolve, students should always try to work out the problem by first discussing it with those directly involved with the issue. If, however, an issue or problem still exists, there is a formal complaint process at Northeast Community College that students may initiate. All formal complaints must be put in writing using the online [Student Complaint Form](#). All documented complaints will be tracked to ensure an action has been taken.

Complaint: A written concern or formal charge of dissatisfaction with a person, service, or process that requires clarification, investigation, and resolution. This requires completion of the [Student Complaint Form](#).

Exclusions: The Student Complaint Process does not apply to grade appeals, complaints of sexual harassment, or any student-to-student complaints. Please refer to the College website for information on [grade appeals](#) and the [Student Code of Conduct](#) for procedures regarding sexual harassment or student-to-student complaints.

Instructions for initiating a formal complaint:

1. Attempt to resolve the issue by speaking directly with the individual(s) or office(s) involved.
2. Complete and submit the online [Student Complaint Form](#).
3. When the complaint is received by the Executive Director of College Engagement, it will be forwarded to the appropriate individual to review and address the issue.
4. After the concern has been addressed, the student/future student will receive communication from the Executive Director of College Engagement documenting the receipt, review, and resolution of the complaint.

If a student feels the administrative response is not satisfactory, the [Formal Student Grievance Process](#) may be initiated. *See page 21 of the Student Code of Conduct.*

Individuals, other than students, engaged with the College that would like to file a complaint can contact the [Vice President of Administrative Services Office](#) to formally submit their complaint.

Distance Education Student Complaints

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

It is recommended that students taking online classes at Northeast Community College first pursue their concerns locally. Students taking online classes at Northeast Community College who reside out-of-state should follow the instructions for initiating a formal complaint listed above.

Northeast Community College is required to have contact information on its website for out-of-state students who want to file a complaint within their home state. We provide additional resources for filing student complaints that provides phone numbers, emails and/or other contact information for state education agencies.

STUDENT GRIEVANCES

If a student feels the administrative response to a formal complaint is not satisfactory, the [Student Grievance Process](#) may be initiated.

The grievance may be based upon event(s) or condition(s) which affect the welfare of the student. This includes the interpretation, meaning, or

application of any College policy, procedure, or an action or position taken by the College or by a College staff member.

Student Grievance Procedures

1. **Step One:** Within five (5) College working days of the receipt of the complaint resolution, the student [the grievant] shall file a written notice, in any format, stating the nature of the grievance and deliver such notice to Vice President of Student Services and/or Dean of Students. Within five (5) College working days after the written grievance has been filed, the accused, their immediate supervisor, and the appropriate divisional vice president shall meet and review the grievance. If the grievance is regarding a College policy or procedure, the appropriate staff/faculty member with oversight of the policy or procedure, and the appropriate divisional vice president shall meet and review the grievance. This meeting shall be set up by the divisional vice president or their designee. Within ten (10) College working days from the date of filing the written grievance, the divisional vice president or their designee will set up a meeting with the grievant and the accused, at a mutually agreed upon time and place, to discuss the grievance. The grievant shall have the option of requesting the attendance of the accused's immediate supervisor at this meeting.
2. **Appeal:** If the grievance cannot be resolved in Step One and the grievant desires to pursue the grievance further, the grievant must file a "Formal Student Grievance Appeal" on a form available from the Dean of Students within five (5) College working days of the informal meeting identified in Step One. The Dean of Students shall schedule a formal grievance hearing within ten (10) College working days of the date the "Formal Student Grievance Appeal" is filed. A "Grievance Committee" shall hear the grievance. A Grievance Committee consisting of one (1) representative of each College employee group (exempt, non-exempt, and Faculty) shall be appointed by the Dean of Students or Vice President of Student Services respectively, and three (3) student members who shall be selected by the Dean of Students or the Vice President of Student Services, and the Dean of Students or Vice President of Student Services serving as the Chair. The grievant or the accused shall have the right to strike any of the Committee members selected from the employee groups or the students prior to the hearing. Any stricken Committee member shall be replaced by a new member selected by Dean of Students or the Vice President of Student Services. The Grievance Committee shall issue a

decision either supporting or not supporting the grievance within five (5) College working days of the hearing, and shall file a "Formal Grievance Disposition" with the Human Resources Office. The Human Resources Office shall send the "Formal Grievance Disposition" to the grievant and the accused by certified mail, return receipt requested, within three (3) College working days of the receipt of the "Formal Grievance Disposition". The Human Resources Office shall also provide a copy of the disposition to the Dean of Students and Vice President of Student Services.

Time Limits

1. The failure of the grievant or the accused to act within the prescribed time limits will act as a bar to any further appeal.
2. The failure of the Grievance Committee or the designated administrator to give a written decision within the prescribed time limits shall permit the grievance to proceed to the next step.
3. Any grievances not appealed within the time limits shall be deemed settled on the basis of the Grievance Committee or designated administrator's last written response.
4. Time limits may be extended at any step by mutual consent of both parties involved. Notice of any such extended time limits shall be provided to the Human Resources Office in writing, at which time the new date shall be controlling.

Separate Grievance File

All documents, communications, and records dealing with the processing of a grievance involving a student shall be filed in a separate grievance file and shall not be kept in the student file or the employee file of any participant until the final decision is rendered, at which time the disposition will be placed in the student or employee file.

Documentation

1. **Step 1:** The student/future student will receive communication from the Executive Director of College Engagement documenting the receipt, review, and resolution of the complaint.
2. **Step 2:** Time, date, who attended, and a copy of the signed written agreement, if resolved at this level, is to be filed with the parties involved and the Human Resources Office.
3. **Appeal:** The Formal Grievance Disposition will be completed and signed by the chairperson of the Grievance Committee.
4. A recording of the proceedings in Step 2 shall be made and shall be the official transcript of the proceedings; no other recordings shall be permitted.

Retribution or Retaliation

Under no circumstances will any person who in good faith files a grievance or assists in a hearing and/or investigation be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action. A person who believes he or she has been or is being subjected to retribution or retaliation should immediately notify the Associate Vice President of Human Resources or his or her designee (employees) and/or the Vice President of Student Services or his or her designee (students).

Other

None of the meetings and hearings under these procedures shall be conducted in public, except as provided in this procedure, and shall include only the grievant, the accused, committee members, and individuals called to give testimony.

Costs associated with additional copies of materials, reports, certified mail, or written transcripts requested by the grievant and not identified in these procedures shall be paid by the grievant.

Transcripts, reports, or other information generated as a result of the grievance shall be confidential records and shall be reviewed only with the parties involved in the grievance process.

ASSESSMENT OF STUDENT LEARNING

Northeast Community College measures student learning as part of its ongoing efforts to improve co-curricular and academic programs. Through the assessment of student learning, Northeast Community College continuously monitors its effectiveness and implements changes for improvement.

The College utilizes a variety of direct and indirect measurements for assessment of Student Learning. Examples include:

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

STUDENT PARTICIPATION IN COLLEGE ASSESSMENT ACTIVITIES

Admission to Northeast Community College implies each student's willingness to participate in various efforts of the College to assess learning outcomes and the effectiveness of its co-curricular and academic programs. All students enrolled at Northeast may be asked to participate in assessment activities. Students should take their assessment activity participation seriously.

The cost to the student is a small amount of time; the results are improved programs, services and instruction. Information collected is used to determine program and institutional effectiveness with regard to student learning outcomes. Assessment reports present data in aggregate form. Analysis and results focus on group rather than individual outcomes.

GENERAL EDUCATION PHILOSOPHY

General Education at Northeast Community College provides students with a cohesive set of coursework that supports their educational, personal, and career development. General Education expands students' perspectives beyond the skills required in their chosen disciplines and provides them with a foundation for lifelong learning. Experiences in general education form the basis necessary for making informed and reasoned contributions at work, at home, and in society.

GENERAL EDUCATION GOALS

Members of society need to communicate effectively, reason, and demonstrate relational perspective and stewardship as responsible citizens. Northeast Community College has established a set of general education goals to enhance these attributes.

General education goals can be achieved in general education courses, degree-specific courses and during co-curricular activities. The following identify the general education goals and learning objectives that are integrated into a variety of courses and activities at the College.

- Stewardship: Students will demonstrate stewardship.
- Communication: Students will communicate effectively.
- Reasoning: Students will analyze information.
- Relational Perspective: Students will discuss their connection in the world.

GENERAL EDUCATION REQUIREMENTS

All students seeking an Associate Degree from Northeast Community College must complete general education requirements as specified by degree type.

Each associate degree offered by Northeast Community College includes the core curriculum requirements. Additional general education requirements vary according to the intended degree. A specific listing of general education courses as they apply to each of the Associate of Arts (AA), Associate of Science (AS), and the Associate of Applied Science (AAS) Degrees can be found on pages 35-37. The Associate Degree of Nursing (ADN) can be found on pages 135-136.

Students who are considering transferring credit to another institution are encouraged to select general education courses based on transferability. Students should meet with their advisors to plan for registration and academic transfer. For more information regarding the transfer of credit, please refer to the section on [Transfer](#) located in the Student and Academic Support Services section of this Catalog.

The general education goals identified in the previous section are part of the Northeast general

education curriculum. These goals are woven into the general education core and program curricula. Students receive instruction regarding each of the general education goals through the completion of requirements for an associate degree.

GENERAL GRADUATION REQUIREMENTS

Students intending to receive a degree, diploma, or certificate from Northeast Community College must:

1. Attain a cumulative Grade Point Average (GPA) of 2.0 in their graduating term.
2. Earn a minimum of 15 credit hours of course instruction from Northeast Community College for a degree, 9 credit hours for a diploma, and 6 credit hours for a certificate.
3. Follow the Catalog that was in effect when the student first enrolled. A new Catalog will be followed if there has been a break in enrollment, if the student has changed majors, or if the previous program curricula is not available.
4. Complete the Graduation Application.
5. Meet the additional requirements specified for the degree, diploma, or certificate (*See Catalog section in Degree, Diploma, Certificate, or Programs of Study*).
6. If a student has a financial obligation with the College, the degree will be awarded but a diploma will not be issued until all debts are paid in full.

DIPLOMA REQUIREMENTS

Diploma programs at Northeast Community College are designed for students who want a skill in less time than it takes to earn an Associate of Applied Science Degree. These programs are complete programs of study leading to specific employment skills. Students must satisfactorily complete a prescribed program of 30 or more semester credit hours and have a cumulative grade average of C or better to receive a diploma. A student with transfer hours must earn a minimum of 9 credit hours from Northeast Community College when seeking a diploma.

Note: Hours earned in courses below the 1000 level will not be counted towards the required 30 hours for a diploma.

CERTIFICATE REQUIREMENTS

Certificates are awarded for successful completion of a planned curriculum of credit courses for a specific skill area with a minimum of 16 semester credit hours. Students must have a cumulative grade average of "C" or above. A student with transfer hours must earn a minimum of 6 credit hours from Northeast Community College when seeking a certificate. Certificates of Continued Learning are also awarded for noncredit classes.

DEGREE REQUIREMENTS

Northeast Community College offers the following degrees:

- The Associate Degree in Nursing (ADN)
- Associate of Applied Science Degree (AAS)
- Associate of Arts Degree (AA)
- Associate of Science Degree (AS)

See Nursing in the Degree Offerings section of this Catalog for ADN requirements. The number of required general education credit hours vary by degree. Specific course requirements for each degree are listed on the following pages.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

The Associate of Arts Degree is conferred upon the completion of all requirements for graduation in a liberal arts curriculum, including academic/college transfer.

- A. A student must satisfactorily complete a minimum of 60 semester hours in a course of study with a cumulative grade point average of "C" or better.

Note: Hours earned in courses below the 1000 level will not be counted towards the required 60 semester hours for graduation.

- B. A student must satisfy the following minimum general education requirements:

1. Communication 6 Cr. Hours (must earn a C or above in each)

Oral (select one)

- SPCH 1010 Fundamentals of Communication (3 cr.)
- SPCH 1110 Public Speaking (3 cr.)

Written (required)

- ENGL 1010 English Composition I (3 cr.)

2. Behavioral & Social Sciences 9 Cr. Hours

Behavioral Science (select one)

- PSYC 1810 Introduction to Psychology (3 cr.)
- SOCI 1010 Introduction to Sociology (3 cr.)

History (select one)

- HIST 1030 European Civilization I (3 cr.)
- HIST 1040 European Civilization II (3 cr.)
- HIST 1050 World History I (3 cr.)
- HIST 1060 World History II (3 cr.)
- HIST 2010 American History I (3 cr.)
- HIST 2020 American History II (3 cr.)

Social Science (select one)

- ECON 2110 Prin. of Macroeconomics (3 cr.)
- GEOG 1020 World Reg. Geography (3 cr.)
- POLS 1000 American Government (3 cr.)
- POLS 1600 International Relations (3 cr.)

3. Health Education 3 Cr. Hours

- HPER 1550 Lifetime Wellness (3 cr.)

4. Humanities 6 Cr. Hours

English/Literature (select one)

(must earn a C or above)

- ENGL 1020 English Composition II (3 cr.)
- ENGL 2030 Creating Poetry I (3 cr.)
- ENGL 2050 Creating Stories I (3 cr.)
- ENGL 2070 Tech Communications I (3 cr.)
- ENGL 2100 Introduction to Literature ... (3 cr.)
- ENGL 2140 Intro. to Shakespeare (3 cr.)
- ENGL 2150 American Lit. to 1865 (3 cr.)
- ENGL 2160 American Lit. after 1865 (3 cr.)
- ENGL 2170 Comic and Graphic Novel (3 cr.)
- ENGL 2190 Comparative Mythology (3 cr.)
- ENGL 2200 British Lit. to 1800 (3 cr.)
- ENGL 2210 British Lit. after 1800 (3 cr.)
- ENGL 2730 The Novel and the Movie (3 cr.)
- THEA 1010 Introduction to Theatre (3 cr.)

Fine Arts and Language (select one)

- ARTS 1050 Intro to Art Hist & Criticism I ... (3 cr.)
- ARTS 1060 Intro to Art Hist & Criticism II ... (3 cr.)
- FREN 1200 Elementary French I (4 cr.)
- HUMS 1100 Introduction to Humanities ... (3 cr.)
- MUSC 1010 Introduction to Music (3 cr.)
- SPAN 1200 Elementary Spanish I (4 cr.)
- Any other college level foreign language ... (3 cr.)

5. Mathematics (select one) 3-5 Cr. Hours

- MATH 1010 Math for Elementary Teachers (3 cr.)
(Elementary Education and Early Childhood majors only)
- MATH 1025 Math for Health Care Professionals (3 cr.)
(Pre-nursing or Associate Degree Nursing majors only)
- MATH 1100 Topics & Ideas in Mathematics (3 cr.)
- MATH 1140 Intermediate Algebra (4 cr.)
- Any other higher level of college math

6. Natural Science (select one) 4-5 Cr. Hours

- BIOS 1010 General Biology (4 cr.)
- BIOS 2250 Introduction to Human Anatomy and Physiology I (4 cr.)
- BIOS 2260 Introduction to Human Anatomy and Physiology II (4 cr.)
- BIOS 2460 Microbiology (4 cr.)
- CHEM 1090 General Chemistry I (4 cr.)
- CHEM 1100 General Chemistry II (4 cr.)
- PHYS 1100 Physical Science (4 cr.)
- PHYS 1410 Elementary General Physics I with Algebra and Trigonometry (5 cr.)
- PHYS 1420 Elementary General Physics II with Algebra and Trigonometry (5 cr.)
- PHYS 2110 General Physics I with Calculus (5 cr.)
- PHYS 2120 General Physics II with Calculus (4 cr.)
- Any other higher level of Natural Science with lab

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

The Associate of Science Degree is conferred upon completion of all requirements for graduation in a course of study, including academic college transfer, with particular emphasis on science and mathematics.

- A. A student must satisfactorily complete a minimum of 60 semester hours in a course of study with a cumulative grade point average of "C" or better.

Note: Hours earned in courses below the 1000 level will not be counted towards the required 60 semester hours for graduation.

- B. A student must satisfy the following minimum general education requirements:

1. Communication 6 Cr. Hours (must earn a C or above in each)

Oral (select one)

- a. ENGL 2080 Technical Communications II (3 cr.)
- b. SPCH 1010 Fundamentals of Communication (3 cr.)
- c. SPCH 1110 Public Speaking (3 cr.)

Written (select one)

- a. ENGL 1010 English Composition I (3 cr.)
- b. ENGL 2070 Tech Communications I (3 cr.)

2. Behavioral & Social Sciences 3-6 Cr. Hours (select at least one)

- a. AGRI 1530 Introduction to Water Resources (3 cr.)
- b. ECON 2110 Prin. of Macroeconomics ... (3 cr.)
- c. GEOG 1020 World Reg. Geography (3 cr.)
- d. HIST 1030 European Civilization I (3 cr.)
- e. HIST 1040 European Civilization II (3 cr.)
- f. HIST 1050 World History I (3 cr.)
- g. HIST 1060 World History II (3 cr.)
- h. HIST 2010 American History I (3 cr.)
- i. HIST 2020 American History II (3 cr.)
- j. POLS 1000 American Government (3 cr.)
- k. POLS 1600 International Relations (3 cr.)
- l. PSYC 1810 Introduction to Psychology ... (3 cr.)
- m. SOCI 1010 Introduction of Sociology (3 cr.)

3. English/Literature 3-6 Cr. Hours (select at least one) (must earn a C or above)

- a. ENGL 1020 English Composition II (3 cr.)
- b. ENGL 2030 Creating Poetry I (3 cr.)
- c. ENGL 2050 Creating Stories I (3 cr.)
- d. ENGL 2070 Tech Communications I (3 cr.)
- e. ENGL 2100 Introduction to Literature ... (3 cr.)
- f. ENGL2140 Introduction to Shakespeare... (3 cr.)
- g. ENGL 2150 American Lit. to 1865 (3 cr.)
- h. ENGL 2160 American Lit. after 1865 (3 cr.)
- i. ENGL 2170 Comic and Graphic Novel ... (3 cr.)
- j. ENGL 2190 Comparative Mythology (3 cr.)
- k. ENGL 2200 British Lit. to 1800 (3 cr.)
- l. ENGL 2210 British Lit. after 1800 (3 cr.)

- m. ENGL 2730 The Novel and the Movie ... (3 cr.)
- n. THEA 1010 Introduction to Theatre (3 cr.)

4. Fine Arts and Language 0-4 Cr. Hours (see note below)

- a. ARTS 1050 Intro to Art Hist & Criticism I ... (3 cr.)
- b. ARTS 1060 Intro to Art Hist & Criticism II ... (3 cr.)
- c. FREN 1200 Elementary French I (4 cr.)
- d. MUSC 1010 Introduction to Music (3 cr.)
- e. SPAN 1200 Elementary Spanish I (4 cr.)
- f. Any other college level foreign language

Note: A total of 9 credit hours are required between categories 2, 3, and 4 with at least 3 credit hours required from both category 2 and category 3.

5. Mathematics 6 Cr. Hours (select at least 3 credit hours at the 1600 level or above)

- a. MATH 1100 Topics & Ideas in Mathematics (3 cr.)
- b. MATH 1140 Intermediate Algebra (4 cr.)
- c. MATH 1150 College Algebra (3 cr.)
- d. MATH 1220 Trigonometry (3 cr.)
- e. MATH 1600 Analytic Geometry and Calculus I (5 cr.)
- f. MATH 2010 Analytic Geometry and Calculus II (5 cr.)
- g. MATH 2020 Analytic Geometry and Calculus III (5 cr.)
- h. MATH 2170 Applied Statistics (3 cr.)
- i. Any other approved higher-level Math course

6. Natural Science 8 Cr. Hours (select two)

- a. AGRI 1131 Plant Science (3 cr.)
and AGRI 1132 Plant Science Lab (1 cr.)
(Agriculture Transfer and Pre-Vet Tech majors only)
- b. BIOS 1010 General Biology (4 cr.)
- c. BIOS 2250 Introduction to Human Anatomy and Physiology I (4 cr.)
- d. BIOS 2260 Introduction to Human Anatomy and Physiology II (4 cr.)
- e. BIOS 2460 Microbiology (4 cr.)
- f. CHEM 1090 General Chemistry I (4 cr.)
- g. CHEM 1100 General Chemistry II (4 cr.)
- h. PHYS 1100 Physical Science (4 cr.)
- i. PHYS 1410 Elementary General Physics I with Algebra and Trigonometry (5 cr.)
- j. PHYS 1420 Elementary General Physics II with Algebra and Trigonometry (5 cr.)
- k. PHYS 2110 General Physics I with Calculus (5 cr.)
- l. PHYS 2120 General Physics II with Calculus (4 cr.)
- m. Any other Natural Science course

7. Technology 3 Cr. Hours

- a. AGRI 1500 Microcomputer Applications in Agriculture (3 cr.)
- b. INFO 1010 Fundamentals of Information Technology (3 cr.)

- c. INFO 1100 Microcomputer Applications ... (3 cr.)
- d. OFFT 1500 Microsoft Office (3 cr.)

Note: Upon approval, other technology courses may be substituted for the courses listed above to meet the Northeast graduation requirements. Students should contact their advisors.

Final note: General education courses listed under the Associate of Arts and/or the Associate of Science Degree requirements, or recognized equivalent courses as specified within an individual program's prescribed course of study, may be substituted for courses listed above. For more information, speak with an advisor.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

An Associate of Applied Science Degree is conferred upon the completion of all requirements for graduation in a career and technical education program intended to lead to an occupational career following completion. Although some college and universities may accept these courses for elective transfer credit, they are not intended to transfer to four-year colleges and universities.

- A. A student must satisfactorily complete a minimum of 60 semester hours in a prescribed course of study with a cumulative grade point average of "C" or better.

Note: Hours earned in courses below the 1000 level will not be counted towards the required 60 semester hours for graduation.

- B. A student must take a minimum of 15 credit hours of general education requirements. See Program of Study page for suggested general education requirements.
- C. Student must satisfy the following general education requirements:

1. Communication 3-6 Cr. Hours (Must select one from each of the written and oral categories or one from the combination category)

Written and Oral Category

Written

- a. ENGL 1010 English Composition I (3 cr.)

Oral (select one)

- a. SPCH 1010 Fund. of Communication ... (3 cr.)
- b. SPCH 1050 Career Communication (1 cr.)
- c. SPCH 1110 Public Speaking (3 cr.)
- d. Any other approved higher-level Speech course

Combination Category

- a. BSAD 2050 Business Communications ... (3 cr.)
- b. ENGL 1050 Workplace Communication ... (3 cr.)

2. Behavioral Science 2-3 Cr. Hours (select one)

- a. AGRI 1420 Interpersonal Skills (3 cr.)
- b. BSAD 1000 Human Relations and Ethics ... (3 cr.)
- c. PSYC 1000 Human Relations (2 cr.)

- d. PSYC 1810 Intro. to Psychology (3 cr.)
- e. SOCI 1010 Introduction to Sociology (3 cr.)
- f. Any other approved higher-level behavioral science course

3. Mathematics 3-6 Cr. Hours (Must meet math requirement for Program of Study)

- a. MATH 1010 Math for Elementary Teachers (3 cr.)
(Early Childhood Education Majors only)
- b. MATH 1020 Technical Mathematics I (3 cr.)
- c. MATH 1025 Math for Health Care Professionals (3 cr.)
- d. MATH 1060 Technical Mathematics II (3 cr.)
- e. MATH 1100 Topics & Ideas in Mathematics (3 cr.)
- f. MATH 1140 Intermediate Algebra (4 cr.)
- g. MATH 2170 Applied Statistics (3 cr.)

4. Social Science or Exploratory Studies ... 2-3 Cr. Hours

Social Science

- a. AGRI 1410 Introduction to the Economics of Agriculture (3 cr.)
- b. ECON 1010 Personal and Business Finance (2 cr.)
- c. ECON/BSAD 1040 Personal Finance ... (2-3 cr.)
- d. ECON 2110 Principles of Macroeconomics (3 cr.)

Exploratory Studies

- a. BSAD 2250 International Business (3 cr.)
- b. CAPL 1290 Introduction to Job Search and Employment (1 cr.)
- c. LNSK 1010 First Year Experience (2 cr.)
- d. SOCI 2150 Exploring Unity & Diversity ... (3 cr.)

5. Science or Technology 2-6 Cr. Hours

Science

- a. HVAC 2230 Physics of Building Science ... (2 cr.)
- b. INDT 1040 Industrial Process Dynamics ... (2 cr.)
- c. Any Natural Science Course

Technology

Technology courses not listed needs to be approved by your program advisor.

- a. AGRI 1500 Microcomputer Applications in Agriculture (3 cr.)
- b. INFO 1000 Basic Computer Applications ... (2 cr.)
- c. INFO 1010 Fund of Info Technology (3 cr.)
- d. INFO 1100 Microcomputer Applications ... (3 cr.)
- e. OFFT 1500 Microsoft Office (3 cr.)
- f. UTIL 1280 Computer Literacy (2 cr.)

Note: For programs that integrate technology extensively into the program curriculum, the technology course requirement has been met.

GRADING SYSTEM

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

- A+, A Superior; work of exceptional character
- B+, B Above average work
- C+, C Average quality of work
- D+, D Below average work
- F Failing work
- UF Unearned "F" grade
- P Pass; can only be used for a pass/fail class; credit awarded; no quality points
- W Withdrawal; recorded after a student formally withdraws from a class. A student must initiate action for withdrawal through the Admissions and Registration Office prior to the end of the withdrawal period.
- I Incomplete. The temporary grade of "I" may be issued when a student has completed most of the course requirements but is unable to complete the remainder due to circumstances clearly beyond their control (i.e., serious illness or an emergency). It is the student's responsibility to request an Incomplete Form from the instructor. Arrangements will then be made for the completion of the course objectives. An incomplete should not involve the student attending the majority of the class sessions during a subsequent term. An "I" must be completed by the date specified on the Incomplete Form, never more than one year after the course has concluded. If course work is not completed during this time, the "I" will be changed to an "F" on the student's permanent transcript.
- AU See Audit.

Remedial coursework (*courses at the zero level*) will have an R notation in front of the grade.

- RA+, RA Superior, work of exceptional character
- RB+, RB Above average work
- RC+, RC Average quality of work
- RD+, RD Below average work
- RF Failing work

Continuing Education courses are not offered for college credit and do not count toward degree requirements. Although these classes may have a grade, no credit is given and they do not count in GPA calculations. The following grading scale is used for continuing education courses:

- NA+, NA Superior, work of exceptional character
- NB+, NB Above average work
- NC+, NC Average quality of work

- ND+, ND Below average work
- NF Failing work
- NP Pass, can only be used for a pass/fail class
- REG Registered for course only; grade not required for course

ACADEMIC AMNESTY

Academic Amnesty removes all courses, credit hours, grades, and grade points taken during the identified academic amnesty term(s), including courses that were successfully completed. Academic Amnesty procedures can be found on the College's [website](#) or in the Admissions and Registration Office.

GRADE APPEAL POLICY

Grade appeal allows a student to appeal the final grade in a course in accordance with the grade appeal procedures. A formal grade appeal shall be filed before the end of the first regular semester immediately following the term during which the grade was assigned. Grade appeal procedures can be found on the College's [website](#) or in the Admissions and Registration Office.

GRADE POINT AVERAGE

The grade point average, usually referred to as GPA, is a function of the grading system used to determine academic status, including scholastic probation, scholastic honors, and eligibility for graduation. Grade points are allocated for each credit hour earned as follows:

- A+ 4.0 points
- A 4.0 points
- B+ 3.5 points
- B 3.0 points
- C+ 2.5 points
- C 2.0 points
- D+ 1.5 points
- D 1.0 points
- F 0.0 points
- UF 0.0 points

To compute GPA, multiply the semester hours of credit for each course by the grade points, then divide the sum of the grade points by the total number of credits attempted.

CREDIT HOUR

A credit hour is a unit measurement used to ascertain the educational value of course work offered by the institution to students enrolling in such course work, earned by such students upon successful completions of such course work, and for which tuition is charged. Credit/contact time ratio guidelines for semester are outlined in [Nebraska state statute 85-1503](#).

Semester

- 1:15 = Classroom Hour
- 1:30 = Academic Transfer, General Education & Academic Support Lab Hour
- 1:45 = Vocational Laboratory & Clinical Hour
- 1:45 = Practicum Hour
- 1:60 = Cooperative Work Experience

CREDIT BY TRANSFER

Credits earned in accredited institutions will be considered for transfer at Northeast. Credits earned at non-accredited institutions may be allowed after being evaluated by the Northeast division dean. Students should note that such courses taken at a non-accredited institution and accepted by Northeast may not be accepted by any other transfer institution.

Coursework for which the student earned less than a "C" grade will not be accepted for credit by transfer. In addition, coursework under the 1000 level will not be accepted for credit by transfer.

A transfer student must send an official transcript from each institution previously attended to the Admissions and Registration Office at Northeast. Decisions on the applicability of credits will be made by the division dean, department personnel, and Registrar.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment is a process that involves identification, documentation, assessment, and recognition of the learning you have acquired through formal and informal study.

Prior Learning Assessment includes learning from work and life experiences; correspondence and extension courses; individual study and reading; civic, community, and volunteer work; and participation in informal courses and in-service training sponsored by associations, business, government, and industry.

For information on how to begin the process of Prior Learning Assessment, contact any division dean or the Registrar.

ALTERNATE STUDY COURSES**Special Topics**

Special topics courses are designed to provide opportunities for the College to offer classes based on the interest of students and faculty. Students may repeat a special topics class in a discipline area up to four times. Any offerings in that same discipline area beyond four times will be considered a repeat offering and the credits will not accumulate on the student's transcript.

- ____ 1990 Special Topics I in _____ 1-3 Credits
- ____ 2990 Special Topics II in _____ 1-3 Credits

Cooperative Internship Education

Through cooperative internship education, regularly enrolled Northeast students have the opportunity to participate in College-sponsored on-the-job training before graduation. Cooperative internship education is a requirement in some programs; other programs consider the experience as an elective. Check the specific programs for more information.

AUDIT

Auditing a course allows students to attend classes without earning college credit. Students may audit any classes that do not include laboratories or studio activities with the permission of the course instructors.

Students auditing courses pay the same tuition and fees as those taking courses for credit. The audited courses are marked "audit" at the time of registration or before the second meeting of the course. Students who have registered to audit courses may not change to college credit after the second week of the semester.

CLASSIFICATION OF STUDENTS

Northeast classifies students as freshmen or sophomores by the number of credit hours they have completed and also as full-time or part-time by the number of credit hours they are attempting.

- Freshmen: Students who have completed less than 28 semester credit hours.
- Sophomores: Students who have completed 28 or more credit hours.
- Full-time: Students taking 12 or more semester hours.
- Part-time: Students taking less than 12 semester hours.

Students should note that all degree programs require a minimum of 60 semester credit hours for completion. Hours below 1000 level do not count toward the required hours.

DISTANCE EDUCATION**Online Degrees**

Northeast Community College is committed to providing opportunities to fit education into busy lives by offering fully online degree programs as well as many online general education and program courses. Standard admission policies apply to online students.

Basic skills assessment is available at selected sites in the Northeast Community College 20-county service area. Out-of-service area applicants may submit test results obtained at other qualified test centers. Results of the basic skills assessment are used for initial placement in English, reading, and math courses. The College provides coursework to equip students with the academic skills necessary to succeed in college-level courses; however, Foundational English,

Foundational Reading, and Prescriptive Math classes are not available in an online format.

Listed below are the fully online options available:

Associate of Arts Degree:

- Academic Transfer
- Accounting
- Administrative Professional
- Agriculture
- Behavioral Science
- Business Administration
- Criminal Justice – Corrections
- Criminal Justice – Law Enforcement
- Early Childhood Education
- Elementary Education
- Human Services
- Social Science
- Social Work

In partnership with other Nebraska community colleges, Associate of Arts Degree with a concentration in:

- Library and Information Services

Associate of Applied Science Degree:

- Administrative Professional
- Business
- Criminal Justice
- Early Childhood Education

Diploma/Certificate

- Administrative Professional
- Banking
- Business
- Computer Application Specialist
- Drug and Alcohol Counseling
- Early Childhood Education
- Entrepreneurship
- Food Service and Dietary Management
- Insurance Services
- Office Management

Email advising@northeast.edu to learn more about online courses, degrees, and academic and student services available to online students.

Online courses are not right for every learner. It requires you to be disciplined, focused, and have a high level of computer competency. Online students are expected to work in their online courses 2-3 hours per week for every credit hour of the course. For example: a 3-credit hour course requires 6-8 hours per week of study, preparation, and assessment of learning activities. If you do not own a computer or just purchased one, you may want to consider a face-to-face basic computer course as a starting point.

ADVISORY COMMITTEES

For each occupational program of study, Northeast Community College has organized an advisory

committee made up of interested leaders in area businesses, agriculture, industries, and the professions. The College and the advisory committees work together to determine training and employment needs, to develop new programs and courses, to evaluate present programs, facilities, and graduates, and to assist in placement and follow-up of students. A complete list of advisory committee members can be found in the back of this Catalog.

EARLY COLLEGE – COLLEGE CREDIT FOR STUDENTS IN HIGH SCHOOL

Students who want to earn college credit while still attending high school are Early College students. They can earn credit two different ways—Dual Credit and college credit only.

Dual Credit

A cooperative program between Northeast Community College and participating area high schools, Dual Credit provides a mechanism for high school students to take college courses and earn college credits. These courses are offered to students through Northeast at any of our campuses, at their local high school during the regular high school day, and online or virtual. The courses are of the same content and rigor as the courses taught on campus. Dual Credit courses may be taught at the high school by high school faculty who qualify as Northeast Community College adjunct instructors with advanced degrees in their subject areas, or by Northeast Community College faculty who are dually certified.

The courses offered through the Dual Credit program are the same courses offered at Northeast. The course material, textbook, and instructor syllabus are equivalent to those used on campus. Dual Credit courses are of greater depth, take more time, and require more work than a normal high school class.

Tuition for Early College students is at no cost. Textbooks, course fees, tools, and testing fees still apply. Dual Credit students complete an online High School Early College Application and register online through My Northeast. Students also adhere to College drop, withdrawal, and refund policies.

Textbooks may be provided at the local school's discretion or they may be purchased by individual students through the [Northeast Hawks Shop](#).

Successful completion of the Dual Credit course earns grades and credit to be recorded on a Northeast Community College transcript. These credits may be used at Northeast or transferred to another college or university. The receiving institution has the ultimate decision about accepting transfer credits, so it is important to check with potential colleges before taking a particular class. Northeast also has written transfer agreements in place with several regional colleges.

College Credit Only

Early College students may take classes for which they receive only college credit, not high school credit. Among the ways that students take college credit only classes are:

1. in a virtual class,
2. in an online class, or
3. by attending live classes on-campus or at one of the extended campus locations.

Students must follow the Early College student admission and registration [procedures](#) described in the Admissions section of this Catalog.

High School Career Pathways

Northeast Community College works in conjunction with area K-12 schools to build pathways for students to transition from high school to college. Opportunities also exist for students to gain a head start on their college education while exploring a specific career field.

Further information is available by contacting the Director of Early College Programs at Northeast Community College.

WORKFORCE DEVELOPMENT

The focus of the Workforce Development department is to provide excellence in education and training to meet workforce needs as seen through the eyes of employers and communities. This focus will be delivered through business and industry training, continuing education, work-based learning, and community education.

Businesses, industries, and communities in northeast Nebraska can get a helping hand through a variety of services at the College.

Northeast assists in community economic development in cooperation with the Nebraska Department of Economic Development, the Nebraska Development Network, Growing Together, and other regional development partners. Community needs assessment, strategic planning, leadership training, and rural development assistance are available to all northeast Nebraska communities throughout the College service area.

Northeast Community College assists communities within the 20-county service area by providing coaching, facilitation, and coordination of economic development resources in efforts to encourage "Rural Revitalization" throughout the region.

ADULT AND CONTINUING EDUCATION

The College offers adult education programs in Norfolk and throughout the 20-county service area. Courses are offered at flexible daytime and evening hours to assist individuals in upgrading their present job skills, training for new careers, developing or enhancing

recreational and cultural interests, preparing for high school completion tests, improving basic education skills, and transitioning to earning college credits.

These adult and continuing education programs are made as accessible as possible for students by making them available in their local community. Classes are made available through cooperative agreements with local high schools, hospitals, libraries, civic organizations, businesses, industries, and churches for any person in the 20-county area. Education and training needs are specific to each community. Northeast Community College staff work with community leaders to identify and facilitate these classes.

To make suggestions, submit requests, or obtain more information about the adult and continuing education [programs](#) described in this section, contact workforce@northeast.edu.

**JOB UPGRADING AND PREPARATION/
CUSTOMIZED TRAINING**

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

Workshops and seminars are scheduled on a regular basis with topics geared toward business and industry. These can also be scheduled at various locations with sufficient enrollment.

ALLIED HEALTH

The Allied Health Department at Northeast Community College offers many opportunities for individuals to upgrade job skills and take job preparatory classes. These workshops and classes are available to healthcare providers, social workers, drug and alcohol counselors, and the general public. Some of the available programs for healthcare providers are:

- Advanced Cardiac Life Support (ACLS)
- Basic Nurse Aide (CNA)
- Community Health Worker
- CPR/AED

- First Aid
- Food Service/Dietary Management
- Medication Aide
- Pediatric Advanced Life Support (PALS)

The Allied Health staff develops workshops and conferences for healthcare providers that renew required state certificates and licenses.

Allied Health works closely with other health care facilities and organizations to provide a high-quality education for the community. Some of these facilities and organizations are: The Nebraska Nurses Association, Nebraska Health Care Association, Faith Regional Health Services, Nebraska State Department of Health and Human Services, Nebraska Department of Social Services, Northeast Nebraska Area Agency on Aging, Prevention Pathways, Northern Nebraska Area Health Education Center (AHEC), American Heart Association, and American Red Cross.

EMERGENCY MEDICAL SERVICES

Rural health care is important to the citizens of northeast Nebraska, just as providing quality education to Emergency Medical Services (EMS) personnel is important to the EMS and Paramedic program at Northeast Community College.

Northeast Community College, working cooperatively with the Nebraska Department of Health and Human Services EMS Division, offers classes for all levels of Emergency Medical Technicians. Classes offered are Emergency Medical Responder, Emergency Medical Technician (EMT), Pre-hospital Emergency Care for Nurses, and Paramedic. Northeast Community College also offers classes to maintain all levels of pre-hospital licensure from Emergency Responder to Paramedic.

Northeast also offers Paramedic as an Associate of Applied Science Degree. This state approved program is offered at diverse times and evenings, allowing students to maintain other job and family commitments. See [Paramedic](#) Program of Study.

Northeast Community College is approved as an advanced EMT training agency, recognized by the Nebraska Department of Health and Human Services. For further details on the required EMT classes, see Paramedic Course Descriptions or call the Director of EMS Services.

The Paramedic program at Northeast is accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](#)).

ABE/GED®/ESL DEPARTMENT

Northeast Community College provides learner services in conjunction with the Nebraska State Department of Education, the U.S. Department of Education, and with private organizations, agencies, and businesses. Classes

are offered in several primary locations across our service area and individual tutoring sessions in other locations as learner needs arise.

The Adult Education Department offers two primary kinds of services, including preparation for a high school diploma and English Language instruction. The program is free to persons 16 years of age or older and who are not enrolled in a secondary school. Other areas of focus include instruction in basic skills in reading, writing, mathematics, civics, job preparation, and consumer education. Students are requested to attend an orientation session to register and take diagnostic tests to determine what skills are needed and develop a learning plan.

Preparation for the Nebraska High School Diploma:

Adult and out-of-school youth who want to prepare for the General Educational Development GED® tests to qualify for the Nebraska High School Diploma attend weekly classes or tutoring sessions in various regional locations and/or daily class sessions on campus.

Learners spend individualized sessions studying for the GED® tests in literacy, science, mathematics, and social studies. When prepared, learners may test at our primary test center located in Norfolk. Call (402) 844-7254 or (402) 844-7253 for testing information. Testing is scheduled through www.ged.com. The student is able to test at any GED® approved testing center.

Preparation of the Law Enforcement Academy and State Fire Marshal Entrance Test:

Adults may brush up on basic skills to prepare for the entrance test. The entrance test is administered at the Adult Education Office on campus and must be scheduled in advance. A \$10.00 fee is required for administering these tests. Testing is scheduled through www.ged.com. Students are able to test at any GED® approved testing center.

ENGLISH LANGUAGE LEARNER (ESL)

Adults who speak limited English may take English Second Language (ESL) classes. Classes are designed to serve individuals ranging from beginning learners, intermediate learners, and advanced learners. The classes are designed to stress communication, pronunciation, basic sentence patterns, and essential vocabulary, as well as speaking and writing skills.

Personal Improvement Courses: (AE) Personal improvement courses provide instruction in basic skills such as reading, writing, mathematics, English language fluency, money management, or job preparatory skills. Classes are designed for adults who are not seeking a GED®. Classes and individualized sessions give learners as much help and time as needed to reach their goals.



DEGREE OFFERINGS

ACADEMIC TRANSFER

Academic Transfer is an associate degree designed for students who may be unsure of their career goals but who intend to continue their education at a four-year institution after attending Northeast Community College. Depending on a student's general interest area, either an associate of arts degree or an associate of science degree may be applicable.

Students are advised to work closely with advisors at Northeast Community College and with the transfer office of their four-year institution as they plan their coursework.

Required Program of Study for Associate of Arts Degree (2 years)

| Course | Credits |
|---------------------------------------|---------|
| Communication* | 6 |
| Humanities* | 6 |
| Behavioral and Social Sciences* | 9 |
| Mathematics* | 3-5 |
| Natural Science* | 4 |
| Health Education* | 3 |
| Electives*** | 27-29 |
| | 60 |

*See associate of arts degree general education requirements

Required Program of Study for Associate of Science Degree (2 years)

| Course | Credits |
|--|---------|
| Communication** | 6 |
| Humanities** | 3-6 |
| Behavioral and Social Sciences** | 3-6 |
| Mathematics** | 3-10 |
| Natural Science** | 8-15 |
| Technology** | 3 |
| Electives*** | 14-34 |
| | 60 |

**See associate of science degree general education requirements.

***Electives typically applicable include:

| | |
|--|-----|
| Additional history class | 3 |
| Additional fine arts class | 3 |
| Additional science class | 4-5 |
| Foreign language | 4 |
| Additional math class | 3-5 |
| Additional writing or literature class | 3 |
| and/or more electives in areas of interest | |

To earn an associate of arts degree or an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

ACCOUNTING

The associate of arts degree with a concentration in accounting is a two-year liberal arts curriculum for those students who plan to transfer to a four-year college for the completion of a bachelor's degree in the area of accounting. This program of study emphasizes instruction in accounting, business law, business communications, economics and statistics which will prepare the student to be successful at the transfer institution.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|--------------|
| Course | Credits |
| ACCT 1200 Principles of Accounting I*** | 3 |
| BSAD 1050 Introduction to Business ** | 3 |
| BSAD 2050 Business Communication | 3 |
| INFO 1010 Fundamentals of Information Technology** or OFFT 1500 Microsoft Office | 3 |
| Mathematics* | 3-5 |
| | <u>15-17</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| ACCT 1210 Principles of Accounting II*** | 3 |
| BSAD 1005 Investing in Strengths** | 1 |
| BSAD/MATH 2170 Applied Statistics ** | 3 |
| ENGL 1010 English Composition* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Fine Arts and Language* | 3 |
| | <u>16</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ACCT 2010 Spreadsheet Accounting**/** | 3 |
| BSAD 2700 Business Law I** | 3 |
| ECON 2110 Principles of Macroeconomics*** | 3 |
| Behavioral Science* | 3 |
| English/Literature* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| ECON 2120 Principles of Microeconomics*** | 3 |
| INFO 2100 Excel Spreadsheet Applications** | 3 |
| History* | 3 |
| Natural Science* | 4-5 |
| Oral Communication* | 3 |
| | <u>16-17</u> |
| Total Credit Hours | 62-64 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Students transferring to a four-year institution should verify with that institution before registering for this course.

***Must be taken during this semester or in this sequence.

Note: Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to ACCT 1200 Principles of Accounting I.

ACCOUNTING

The accounting associate of applied science degree teaches the basic concepts, definitions, terminologies, and methods of operating an accounting system. Outstanding career opportunities await students who are accurate, conscientious, and analytical. Northeast prepares graduates for immediate employment in an entry-level accounting position.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ACCT 1200 Principles of Accounting I*** | 3 |
| BSAD 1050 Introduction to Business, or BSAD 2540 Principles of Management, or ENTR 1050 Introduction to Entrepreneurship | 3 |
| BSAD 2700 Business Law I | 3 |
| INFO 1010 Fundamentals of Information Technology,* or INFO 1100 Microcomputer Applications*, or OFFT 1500 Microsoft Office* | 3 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | <u>15</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| ACCT 1210 Principles of Accounting II*** | 3 |
| ACCT 2020 Accounting with QuickBooks*** | 2 |
| BSAD 1005 Investing in Strengths | 1 |
| BSAD 1070 Business Math | 3 |
| BSAD 2160 Customer Service and Business Etiquette ... | 3 |
| ECON 2110 Principles of Macroeconomics* or ECON 1040 Personal Finance* | 3 |
| | <u>15</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ACCT 2010 Spreadsheet Accounting*** | 3 |
| ACCT 2200 Intermediate Accounting I*** | 3 |
| ACCT 2260 Individual and Business Income Tax*** ... | 3 |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| BSAD 1300 Cooperative Internship | 3 |
| | <u>15</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| ACCT 2030 Payroll Accounting*** | 3 |
| ACCT 2700 Accounting Capstone*** | 3 |
| BSAD 2050 Business Communications* | 3 |
| INFO 2100 Excel Spreadsheet Applications*** | 3 |
| Approved Elective** | 3 |
| | <u>15</u> |

Total Credit Hours 60

Note: Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to ACCT 1200 Principles of Accounting I.

*See General Education Requirements.

** Approved electives: BSAD 1040 Personal Finance, BSAD 1050 Introduction to Business, BSAD 1310 Cooperative Internship, BSAD 1320 Cooperative Internship, BSAD 1600 Real Estate Principles and Practices, BSAD 2130 Salesmanship, BSAD 2140 Principles of Banking, BSAD 2170 Applied Statistics, BSAD 2240 Principles of Insurance, BSAD 2250 International Business, BSAD 2350 Security and Loss Prevention, BSAD 2520 Principles of Marketing, BSAD 2540 Principles of Management, ECON 2110 Principles of Macroeconomics, ECON 2120 Principles of Microeconomics, ENTR 1050 Introduction to Entrepreneurship, BSAD 2710 Business Law II.

***Must be taken during this semester or in this sequence.

ACCOUNTING CERTIFICATE

The accounting certificate consists of 21 credit hours of selected courses from accounting, business, and information technology. The certificate is specifically intended for individuals wishing to update their skills after having been out of the workforce for several years, or for working adults wishing to change occupations. All coursework in the Accounting Certificate program will apply as full credit towards the Accounting Diploma program and the Associate of Applied Science in Accounting or the Associate of Arts Degree or Associate of Science Degree.

Required Program of Study for Certificate (48 weeks)

| Fall Semester I | | Fall Semester II | |
|---|---------|--|-----------|
| Course | Credits | Course | Credits |
| ACCT 1200 Principles of Accounting I* | 3 | ACCT 2260 Individual and Business Income Tax* | 3 |
| BSAD 1070 Business Math | 3 | | 3 |
| INFO 1010 Fundamentals of Information Technology, or INFO 1100 Microcomputer Applications, or OFFT 1500 Microsoft Office | 3 | Total Credit Hours | 21 |
| | 9 | | |
| <i>Note: Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to ACCT 1200 Principles of Accounting I.</i> | | | |
| Spring Semester | | *Must be taken in this semester or in this sequence. | |
| ACCT 1210 Principles of Accounting II* | 3 | | |
| ACCT 2020 Accounting with QuickBooks* | 2 | | |
| ACCT 2030 Payroll Accounting* | 3 | | |
| BSAD 1005 Investing in Strengths | 1 | | |
| | 9 | | |

ACCOUNTING DIPLOMA

The accounting diploma consists of 33 credit hours of selected courses from accounting, business, wishing to focus on accounting and related course work and is intended primarily for adults who have previous successful work experience. All coursework in the Accounting Diploma program will apply as full credit towards Associate of Applied Science in Accounting, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Diploma (48 weeks)

| Fall Semester I | | Fall Semester II | |
|---|---------|--|-----------|
| Course | Credits | Course | Credits |
| ACCT 1200 Principles of Accounting I* | 3 | ACCT 2010 Spreadsheet Accounting* | 3 |
| ECON 2110 Principles of Macroeconomics or ECON 1040 Personal Finance | 3 | ACCT 2260 Individual and Business Income Tax* | 3 |
| INFO 1010 Fundamentals of Information Technology,* INFO 1100 Microcomputer Applications, *or OFFT 1500 Microsoft Office* | 3 | Approved Elective** | 3 |
| | 3 | | 9 |
| BSAD 1070 Business Math | 3 | Total Credit Hours | 33 |
| | 12 | | |
| <i>Note: Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to ACCT 1200 Principles of Accounting I.</i> | | | |
| Spring Semester | | *Must be taken in this semester or in this sequence. | |
| ACCT 1210 Principles of Accounting II* | 3 | **Approved electives: BSAD 1000 Human Relations and Ethics, BSAD 2140 Principles of Banking, BSAD 2160 Customer Service and Business Etiquette, BSAD 2240 Principles of Insurance, BSAD 2250 International Business, BSAD 2520 Principles of Marketing, BSAD 2540 Principles of Management, ECON 2120 Principles of Microeconomics, INFO 2100 Excel Spreadsheet Applications, INFO 2110 Access Database Applications, or others as approved by advisor. | |
| ACCT 2020 Accounting with QuickBooks* | 2 | | |
| ACCT 2030 Payroll Accounting* | 3 | | |
| BSAD 1005 Investing in Strengths | 1 | | |
| BSAD 2050 Business Communications | 3 | | |
| | 12 | | |

ADMINISTRATIVE PROFESSIONAL DIPLOMA

As technology continues to expand in businesses and offices, the role of office personnel has evolved to include a wide range of responsibilities. Graduates of this program are prepared for jobs in a variety of office occupations. The administrative professional program prepares individuals in software and system applications and develops the administrative interpersonal skills necessary to perform the duties of administrative support personnel. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions.

Required Program of Study for Diploma (32 weeks)

The Administrative Professional diploma program is designed for students seeking fundamental skills in office processes, with emphasis on human relations, customer service, communication, professional behaviors, administrative skills, and computer technology applications. The diploma program provides students with the knowledge and skills necessary to be employed in a variety of office occupations. All coursework in the Administrative Professional Diploma program will apply as full credit towards the Associate of Applied Science in Administrative Professional or the Associate of Arts Degree

| First Semester | | Second Semester | |
|---|-----------|--|-----------|
| Course | Credits | Course | Credits |
| OFFT 1500 Microsoft Office | 3 | ACCT 1060 Basic Accounting Procedures or | |
| OFFT 1580 Microsoft Outlook | 1 | ACCT 1200 Principles of Accounting* | 3 |
| BSAD 1000 Human Relations and Ethics | 3 | BSAD 1005 Investing in Strengths | 1 |
| BSAD 1050 Introduction to Business | 3 | ENGL 1010 English Composition I | 3 |
| BSAD 2050 Business Communication | 3 | OFFT 1880 Office Practicum** | 3 |
| BSAD 2160 Customer Service & Business Etiquette ... | 3 | OFFT 2090 Advanced Word Certification | 3 |
| | <u>16</u> | OFFT 2110 Excel Spreadsheet Applications | 3 |
| | | | <u>16</u> |
| | | Total Credit Hours | 32 |

*Students who will continue into the Associate of Applied Science Degree can take ACCT 1060 Basic Accounting Procedures OR ACCT 1200 Principles of Accounting I. Students who will continue into the Associate of Arts Degree are required to take ACCT 1200 Principles of Accounting I.

** Must be taken during this semester or in this sequence.

ADMINISTRATIVE PROFESSIONAL

As technology continues to expand in businesses and offices, the role of office personnel has evolved to include a wide range of responsibilities. Graduates of this program are prepared for jobs in a variety of office occupations. The administrative professional program prepares individuals in software and system applications and develops the administrative interpersonal skills necessary to perform the duties of administrative support personnel. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions.

The associate of applied science degree builds on the certificate and diploma programs, providing students with an in-depth knowledge of administrative professional functions in addition to expert skills in software applications. Students will also gain a deeper understanding of management functions within a business as they prepare for a challenging, high-impact career in business environments. An internship is required for the associate of applied science degree.

Required Program of Study for Associate of Applied Science Degree (2 years)*

FRESHMAN YEAR

Successful completion of the diploma program.

REQUIRED SUMMER COOP

BSAD 1320 Cooperative Internship 3

SOPHOMORE YEAR

First Semester

| Course | Credits |
|--|---------|
| BSAD 2250 International Business | 3 |
| BSAD 2540 Principles of Management | 3 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| OFFT 2500 Advanced Office Integration | 3 |
| | 12 |

Second Semester

| Course | Credits |
|--|---------|
| ECON 1040 Personal Finance* | 3 |
| BSAD 2130 Salesmanship or BSAD 2520 Principles of Marketing | 3 |
| OFFT 2600 Administrative Professional Capstone*** ... | 2 |
| Electives** | 6 |
| | 14 |

Total Credit Hours 61

The Associate of Applied Science degree is suggested for those seeking employment upon graduation who feel quite sure that they will not continue their education toward a four-year degree.

*See General Education Requirements.

**Approved electives: ACCT 1210 Principles of Accounting II, ACCT 2020 Accounting with QuickBooks, BSAD 1600 Real Estate Principles and Practices, BSAD 1620 Real Estate Finance, BSAD 2010 Personal Insurance, BSAD 2020 Commercial Insurance, BSAD 2130 Salesmanship, BSAD 2240 Principles of Insurance, BSAD 1070 Business Math, BSAD 2140 Principles of Banking, BSAD 2520 Principles of Marketing, BSAD 2550 Advanced Management, BSAD 2700 Business Law I, GCAD 1450 Graphic Arts I, HIMS 1000 Introduction to HIM, HIMS 1010 Applied Health Informatics, HIMS 1020 Healthcare Delivery Systems, HLTH 1060 Comprehensive Medical Terminology, INFO 2230 Web Page Development, SPAN 1005 Spanish in the Workplace, SPAN 1010 Spanish in the Workplace II.

***Must be taken during this semester or in this sequence.

Suggested Program of Study for Associate of Arts Degree (2 years)*

FRESHMAN YEAR

Successful completion of the diploma program.

SOPHOMORE YEAR

First Semester

| Course | Credits |
|--|---------|
| BSAD 2540 Principles of Management | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Oral Communications* | 3 |
| Behavioral Science* | 3 |
| Mathematics* | 3-5 |
| | 15-17 |

Second Semester

| Course | Credits |
|-------------------------------|---------|
| Fine Arts and Language* | 3 |
| History* | 3 |
| English/Literature* | 3 |
| Natural Science* | 4-5 |
| Social Science* | 3 |
| | 16-17 |

Total Credit Hours 61-64

The Associate of Arts degree is primarily for students interested in a liberal, well-rounded program of study and suggested for those considering transferring to a four-year institution at some future time.

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

ADMINISTRATIVE PROFESSIONAL CERTIFICATE

As technology continues to expand in businesses and offices, the role of office personnel has evolved to include a wide range of responsibilities. Graduates of this program are prepared for jobs in a variety of office occupations. The administrative professional program prepares individuals in software and system applications and develops the administrative interpersonal skills necessary to perform the duties of administrative support personnel. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions.

The Administrative Professional certificate consists of a minimum of 16 hours of selected courses from administrative professional, business, and information technology areas. The certificate is designed for students seeking immediate employment in entry-level, clerical positions with a focus on the basic skills of office support personnel. All coursework in the Administrative Professional Certificate program will apply as full credit towards the Administrative Professional Diploma program, the Associate of Applied Science in Administrative Professional or the Associate of Arts Degree.

Required Program of Study for Certificate (16 weeks)

| Required Courses | |
|---|-----------|
| Course | Credits |
| OFFT 1500 Microsoft Office | 3 |
| OFFT 1580 Microsoft Outlook | 1 |
| BSAD 1000 Human Relations and Ethics | 3 |
| BSAD 1050 Introduction to Business | 3 |
| BSAD 2050 Business Communications | 3 |
| BSAD 2160 Customer Service & Business Etiquette | 3 |
| | <u>16</u> |
| Total Credit Hours | 16 |

OFFICE MANAGEMENT CERTIFICATE

The office management certificate consists of courses related to business, marketing, and management. The certificate is designed to supplement the Administrative Professional associate of applied science degree by offering selected courses that emphasize concepts related to managing an office. Administrative professional students may take required core-elective courses while pursuing the administrative professional degree. Some courses in this certificate have prerequisites that are satisfied within the Administrative Professional associate of applied science degree. All coursework in the Office Management Certificate program will apply as full credit towards the Administrative Professional Associate of Arts Degree.

Required Program of Study for Certificate (16 weeks)

| Required Courses | |
|--|-----------|
| Course | Credits |
| ACCT 2020 Accounting with QuickBooks | 2 |
| BSAD 2530 Advanced Marketing | 3 |
| BSAD 2550 Advanced Management | 3 |
| BSAD 2700 Business Law I | 3 |
| Elective** | 3 |
| Elective** | 3 |
| | <u>17</u> |
| Total Credit Hours | 17 |

**Approved electives: ACCT 1210 Principles of Accounting II, BSAD 1600 Real Estate Principles and Practices, BSAD 2140 Principles of Banking, BSAD 2130 Salesmanship, BSAD 2180 Advertising, BSAD 2010 Personal Insurance, BSAD 2020 Commercial Insurance, BSAD 2240 Principles of Insurance, BSAD 2320 Agency Operations, ENTR 1050 Introduction to Entrepreneurship, SOCI 2150 Exploring of Unity and Diversity, SPCH 1110 Public Speaking.

COMPUTER APPLICATION SPECIALIST CERTIFICATE

The computer application specialist certificate is designed to prepare individuals for work in any setting that requires extensive knowledge and skills of computer application software. It is specifically intended for individuals needing to update their skills in various software applications. Intensive study in word processing, spreadsheet, database, and web page development software applications will prepare individuals for today's modern office or workplace. Through these courses, students will have the opportunity to complete up to seven Microsoft Office Specialist certifications, which provide industry- leading assessment of skills and knowledge through project-based testing. These certifications give students a commanding competitive edge in today's academic and professional environments. All coursework in the Computer Application Specialist Certificate program will apply as full credit towards the Administrative Professional Associate of Arts Degree.

Required Program of Study for Certificate (48 weeks)

| First Semester | | Third Semester | |
|--|----------|---|----------|
| Course | Credits | Course | Credits |
| OFFT 1500 Microsoft Office | 3 | OFFT 2500 Advanced Office Integration | 3 |
| OFFT 1580 Microsoft Outlook | <u>1</u> | INFO 2230 Web Page Development | <u>3</u> |
| | 4 | | 6 |
| Second Semester | | Total Credits | 16 |
| Course | Credits | | |
| OFFT 2090 Advanced Word Certification | 3 | | |
| OFFT 2110 Excel Spreadsheet Applications | <u>3</u> | | |
| | 6 | | |

AGRICULTURE

Students interested in pursuing a career in agriculture may select a plan of study best suited to their individual goals. Plans of study vary depending on the degree or diploma award students choose to complete. Within each program of study, students gain knowledge and develop skills that will foster success in their chosen field. Farm communities and agricultural industries provide endless opportunities for graduates to achieve both career and lifestyle goals.

ASSOCIATE OF APPLIED SCIENCE

Upon graduating from any of the following agricultural programs, students are prepared for entry level positions in their career fields. The following programs offer AAS degrees:

- Agribusiness
- Agronomy
- Animal Science
- Diversified Agriculture
- Precision Agriculture
- Agriculture: Mechanized Agriculture Concentration
- Agriculture: Urban Agriculture Concentration

ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE

Students interested in academic transfer to other colleges can obtain either an associate of arts or an associate of science degree from Northeast Community College. These degrees include several general education classes as well as agriculture classes that transfer easily to baccalaureate programs at other colleges and universities.

- Agriculture Transfer
- Natural Resources

DIPLOMA IN AGRICULTURE

A diploma is given upon the completion of a one-year program. A minimum of 30 credit hours in a prescribed course of study with a grade average of 'C' or better is required for completion.

- Dairy Technician

GOALS PROGRAM:

GLOBAL OPPORTUNITIES IN AGRICULTURE LEADERSHIP STUDIES

Students interested in international travel can apply for the GOALS program. Selected applicants will enroll in an honors section of AGRI 1115 Issues in Agriculture II for the semester before their travel experience and focus their study on the designated country for which travel is being planned. Upon completion of the honors course, students will enroll in an AGRI 2115 course that includes the travel experience to the designated country. The combination of the AGRI 1115 and AGRI 2115 courses will fulfill the summer experience requirement for the Associate of Applied Science degree. Normally, students have two options to complete their summer experience requirement:

- Paid internship where the student works for an agriculture business for 180 hours. The student receives college credit and pays for three credit hours of tuition, **OR**
- Summer course (Crops & Irrigation OR Livestock Production). The student pays three credit hours of tuition.

AGRI 1115 Issues in Agriculture II (1 credit) and AGRI 2115 Global Opportunities in Agricultural Leadership Studies (3 credits) will take the place of the usual summer class requirement for the students who successfully complete the course and the travel experience.

AGRIBUSINESS

Agribusiness is the study of the business and economics of agribusiness firms. Aspects unique to agribusiness include: the risk and uncertainties of agricultural production, the heavy reliance on natural resources, the uniqueness of the institutions that govern food and agriculture, the competitive structures within the agribusiness sector, the technology of commercial agriculture and food processing, and the global dimensions of food and agriculture.

Opportunities for students pursuing a career in agribusiness continue to be plentiful. Northeast Community College graduates have taken positions in the areas of cooperative management, feedlot management, crop insurance sales and adjusting, agronomic and machinery sales, and agricultural loan officers. Graduates have also gone on to continue their education at the four-year level with a number of institutions across the country. The demand for graduates with a background of study in agribusiness continues to be extremely strong with notices of job openings coming on a daily basis.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|----------|
| Course | Credits |
| AGRI 1105 Issues in Agriculture I | 1 |
| AGRI 1500 Microcomputer Applications in Agriculture* | 3 |
| AGRI 1410 Introduction to the Economics of Agriculture* | 3 |
| MATH 1020 Technical Mathematics I* | 3 |
| ENGL 1050 Workplace Communications* | 3 |
| Select one of the following options: | 4 |
| AGRI 1010 & AGRI 1340 Animal Science & Lab, AGRI 1131 & AGRI 1132 Plant Science & Lab, AGRI 1030 & AGRI 1040 Intro to Soil Science & Lab, or HORT 1010 Horticulture Science | 17 |

| Second Semester | |
|---|---------|
| Course | Credits |
| AGRI 1420 Interpersonal Skills* | 3 |
| AGRI 1310 Agricultural Marketing System | 3 |
| AGRI 1005 Precision Agriculture Systems | 3 |
| AGRI 2870 Agricultural Law | 3 |
| ACCT 1100 Survey of Accounting or ACCT 1200 Principles of Accounting I | 3 |
| | 15 |

| Internship Options*** | |
|--|------------|
| Course | Credits |
| Select one of the following options: | 3-4 |
| AGRI 1300 Cooperative Internship I, | 3 |
| AGRI 2020 Crops and Irrigation (summer), | 3 |
| AGRI 2040 Livestock Production Management (summer), or | 3 |
| AGRI 1115 Issues in Agriculture II & <i>(pre-requisite to AGRI 2115 must be taken in proceeding semester)</i> | |
| AGRI 2115 Global Opportunities in Agricultural Leadership (International travel) | 4 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AGRI 2015 Farm and Ranch Management | 4 |
| AGRI 1290 International Agriculture and Agribusiness | 3 |
| Approved Electives*** | 6 |
| | 13 |

| Second Semester | |
|--|---------|
| Course | Credits |
| AGRI 2290 Agricultural Commodities Marketing | 3 |
| AGRI 2880 Principles of Agricultural Selling | 2 |
| AGRI 2885 Agricultural Finance | 3 |
| AGRI 2890 Agriculture Capstone Experience | 1 |
| Approved Electives*** | 6 |
| | 15 |

Total Credit Hours 63-64

*Course fulfills a general education requirement for Northeast Community College. See General Education Requirements.

**Agriculture students are encouraged to consult their advisor in the agriculture department to identify the best courses to fulfill agriculture, science, or horticulture elective requirements. The Northeast Community College agriculture program has articulation agreements with the University of Nebraska-Lincoln, Wayne State College, South Dakota State University, and Northwest Missouri State. If interested in more information, contact your advisor.

***See your advisor to determine which option works best.

AGRONOMY

Scientific advances are changing the way America and the rest of the world raise field crops and manage soil, in turn affecting the trading and marketing of these commodities. Today’s agronomist needs specialized training in advanced agricultural technologies as well as expertise in processes related to chemical application, seed conditioning, production, quality, and value-added processing. Industry demand for agronomists is much greater than the supply, and a degree from Northeast carries a strong, positive reputation among potential employers in agronomy. The internship experience will allow students to continue to develop job related skills as agronomists. Agronomy students at Northeast take courses in areas of soils science, crop science, entomology, forages, chemicals, marketing, sales, computers, and precision farming (GPS/GIS) to form a strong foundation in the field.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| AGRI 1005 Precision Agriculture Systems | 3 |
| AGRI 1030 Introduction to Soil Science | 3 |
| AGRI 1040 Introduction to Soil Science Lab | 1 |
| AGRI 1105 Issues in Agriculture I | 1 |
| AGRI 1290 International Agriculture and Agribusiness | 3 |
| AGRI 1400 Farm and Environmental Safety | 2 |
| AGRI 1410 Introduction to the Economics of Agriculture* | 3 |
| MATH 1020 Technical Mathematics I* | 3 |
| | 19 |

| Second Semester | |
|---|---------|
| Course | Credits |
| AGRI 1131 Plant Science | 3 |
| AGRI 1132 Plant Science Lab | 1 |
| AGRI 1150 Entomology | 3 |
| AGRI 1280 Crop Chemicals | 2 |
| AGRI 1300 Cooperative Internship ** (final 4 weeks) ... | 1 |
| AGRI 1500 Microcomputer Applications in Agriculture* | 3 |
| ENGL 1050 Workplace Communication* | 3 |
| | 16 |

Internship Options***

| Course | Credits |
|--|------------|
| Select one of the following options: | 3-4 |
| AGRI 2020 Crops and Irrigation, (summer) | 3 |
| AGRI 2300 Cooperative Internship II (<i>must take AGRI 1300 1st</i>), | 2 |
| AGRI 1300 Cooperative Internship I, or | 3 |
| AGRI 1115 Issues in Agriculture II & (<i>pre-requisite to AGRI 2115 must be taken in proceeding semester</i>) | |
| AGRI 2115 Global Opportunities in Agricultural Leadership (International travel) | 4 |
| | 3-4 |

***See your advisor to determine which option works best.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| AGRI 2015 Farm and Ranch Management | 4 |
| AGRI 2200 Advanced Fertilizers | 2 |
| AGRI 2250 Grain Harvesting and Handling Systems ... | 3 |
| AGRI 2400 Forage, Pasture, and Grassland Production | 3 |
| AGRI 2410 Forage, Pasture, and Grassland Production Lab | 1 |
| Agriculture Electives** | 2 |
| | 15 |

| Second Semester | |
|---|---------|
| Course | Credits |
| AGRI 1310 Agricultural Marketing System | 3 |
| AGRI 1350 Tillage, Planting, and Spraying Equipment ... | 1 |
| AGRI 1420 Interpersonal Skills* | 3 |
| AGRI 2290 Agricultural Commodities Marketing | 3 |
| AGRI 2460 Resource-Efficient Crop Management | 3 |
| AGRI 2890 Agriculture Capstone Experience..... | 1 |
| Agriculture Electives or Science Course** | 2 |
| | 16 |

Total Credit Hours **68-69**

*Course fulfills a general education requirement for Northeast Community College. See General Education Requirements.

**A total of 4 agriculture/science electives must be taken. They can be taken as a combination of 1, 2, 3, or 4 credit courses – contact your advisor to determine which courses will work best.

The Northeast Community College agriculture program has articulation agreements with the University of Nebraska-Lincoln, Wayne State College, South Dakota State University, and Northwest Missouri State. If interested in more information, contact your advisor.

ANIMAL SCIENCE

Many graduates with an animal science degree enter livestock production as owners, partners, or managers. Graduates may consider using their skills in family livestock operations or managing production for someone else. Other career opportunities are available in the livestock and meat industry including: feedlots, hog and cattle confinements, livestock buying, banking and finance, the feed industry, marketing, livestock pharmaceuticals promotion, and sales. The animal science degree combines the latest in production technologies and animal management with computer, business, and analysis skills. The emphasis is on the selection, breeding, feeding, and marketing of livestock for a profitable return. Beef, swine, and sheep maintained on the Northeast farm provide students with opportunities for practical experience in all aspects of livestock management. In addition, students may join the Northeast Livestock Judging Team, which travels to several states each year representing Northeast in judging contests.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AGRI 1005 Precision Agriculture Systems | 3 |
| AGRI 1010 Animal Science | 3 |
| AGRI 1030 Introduction to Soil Science | 3 |
| AGRI 1040 Introduction to Soil Science Lab | 1 |
| AGRI 1105 Issues in Agriculture I | 1 |
| AGRI 1290 International Agriculture and Agribusiness | 3 |
| AGRI 1340 Animal Science Lab | 1 |
| MATH 1020 Technical Mathematics I* | 3 |
| | 18 |

| Second Semester | |
|--|---------|
| Course | Credits |
| AGRI 1131 Plant Science | 3 |
| AGRI 1132 Plant Science Lab | 1 |
| AGRI 1230 Feeds and Feeding | 3 |
| AGRI 1320 Animal Reproduction Physiology | 3 |
| AGRI 1410 Introduction to the Economics of Agriculture* | 3 |
| AGRI 1500 Microcomputer Applications in Agriculture* | 3 |
| | 16 |

| Internship Options** | |
|---|------------|
| Course | Credits |
| Select one of the following options: | 3-4 |
| AGRI 2040 Livestock Production Management (summer), | 3 |
| AGRI 1300 Cooperative Internship I, or | 3 |
| AGRI 1115 Issues in Agriculture II & <i>(pre-requisite to AGRI 2115 must be taken in preceding semester)</i> | |
| AGRI 2115 Global Opportunities in Agricultural Leadership (International travel) | 4 |

**See your advisor to determine which option works best.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| AGRI 2015 Farm and Ranch Management | 4 |
| AGRI 2400 Forage, Pasture, and Grassland Production | 3 |
| AGRI 2410 Forage, Pasture, and Grassland Production Lab | 1 |
| AGRI 2830 Advanced Animal Nutrition | 2 |
| ENGL 1050 Workplace Communication* | 3 |
| | 13 |

| Year Two Electives | |
|--|----------|
| Course | Credits |
| Select two of the following four courses: | 4 |
| AGRI 2260 Beef Feedlot Production Management (Spring) | 2 |
| AGRI 2285 Swine Production Management (fall) | 2 |
| AGRI 2810 Horsemanship and Horse Care (fall) | 2 |
| AGRI 2840 Cow Calf Production Management (fall) | 2 |

| Second Semester | |
|---|---------|
| Course | Credits |
| AGRI 1310 Agricultural Marketing System | 3 |
| AGRI 1400 Farm and Environmental Safety | 2 |
| AGRI 1420 Interpersonal Skills* | 3 |
| AGRI 2210 Animal Health | 3 |
| AGRI 2290 Agricultural or Commodities Marketing ... | 3 |
| AGRI 2890 Agriculture Capstone Experience | 1 |
| | 15 |

Total Credit Hours 69-70

*Course fulfills a general education requirement for Northeast Community College. See General Education Requirements.

Agriculture students are encouraged to consult their advisor in the agriculture department to identify the best courses to fulfill agriculture or science elective requirements. The Northeast Community College agriculture program has articulation agreements with the University of Nebraska- Lincoln, Wayne State College, South Dakota State University, and Northwest Missouri State. If interested in more information, contact your advisor.

PRECISION AGRICULTURE

Students in the Precision Agriculture program will develop technical skills and learn to interpret, analyze, and utilize data gathered from precision agriculture technologies to improve production. Graduates will be skilled and competent to work as technicians and producers in a rapidly changing industry that is concerned with maximizing yield potential through resource efficient practices. A key component of this program is to deepen students' understanding of the intricacies that exist between agriculture and our natural resources. Upon completion of this program, students will be able to:

- Demonstrate fundamental knowledge of agronomic principles that guide effective decision-making in soil, plant, and water management.
- Discuss and utilize multiple agriculture GIS programs in a precision agriculture environment.
- Apply principles of data-based decision making to improve agricultural operations and outcomes.
- Demonstrate knowledge and skills in the proper collection of data with careful attention to ensuring data accuracy.
- Identify and explain guidance systems, data collection tools, and variable rate application systems and how they work with each other.
- Demonstrate proper calibration methods and discuss the theory behind calibrations.

Required Program of Study for
Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

First Semester

| Course | Credits |
|---|---------|
| AGRI 1030 Introduction to Soil Science | 3 |
| AGRI 1040 Introduction to Soil Science Lab | 1 |
| ENGL 1050 Workplace Communication* | 3 |
| AGRI 1500 Microcomputer Applications in Agriculture* | 3 |
| AGRI 1540 Precision Irrigation Management | 3 |
| AGRI 1005 Precision Agriculture Systems | 3 |
| AGRI 1105 Issues in Agriculture I | 1 |
| | 17 |

Second Semester

| Course | Credits |
|--|---------|
| AGRI 2510 Ag GIS Fundamentals | 3 |
| AGRI 1131 Plant Science | 3 |
| AGRI 1132 Plant Science Lab | 1 |
| AGRI 1400 Farm and Environmental Safety | 2 |
| AGRI 1410 Introduction to the Economics of Agriculture* | 3 |
| MATH 2170 Applied Statistics* | 3 |
| | 15 |

Internship Options***

| Course | Credits |
|---|------------|
| Select one of the following options: | 3-4 |
| AGRI 2020 Crops and Irrigation (summer), | 3 |
| AGRI 1115 Issues in Agriculture II & (pre-requisite to AGRI 2115 must be taken in proceeding semester) | |
| AGRI 2115 Global Opportunities in Agricultural Leadership (International travel), | 4 |
| AGRI 2040 Livestock Production I (summer), or | 3 |
| AGRI 1300 Cooperative Internship I | 3 |

***See your advisor to determine which option works best.

SOPHOMORE YEAR

First Semester

| Course | Credits |
|--|---------|
| AGRI 1520 Intro to Ag Electronics & Hydraulics | 3 |
| AGRI 1525 Intro to Ag Electronics & Hydraulics Lab ... | 1 |
| AGRI 2015 Farm and Ranch Management | 4 |
| AGRI 2200 Advanced Fertilizers | 2 |
| AGRI 2500 Data Collection Methodologies | 3 |
| Agriculture Elective or Science Course** | 2 |
| | 15 |

Second Semester

| Course | Credits |
|---|---------|
| AGRI 2005 Precision Agriculture Theory | 3 |
| AGRI 2520 Ag GPS Applications | 3 |
| AGRI 2525 Ag GPS Applications Lab | 1 |
| AGRI 2530 Precision Hardware | 3 |
| AGRI 2535 Precision Hardware Lab | 1 |
| AGRI 1420 Interpersonal Skills* | 3 |
| Agriculture Elective or Science Course** | 2 |
| AGRI 2890 Agriculture Capstone Experience | 1 |
| | 17 |

Total Credit Hours

67-68

*Course fulfills a general education requirement for Northeast Community College. See General Education Requirements.

**A total of 4 ag/science electives must be taken. They can be taken as a combination of 1, 2, 3, or 4 credit courses – contact your advisor to determine which courses will work best.

The Northeast Community College agriculture program has articulation agreements with the University of Nebraska-Lincoln, Wayne State College, South Dakota State University, and Northwest Missouri State. If interested in more information, contact your advisor.

DIVERSIFIED AGRICULTURE

A degree in diversified agriculture prepares students for a wide variety of employment possibilities. Graduates may choose to return to a family farm operation, or work for a large, diversified farm, or private and commercial cattle feedlots and swine farrowing operations. Opportunities also exist in the animal health field, feed, seed, and fertilizer industries in sales or management positions. The diversified agriculture program of study gives students a well-rounded background for a wide variety of career opportunities in the agriculture industry.

Students benefit from a broad curriculum ranging from livestock and crop production to marketing skills. Students study the latest advancements in agriculture production technology, agriculture record keeping, and computer analysis, thus preparing to make sound business decisions for a profitable farming operation. Courses in computers, agribusiness management, marketing, agricultural records, agricultural sales, agricultural law, and precision farming (GPS/GIS) form a framework for specific courses in animal science and agronomy.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AGRI 1005 Precision Agriculture Systems | 3 |
| AGRI 1010 Animal Science | 3 |
| AGRI 1030 Introduction to Soil Science | 3 |
| AGRI 1040 Introduction to Soil Science Lab | 1 |
| AGRI 1105 Issues in Agriculture I | 1 |
| AGRI 1290 International Agriculture and Agribusiness | 3 |
| AGRI 1340 Animal Science Lab | 1 |
| MATH 1020 Technical Mathematics I* | 3 |
| | 18 |

| Second Semester | |
|--|---------|
| Course | Credits |
| AGRI 1131 Plant Science | 3 |
| AGRI 1132 Plant Science Lab | 1 |
| AGRI 1280 Crop Chemicals | 2 |
| AGRI 1410 Introduction to the Economics of Agriculture* | 3 |
| AGRI 1420 Interpersonal Skills* | 3 |
| AGRI 1500 Microcomputer Applications in Agriculture* | 3 |
| | 15 |

Internship Options***

| Course | Credits |
|--|------------|
| Select one of the following options: | 3-4 |
| AGRI 2020 Crops and Irrigation (summer), | 3 |
| AGRI 1115 Issues in Agriculture II & <i>(pre-requisite to AGRI 2115 must be taken in proceeding semester)</i> | |
| AGRI 2115 Global Opportunities in Agricultural Leadership (International travel), | 4 |
| AGRI 2040 Livestock Production (summer), or | 3 |
| AGRI 1300 Cooperative Internship I | 3 |

***See your advisor to determine which option works best.

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AGRI 2015 Farm and Ranch Management | 4 |
| AGRI 2200 Advanced Fertilizers | 2 |
| AGRI 2250 Grain Harvesting and Handling Systems ... | 3 |
| Agriculture Electives** | 3 |
| ENGL 1050 Workplace Communication* | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| AGRI 1230 Feeds and Feeding | 3 |
| AGRI 1400 Farm and Environmental Safety | 2 |
| AGRI 2210 Animal Health | 3 |
| AGRI 2290 Agricultural Commodities Marketing | 3 |
| AGRI 2890 Agriculture Capstone Experience | 1 |
| Agriculture Electives or Science Course** | 3 |
| | 15 |

Total Credit Hours **66-67**

*Course fulfills a general education requirement for Northeast Community College. See General Education Requirements.

**A total of 6 ag/science electives must be taken. They can be taken as a combination of 2, 3, or 4 credit courses – contact your advisor.

The Northeast Community College agriculture program has articulation agreements with the University of Nebraska-Lincoln, Wayne State College, South Dakota State University, and Northwest Missouri State. If interested in more information, contact your advisor.

AGRICULTURE

The Associate of Applied Science degree in Agriculture provides students with options to earn a degree in Agriculture, while selecting classes which focus on their areas of interest. Core classes and general education requirements are common to both options. Students then select from recommended electives to complete their degree in Agriculture. This degree is commonly sought by students planning to return to their family or home operations with skills that will help them to add value, diversity, or become entrepreneurs. Many students also secure employment in local agricultural businesses.

| Agriculture Core Courses | | General Education Courses | |
|--|--------------|---|-----------|
| Course | Credits | Course | Credits |
| AGRI 1005 Precision Agriculture Systems | 3 | MATH 1020 Technical Mathematics I | 3 |
| AGRI 1030 Introduction to Soil Science | 3 | AGRI 1500 Microcomputer Applications in Agriculture | 3 |
| AGRI 1040 Introduction to Soil Science Lab or HORT 1040 Intro to Soil Science Lab | 1 | ENGL 1050 Workplace Communication | 3 |
| AGRI 1105 Issues in Agriculture | 1 | AGRI 1410 Introduction to the Economics of Agriculture | 3 |
| AGRI 1115 Issues in Agriculture II and AGRI 2115 Global Opportunities in Agriculture Leadership Studies | 3-4 | AGRI 1420 Interpersonal Skills | 3 |
| AGRI/HORT 2890 Capstone Course | 1 | | |
| | <u>12-13</u> | | <u>15</u> |

*Select one of the following: AGRI/HORT 1300 Cooperative Internship I, AGRI 2020 Crops and Irrigation, AGRI 2040 Livestock Production I, or AGRI 1115 Issues in Agriculture II and AGRI 2115 Global Opportunities in Agriculture Leadership Studies.

| | |
|--------------------------------------|--------------|
| Core Requirements | 12-13 |
| General Education Requirements | 15 |
| Approved Electives** | <u>36-40</u> |
| Total Credits | 63-68 |

| Approved Electives for Mechanized Agriculture** | |
|---|----------|
| Course | Credits |
| AGRI 1050 Farm Welding | 1 |
| AGRI 1060 Farm Welding Lab | 2 |
| AGRI 1130 Large Engine Maintenance | 1 |
| AGRI 1140 Large Engine Maintenance Lab | 2 |
| AGRI 1400 Farm and Environmental Safety | 2 |
| AGRI 1280 Crop Chemicals | 2 |
| AGRI 1350 Tillage, Planting and Spraying Equipment | 1 |
| AGRI 1360 Tillage, Planting and Spraying Equipment Lab | 1 |
| AGRI 1290 International Agriculture and Agribusiness | 3 |
| AGRI 2015 Farm and Ranch Management | 4 |
| AGRI 2100 Farm Electricity and Wiring | 1 |
| AGRI 2105 Farm Electricity and Wiring Lab | 2 |
| AGRI 2200 Advanced Fertilizers | 2 |
| AGRI 2250 Grain Harvesting and Handling Systems ... | 3 |
| AGRI 2010 Irrigation and Equipment | 3 |
| AGRI 2140 Farm Welding Repair and Projects | 1 |
| AGRI 2150 Farm Welding Repair and Projects Lab ... | 2 |
| AGRI 1131 Plant Science | 3 |
| AGRI 1132 Plant Science Lab | 1 |
| AGRI 2290 Agricultural Commodities Marketing | <u>3</u> |

| Approved Electives for Urban Agriculture** | |
|---|------------|
| Course | Credits |
| HORT 1010 Horticulture Science | 4 |
| HORT 1090 Integrated Pest Management | 2 |
| HORT 1070 Plant Propagation | 2 |
| HORT 1080 Plant Propagation Lab | 1 |
| HORT 2020 Nursery Greenhouse Management | 4 |
| HORT 2080 Woody Perennial Identification | 3 |
| HORT 2090 Herbaceous Perennial Identification | 3 |
| HORT 2120 Horticulture Irrigation & Equipment | 3 |
| HORT 2160 Vegetable Gardening and Farm Production | 3 |
| HORT 2165 Value Added Diversified Marketing | 3 |
| BIOS 2020 Introduction to Environmental Issues | 4 |
| AGRI 1150 Entomology | 3 |
| Select an Agriculture, Horticulture, Science, or other approved elective(s) (see your advisor) | <u>1-4</u> |
| | <u>36</u> |

AGRICULTURE - COLLEGE TRANSFER

Students interested in pursuing academic transfer in agriculture to other colleges can obtain an associate of science degree from Northeast Community College. This degree includes several general education classes as well as agriculture classes that transfer easily to baccalaureate programs at other colleges and universities.

Northeast has articulated agreements with Northwest Missouri State, South Dakota State University, the University of Nebraska-Lincoln, and Wayne State College. Individual program plans to transfer to other four-year institutions can be developed with the help of an agriculture advisor. Students can obtain specific plans of study for these colleges from the Science Technology, Agriculture, & Math Division Dean's office.

The AS Ag Transfer is recommended for transfer to the University of Nebraska-Lincoln.

Ag Transfer students are strongly encouraged to meet with an agriculture advisor regularly to ensure transferability of elective courses to student identified transfer institution.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|----------------------------------|---------|
| Course | Credits |
| Written Communication* | 3 |
| *ENGL 1010 English Composition I | |
| Mathematics* | 3-5 |
| *MATH 1100 or Higher | |
| Natural Science* | 4-5 |
| Agriculture Electives** | 6 |
| | 16-19 |

| Second Semester | |
|-------------------------------|---------|
| Course | Credits |
| Natural Science* | 4-5 |
| *Recommended AGRI 1131 & 1132 | |
| English/Literature* | 3 |
| Mathematics* | 3-5 |
| *MATH 1600 or Higher | |
| Agriculture Electives** | 6 |
| | 16-19 |

SOPHOMORE YEAR

| First Semester | |
|---------------------------------------|---------|
| Course | Credits |
| Natural Science or Mathematics* | 4-5 |
| Fine Arts and Language* | 3 |
| Behavioral & Social Sciences* | 3 |
| Agriculture Electives** | 6 |
| | 16-17 |

| Second Semester | |
|-------------------------------|---------|
| Course | Credits |
| Oral Communication* | 3 |
| *SPCH 1010 or SPCH 1110 | |
| Technology* | 3 |
| General Electives** | 6 |
| Agriculture Electives** | 3 |
| | 15 |
| Total Credit Hours | 63-70 |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Recommended Agriculture Electives: AGRI 1010 Animal Science and AGRI 1340 Animal Science Lab, AGRI 1030 Introduction to Soil Science and AGRI 1040 Introduction to Soil Science Lab, AGRI 1131 Plant Science and AGRI 1132 Plant Science Lab, AGRI 1150 Entomology, AGRI 1230 Feeds and Feeding & Species Course, AGRI 1290 International Agriculture and Agribusiness, AGRI 1310 Agriculture Marketing System, AGRI 1410 Introduction to the Economics of Agriculture, AGRI 1420 Interpersonal Skills, AGRI 1530 Introduction to Water Resources, AGRI 2015 Farm and Ranch Management, AGRI 2200 Advanced Fertilizers, AGRI 2400 Forage, Pasture and Grassland Production and AGRI 2410 Forage, Pasture and Grassland Production Lab, AGRI 2460 Resource Efficient Crop Management, AGRI 2870 Agriculture Law. **Upon advisement of college transfer advisor.

AGRICULTURE - COLLEGE TRANSFER

Students interested in pursuing academic transfer in agriculture to other colleges can obtain an Associate of Arts degree from Northeast Community College. This degree includes several general education classes as well as agriculture classes that transfer easily to baccalaureate programs at other colleges and universities.

Northeast has articulated agreements with Northwest Missouri State, South Dakota State University, the University of Nebraska-Lincoln, and Wayne State College. Individual program plans to transfer to other four-year institutions can be developed with the help of an agriculture advisor. Students can obtain specific plans of study for these colleges from the Science, Technology, Agriculture, and Math Division Dean's office.

Ag Transfer students are strongly encouraged to meet with an agriculture advisor regularly to ensure transferability of elective courses to student identified transfer institution.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|----------------------------------|--------------|
| Course | Credits |
| Written Communication* | 3 |
| *ENGL 1010 English Composition I | |
| History* | 3 |
| Mathematics* | 3-5 |
| Natural Science* | 4-5 |
| Agriculture Electives** | 3 |
| | <u>16-19</u> |

| Second Semester | |
|-------------------------------|--------------|
| Course | Credits |
| Behavioral Science* | 3 |
| English/Literature* | 3 |
| General Electives** | 3 |
| Agriculture Electives** | 6-8 |
| | <u>15-17</u> |

SOPHOMORE YEAR

| First Semester | |
|-------------------------------|--------------|
| Course | Credits |
| Oral Communication* | 3 |
| *SPCH 1010 or SPCH 1110 | |
| Social Science* | 3 |
| General Electives** | 3 |
| Agriculture Electives** | 6-8 |
| | <u>15-17</u> |

| Second Semester | |
|------------------------------------|--------------|
| Course | Credits |
| HPER 1550 Lifetime Wellness* | 3 |
| Fine Arts and Language* | 3 |
| General Electives** | 6 |
| Agriculture Electives** | 3 |
| | <u>15-17</u> |

Total Credit Hours 61-70

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Recommended Agriculture Electives: AGRI 1010 Animal Science and AGRI 1340 Animal Science Lab, AGRI 1030 Introduction to Soil Science and AGRI 1040 Introduction to Soil Science Lab, AGRI 1131 Plant Science and AGRI 1132 Plant Science Lab, AGRI 1150 Entomology, AGRI 1230 Feeds and Feeding & Species Course, AGRI 1290 International Agriculture and Agribusiness, AGRI 1310 Agriculture Marketing System, AGRI 1410 Introduction to the Economics of Agriculture, AGRI 1420 Interpersonal Skills, AGRI 1530 Introduction to Water Resources, AGRI 2015 Farm and Ranch Management, AGRI 2200 Advanced Fertilizers, AGRI 2400 Forage, Pasture and Grassland Production and AGRI 2410 Forage, Pasture and Grassland Production Lab, AGRI 2460 Resource Efficient Crop Management, AGRI 2870 Agriculture Law. **Upon advisement of college transfer advisor.

NATURAL RESOURCES

Students pursuing a concentration in natural resources will study the interdependence of resource concerns, conservation, and the management practices involved in production agriculture. To gain an understanding of the characteristics and importance of our natural resources, sustainability, regulations, and best practices will be addressed. The program of study prepares students to work as technicians in natural resources, environmental stewardship, and agricultural production. Students will also be prepared to transfer into related baccalaureate programs of study.

Suggested Program of Study for Associate of Science Degree (2 Years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AGRI 1030 Soil Science | 3 |
| AGRI 1040 Soil Science Lab | 1 |
| BIOS 1010 General Biology* | 4 |
| Mathematics* | 3 |
| AGRI 1145 Introduction to Natural Resources | 3 |
| Agriculture or Science Electives** | 2-4 |
| | 16-18 |

| Second Semester | |
|---|---------|
| Course | Credits |
| AGRI 1131 Plant Science | 3 |
| AGRI 1132 Plant Science Lab | 1 |
| CHEM 1090 General Chemistry I* | 4 |
| Fine Arts & Language* | 3 |
| ENGL 1010 English Composition I* | 3 |
| AGRI 1500 Microcomputer Applications in Agriculture* | 3 |
| | 17 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BIOS 2020 Introduction to Environmental Issues | 4 |
| AGRI 2400 Forage Pasture and Grassland Production | 3 |
| SPCH 1110 Public Speaking* | 3 |
| MATH 2170 Applied Statistics* | 3 |
| Agriculture or Science Electives** | 2-4 |
| | 15-17 |

| Second Semester | |
|--|--------------|
| Course | Credits |
| AGRI 1530 Introduction to Water Resources* | 3 |
| BIOS 1050 Botany | 4 |
| Behavioral Science course* | 3 |
| English/Literature* | 3 |
| Agriculture or Science Electives** | 2-4 |
| | 15-17 |
| Total Credit Hours | 63-69 |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Agriculture/Science Suggested Electives: AGRI 1150 Entomology, AGRI 1010 Animal Science, AGRI 1310 Agriculture Marketing System, AGRI 1340 Animal Science Lab, AGRI 2035 Agroecology, AGRI 2200 Advanced Fertilizers, AGRI 2290 Agriculture Commodities Marketing, AGRI 2410 Forage Pasture & Grassland Production Lab, AGRI 2460 Resource Efficient Management, AGRI 2870 Agricultural Law, PHYS 1410 Elementary General Physics I with Algebra and Trigonometry.

DAIRY TECHNICIAN DIPLOMA

The purpose of the dairy technician program is to train students to work in the expanding dairy industry in Nebraska. The dairy technician diploma is a “stepping stone” for students interested in involvement in the dairy industry. Career opportunities exist on an increasing number of large dairy farms in Nebraska. Opportunities also exist for developing working partnerships with family dairy farm operations. In addition, this program enables graduates to return to their own dairy farms with a focus on grass-based systems. With the increasing amount of milk being produced, career opportunities also exist in the milk and cheese processing industries. All coursework in the Dairy Technician Diploma program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Diploma (34 weeks)

| First Semester | | Second Semester | |
|---|----------|--|----------|
| Course | Credits | Course | Credits |
| AGRI 1010 Animal Science | 3 | AGRI 1230 Feeds and Feeding | 3 |
| AGRI 1340 Animal Science Lab | 1 | AGRI 1310 Agricultural Marketing System | 3 |
| AGRI 1420 Interpersonal Skills | 3 | AGRI 1320 Animal Reproduction Physiology | 3 |
| AGRI 2830 Advanced Animal Nutrition | 2 | AGRI 1500 Microcomputer Applications in Agriculture | 3 |
| MATH 1020 Technical Mathematics I | 3 | AGRI 2210 Animal Health | 3 |
| AGRI 1410 Introduction to the Economics of Agriculture | <u>3</u> | AGRI 2860 Dairy Production Management | <u>2</u> |
| | 15 | | 17 |
| | | Total Credit Hours | 32 |

ART

The art concentration at Northeast Community College allows students to experiment in many phases of art, including line, form, color, and perspective, as well as study the history of art. Students apply these basics to a variety of artistic skills such as painting, design, photography, and drawing.

After earning an associate of arts degree, students may choose to enter the labor force or transfer to a four-year college for a bachelor's degree in art. Career opportunities that value artistic skills may be found in fine arts, commercial art, photography, museums/galleries, media, fashion design, textile design, interior design, art sales, art therapy, or retail.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| Course | Credits |
|--|---------|
| ARTS 1300 Design I | 3 |
| ARTS 1250 Drawing Logic I | 3 |
| ARTS 1050 Introduction to Art History & Criticism I* ... | 3 |
| ENGL 1010 English Composition I* | 3 |
| Social Sciences* | 3 |
| | 15 |

Second Semester

| Course | Credits |
|--|---------|
| ARTS 1750 Painting I | 3 |
| ARTS 1600 Design II | 3 |
| ARTS 1060 Introduction to Art History & Criticism II ... | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| History* | 3 |
| | 15 |

SOPHOMORE YEAR

| Course | Credits |
|----------------------------|---------|
| ARTS 1350 Watercolor | 3 |
| ARTS Elective** | 3 |
| English/Literature* | 3 |
| Oral Communication* | 3 |
| Mathematics* | 3-5 |
| | 15-17 |

Second Semester

| Course | Credits |
|----------------------------------|---------|
| ARTS 1400 Ceramics | 3 |
| ARTS 1500 Drawing Logic II | 3 |
| ARTS 2750 Painting II | 3 |
| Behavioral Science* | 3 |
| Natural Science* | 4-5 |
| | 16-17 |

Total Credit Hours 61-64

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Recommended electives: ARTS 1450 Graphic Arts I, ARTS 1700 Digital Photography, ARTS 2450 Graphic Arts II

ATHLETIC TRAINING

Students pursuing this career are able to complete an Associate of Science degree with a concentration in Athletic Training. The curriculum is designed to integrate the educational and practical training skills needed to be a professional in the field of athletic training. Students continue their education at a transfer institution to obtain a master's degree in Athletic Training or a related allied health field.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|----------|
| Course | Credits |
| BIOS 1010 General Biology* | 4 |
| ENGL 1010 English Composition I* | 3 |
| HPER 1510 Introduction to Health, Physical Education and Recreation | 3 |
| HPER 1700 Introduction to Athletic Training | 3 |
| MATH 1150 College Algebra* | <u>3</u> |
| | 16 |

| Second Semester | |
|---|----------|
| Course | Credits |
| BIOS 2250 Anatomy and Physiology I* | 4 |
| HPER 1550 Lifetime Wellness | 3 |
| HPER 2200 First Aid and CPR for Health Care Provider | 3 |
| HPER 2400 Care and Prevention of Athletic Injuries ... | 3 |
| Oral Communication* | <u>3</u> |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|----------|
| Course | Credits |
| BIOS 2260 Introduction to Human Anatomy & Physiology II | 4 |
| HPER 1245 Weight Management | 1 |
| HPER 1520 Nutrition for Fitness and Sport or HOEC 1050 Nutrition | 3 |
| MATH 2170 Applied Statistics* | 3 |
| PSYC 1810 Introduction to Psychology* | <u>3</u> |
| | 14 |

| Second Semester | |
|---|-----------|
| Course | Credits |
| HPER Elective Course(s) | 3 |
| HPER 2310 Community Health | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| English/Literature* | 3 |
| Behavioral Science* | <u>3</u> |
| | 15 |
| Total Credit Hours | 61 |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

AUTO BODY REPAIR TECHNOLOGY

The auto body repair technology program teaches students the basic elements of metal finish repair, frame alignment, panel replacement, major body damage, and unibody technologies for today's automobiles using the very latest equipment and training materials available. Students develop skills in welding, metalworking, refinishing, straightening and alignment, installation of glass, hardware, and trim, as well as estimating and shop management skills. Graduates are prepared for jobs in independent body shops or new and used car dealerships. With additional education, opportunities also exist for careers in insurance adjusting and teaching.

(Enrollment in this program is limited and is based on the date of application.)

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AUTB 1015 Glass, Trim, and Welding Theory | 2.5 |
| AUTB 1025 Glass, Trim, and Welding Lab | 3.5 |
| AUTB 1050 Panel Adjustment and Metalworking Theory | 2.5 |
| AUTB 1055 Panel Adjustment and Metalworking Lab | 3.5 |
| ENGL 1050 Workplace Communications* | 3 |
| | 15 |

| Second Semester | |
|---|---------|
| Course | Credits |
| AUTB 1210 Major Body Damage Repair Theory | 5 |
| AUTB 1225 Major Damage and Metalworking Lab | 7 |
| CAPL 1290 Introduction to Job Search and Employment* | 1 |
| INFO 1000 Basic Computer Applications* | 2 |
| MATH 1020 Technical Mathematics I* | 3 |
| | 18 |

Required Summer (12 weeks)

| Course | Credits |
|--|---------|
| AUTB 1300 Cooperative Internship I | 6 |

*See general education requirements.

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AUTB 2015 Paint Care and Refinishing Theory | 5 |
| AUTB 2035 Paint Care and Refinishing Lab | 7 |
| PSYC 1000 Human Relations* | 2 |
| INDT 1040 Industrial Process Dynamics* or HVAC 2230 Physics of Building Science* | 2 |
| | 16 |

| Second Semester | |
|--|---------|
| Course | Credits |
| AUTB 2215 Frame and Heavy Collision Theory | 5 |
| AUTB 2235 Frame and Heavy Collision Lab | 3.5 |
| AUTB 2245 Applied Body Repair Lab | 3.5 |
| ECON 1010 Personal and Business Finance* | 2 |
| | 14 |

Total Credit Hours 69

AUTOMOTIVE TECHNOLOGY

The automotive technology program provides the necessary training to diagnose, test, and repair the complicated workings of modern automobiles. Specific systems are covered in the classroom and then applied on automobiles in the lab and during the summer internship program. This training includes the latest electronic computer control ignition and fuel systems and front wheel drive automobiles. Graduates are ready for entry level positions as line technicians, service writers, and with experience, service managers and auto repair business owners.

(Enrollment into this program is limited and is based on the date of application.)



The Automotive Technology program is accredited through the National Automotive Technicians Education Foundation.

ASE Education Foundation

1503 Edwards Ferry Rd., NE Suite 401 | Leesburg, VA 20176

Phone: (703) 669-6650 | www.aseeducationfoundation.org/program-accreditation

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| AUTT 1010 Suspension, Steering and Brake Systems Theory | 2.5 |
| AUTT 1015 Suspension, Steering, and Brake Systems Lab | 3.5 |
| AUTT 1110 Electrical System Theory | 2.5 |
| AUTT 1125 Electrical System Lab | 3.5 |
| CAPL 1290 Introduction to Job Search and Employment* | 1 |
| MATH 1020 Technical Mathematics I* | 3 |
| WELD 1010 Related Welding | 0.5 |
| WELD 1020 Related Welding Lab | 1 |
| | 17.5 |

| Second Semester | |
|--|---------|
| Course | Credits |
| AUTT 1210 Electrical Tune-up and Fuel Systems Theory | 2.5 |
| AUTT 1225 Electrical Tune-up and Fuel Systems Lab | 3.5 |
| AUTT 1310 Automotive Electronics Theory | 2.5 |
| AUTT 1325 Automotive Electronics Lab | 3.5 |
| ENGL 1050 Workplace Communication* | 3 |
| | 15 |

Required Summer (12 weeks)

| Course | Credits |
|--|---------|
| AUTT 1300 Cooperative Internship I | 6 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| AUTT 2010 Clutch, Manual Transmission and Transaxle, Drive Shaft and Differential Theory | 2.5 |
| AUTT 2015 Clutch, Manual Transmission and Transaxle, Drive Shaft and Differential Lab | 3.5 |
| AUTT 2110 Automatic Transmission and Transaxle Theory | 2.5 |
| AUTT 2125 Automatic Transmission and Transaxle Lab | 3.5 |
| INFO 1000 Basic Computer Applications* | 2 |
| PSYC 1000 Human Relations* | 2 |
| | 16 |

| Second Semester | |
|--|---------|
| Course | Credits |
| AUTT 2210 Major Engine Theory | 2.5 |
| AUTT 2215 Major Engine Lab | 3.5 |
| AUTT 2310 Automotive Environmental Systems Theory | 2.5 |
| AUTT 2325 Automotive Environmental Systems Lab | 3.5 |
| ECON 1010 Personal and Business Finance* | 2 |
| INDT 1040 Industrial Process Dynamics* or HVAC 2230 Physics of Building Science* | 2 |
| | 16 |

Total Credit Hours 70.5

*See general education requirements.

AUTOMOTIVE TECHNOLOGY DIPLOMA

Successful completion of the freshman year of the automotive technology associate of applied science degree program and the Summer Cooperative Internship I All coursework in the Automotive Technology Diploma program will apply as full credit towards the Automotive Technology Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.



The Automotive Technology program is accredited through the National Automotive Technicians Education Foundation.
 ASE Education Foundation
 1503 Edwards Ferry Rd., NE Suite 401 | Leesburg, VA 20176
 Phone: (703) 669-6650 | www.aseeducationfoundation.org/program-accreditation

Required Program of Study for Diploma (1 year)

| First Semester | | Second Semester | |
|---|---------|--|-------------|
| Course | Credits | Course | Credits |
| AUTT 1010 Suspension, Steering and Brake Systems Theory | 2.5 | AUTT 1210 Electrical Tune-up and Fuel Systems Theory | 2.5 |
| AUTT 1015 Suspension, Steering, and Brake Systems Lab | 3.5 | AUTT 1225 Electrical Tune-up and Fuel Systems Lab | 3.5 |
| AUTT 1110 Electrical System Theory | 2.5 | AUTT 1310 Automotive Electronics Theory | 2.5 |
| AUTT 1125 Electrical System Lab | 3.5 | AUTT 1325 Automotive Electronics Lab | 3.5 |
| CAPL 1290 Introduction to Job Search and Employment | 1 | ENGL 1050 Workplace Communication | 3 |
| MATH 1020 Technical Mathematics I | 3 | | 15 |
| WELD 1010 Related Welding | 0.5 | Total Credit Hours | 38.5 |
| WELD 1020 Related Welding Lab | 1 | | |
| | 17.5 | | |

Required Summer (12 weeks)

| Course | Credits |
|--|---------|
| AUTT 1300 Cooperative Internship I | 6 |

AUTOMOTIVE LIGHT SERVICE TECHNICIAN CERTIFICATE

Automotive light service technicians conduct basic repairs and maintenance on automobiles and light truck systems. They employ high-tech skills and use computerized equipment and traditional tools to complete routine service work and diagnostic tests. Students in this certificate program of study are prepared for jobs such as lube technicians, brake and alignment technicians, and tire technicians by gaining the knowledge and skills needed to perform work on a variety of systems such as brakes, tires, electrical systems, steering and suspensions, and drive trains. Credits earned in the Automotive Light Service Technician certificate program can be applied to the Automotive Technology diploma program and the Automotive Technology Associate of Applied Science degree program.

(Enrollment into this program is limited to and is based on the date of application.)

All coursework in the Automotive Light Service Technician Certificate program will apply as full credit towards the Automotive Technology Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Certificate (17 weeks)

| | Fall Semester | |
|--|---------------|----------------|
| Course | | Credits |
| AUTT 1010 Suspension, Steering and Brake Systems | | |
| Theory | | 2.5 |
| AUTT 1025 Suspension, Steering and Brake Systems | | |
| Lab | | 3.5 |
| AUTT 1110 Electrical Systems Theory | | 2.5 |
| AUTT 1125 Electrical Systems Lab | | 3.5 |
| PSYC 1000 Human Relations | | 2 |
| MATH 1020 Technical Mathematics I | | 3 |
| | | 17 |
| Total Credit Hours | | 17 |

DRUG AND ALCOHOL COUNSELING CERTIFICATE

Northeast Community College offers the following coursework to meet the 270 clock hours of education required for initial licensure of alcohol and drug counselors in Nebraska. The following courses have been approved by the State of Nebraska Division of Public Health. In addition to the coursework, licensure requires a 300-hour practicum (*see Statutes Relating to Alcohol and Drug Counseling at: www.dhhs.ne.gov/licensure for more information*).

These credit courses may also be applied to an Associate of Arts Degree with a concentration in Human Services. All coursework in the Drug and Alcohol Counseling Certificate program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Certificate (16 weeks)

| Course | Credits |
|---|-----------|
| HUSR 1010 Introduction to Human Services and Counseling | 3 |
| HUSR 1220 Group Theory and Practice* | 3 |
| HUSR 1230 Multicultural Counseling* | 2 |
| HUSR 2010 Introduction to Case Management and Professional Ethics* | 3 |
| HUSR 2020 Medical and Psycho-Social Aspects of Chemical Use | 3 |
| HUSR 2030 Treatment Issues in Chemical Dependency | 2 |
| PSYC 2200 Lifespan Psychology** | 3 |
| | <u>19</u> |
| Total Credit Hours | 19 |

* Prerequisite: HUSR 1010 with minimum grade of C
(*Waived for those with LIMHP, LMHP or PLMHP*).

**Prerequisite: HUSR 1010 with minimum grade of C or PSYC 1810
with minimum grade of C.

HUMAN SERVICES

Completion of the associate of arts degree with a concentration in human services will provide students with a foundation of knowledge and skills to understand and meet human need. Employees in human services occupations facilitate an overall improvement in the quality of life for a diverse population. Entry-level employment opportunities are available with an associate degree, and with appropriate continued education, students are prepared to pursue careers in mental health, developmental disabilities, alcohol/ drug counseling, social work, long-term care administration, and many areas related to caring for youth.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| ENGL 1010 English Composition I* | 3 |
| HUSR 1010 Introduction to Human Services and Counseling | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| Fine Arts and Language* | 3 |
| Mathematics* | 3-5 |
| | <u>15-17</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| HUSR 1220 Group Theory and Practice** | 3 |
| HUSR 2010 Introduction to Case Management and Professional Ethics | 3 |
| PSYC 2200 Lifespan Psychology | 3 |
| English/Literature* | 3 |
| History* | 3 |
| | <u>15</u> |

SOPHOMORE YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| HUSR 2020 Medical and Psycho-Social Aspects of Chemical Use | 3 |
| HUSR 1230 Multicultural Counseling** | 2 |
| Oral Communication* | 3 |
| Natural Science* | 4 |
| Electives** | 3-4 |
| | <u>15-16</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| HUSR 2030 Treatment Issues in Chemical Dependency** | 2 |
| HUSR 2040 Human Services Practicum | 1 |
| HPER 1550 Lifetime Wellness* | 3 |
| Social Science* | 3 |
| Electives** | 6 |
| | <u>15</u> |

Total Credit Hours 60-63

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that includes the general education requirements.

*See general education requirements.

**Recommended Human Services core electives for drug and alcohol counseling: HUSR 1220 Group Therapy and Practice, HUSR 1230 Multicultural Counseling, HUSR 2030 Treatment Issues in Chemical Dependency.

**Recommended Human Services core electives for other fields: SOCI 1010 Introduction to Sociology, SOCI 2150 Exploring Unity and Diversity, SOCI 2320 Social Problems, SPCH 2010 Interpersonal Communication, HPER 2300 Stress Management

**Recommended free electives: SOCI 2320 Sociology of Deviant Behavior, CRIM 2100 Juvenile Justice, SOWK 2000 Introduction to Social Work, PSYC 2500 Social Psychology, PSYC 2800 Abnormal Psychology, PSYC 2110 Child and Adolescent Psychology, or PSYC 2900 Research Methods.

PSYCHOLOGY

Completion of the associate of arts degree with a concentration in psychology will introduce students to the field of psychology and provide students the foundation to transfer into a psychology program at a four-year institution. Occupations can be obtained with associate's, bachelor's, master's, or PhD degrees. A degree with a concentration in psychology can prepare students for career opportunities in teaching, human services, human resources, psychology, counseling, social work, and a variety of other professional careers.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|--------------|
| Course | Credits |
| ENGL 1010 English Composition I* | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| SOCI 2150 Exploring Unity and Diversity | 3 |
| Fine Arts and Language* | 3 |
| Mathematics* | 3-5 |
| Elective** | 3 |
| | <u>15-17</u> |

| Second Semester | |
|-------------------------------------|-----------|
| Course | Credits |
| PSYC Elective** | 3 |
| History* | 3 |
| English/Literature* | 3 |
| SOCI 1010 Introduction to Sociology | 3 |
| PSYC 2200 Lifespan Psychology** | 3 |
| | <u>15</u> |

SOPHOMORE YEAR

| First Semester | |
|-------------------------------|--------------|
| Course | Credits |
| PSYC Elective** | 3 |
| Oral Communication* | 3 |
| History* | 3 |
| Natural Science* | 4-5 |
| PSYC 2500 Social Psychology** | 3 |
| | <u>16-17</u> |

| Second Semester | |
|-------------------------------|--------------|
| Course | Credits |
| Social Science* | 3 |
| SOCI 2320 Social Problems** | 3 |
| PSYC 2900 Research Methods | 3 |
| PSYC 2950 Psychology Capstone | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| | <u>15</u> |
| Total Credit Hours | 61-64 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Suggested electives: HUSR 1010 Introduction to Human Services and Counseling, CRIM 2100 Juvenile Justice, SOCI 2200 Criminology, SOWK 2000 Introduction to Social Work, SOCI 2300 Sociology of Deviant Behavior, or SOCI 2320 Social Problems. (Recommended courses dependent on desired professional goal.)

SOCIAL WORK

Completion of the associate of arts degree with a concentration in social work will introduce students to the field of social work and provide students the foundation to transfer into a social work program at a four-year institution. Students entering the field of social work may choose to work in areas such as aging, alcoholism, child welfare, corrections, family services, and schools.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---------------------------------------|--------------|
| Course | Credits |
| ENGL 1010 English Composition I* | 3 |
| POLS 1000 American Government* | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| Fine Arts and Language* | 3-4 |
| Mathematics* | 3-5 |
| | <u>15-18</u> |

| Second Semester | |
|--------------------------------------|--------------|
| Course | Credits |
| PSYC 2200 Lifespan Psychology | 3 |
| SOCI 1010 Introduction to Sociology* | 3 |
| English/Literature* | 3 |
| Natural Science* | 4-5 |
| Elective** | 3 |
| | <u>16-17</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| SOWK 2000 Introduction to Social Work | 3 |
| SOCI 2150 Exploring Unity and Diversity | 3 |
| History* | 3 |
| Oral Communication* | 3 |
| Elective** | 3 |
| | <u>15</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| SOWK 2100 Social Work Ethics and Skills | 3 |
| SOWK 2110 Social Work Practicum | 1 |
| SOCI 2320 Social Problems | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Electives** | 6 |
| | <u>16</u> |

Total Credit Hours 62-66

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Electives should be chosen from PSYC, SOCI, CRIM, or HUSR courses based on professional goals and transfer institution.

BIOLOGY

Students planning a concentration in biological sciences may complete a two-year liberal arts program at Northeast. Upon completion of the two years, students may choose to transfer and continue to work toward a four-year degree. A biological science concentration is appropriate for students considering careers in the health field, agriculture, teaching, research and plant and wildlife biology. Either the associate of science or the associate of arts degree would be appropriate.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| BIOS 1010 General Biology* | 4 |
| CHEM 1140 General Chemistry I for majors or CHEM 1090 General Chemistry I | 4-5 |
| ENGL 1010 English Composition I* | 3 |
| MATH 1150 College Algebra* | 3 |
| MATH 1220 Trigonometry | 3 |
| | <u>17-18</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| BIOS 1090 General Zoology and/or BIOS 1050 General Botany | 4 |
| CHEM 1160 General Chemistry II for majors or CHEM 1100 General Chemistry II | 4-5 |
| MATH 1600 Analytic Geometry and Calculus I* | 5 |
| English Literature* | 3 |
| | <u>16-17</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| BIOS 2460 Microbiology* | 4 |
| INFO 1100 Microcomputer Applications* | 3 |
| PHYS 1410 Elementary General Physics I with Algebra and Trigonometry | 5 |
| Behavioral & Social Sciences* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| PHYS 1420 Elementary Physics II with Algebra and Trigonometry | 5 |
| Behavioral & Social Sciences* | 3 |
| Oral Communication* | 3 |
| Elective | 3 |
| | <u>14</u> |

Total Credit Hours 62-64

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| BIOS 1010 General Biology* | 4 |
| CHEM 1140 General Chemistry I for majors or CHEM 1090 General Chemistry I | 4-5 |
| ENGL 1010 English Composition I* | 3 |
| History* | 3 |
| | <u>14-15</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| BIOS 1090 General Zoology and/or BIOS 1050 General Botany | 4 |
| CHEM 1160 General Chemistry II for majors or CHEM 1100 General Chemistry II | 4-5 |
| MATH 1140 Intermediate Algebra or higher* | 3-5 |
| Humanities* | 3 |
| | <u>14-17</u> |

SOPHOMORE YEAR

| First Semester | |
|-------------------------|-----------|
| Course | Credits |
| BIOS 2460 Microbiology | 4 |
| Oral Communication* | 3 |
| Behavioral Science* | 3 |
| Fine Arts and Language* | 3 |
| Social Science* | 3 |
| | <u>16</u> |

| Second Semester | |
|------------------------------|--------------|
| Course | Credits |
| HPER 1550 Lifetime Wellness* | 3 |
| Electives | 12-13 |
| | <u>15-16</u> |

Total Credit Hours 60-63

To earn an associate of arts or associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

BUILDING CONSTRUCTION

The building construction program gives students a basic knowledge of carpentry and related fields. By learning classroom theory and applying skills with on-the-job construction projects, students become familiar with tools of the trade, subcontracting, estimating, record keeping, and other building trade competencies. Upon completion of the program, students are prepared to begin careers working in construction.

(Enrollment into this program is limited and is based on the date of application.)

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| CNST 1000 Building Construction Fundamentals | 1.5 |
| CNST 1005 Building Construction Fundamentals Lab | 2.5 |
| CNST 1030 Construction Drafting | 2 |
| CNST 1040 Construction Drafting Lab | 1 |
| CNST 1050 Residential Blueprint Reading | 3 |
| CNST 1065 Principles of Light-Frame Structure Technology | 1.5 |
| CNST 1075 Principles of Light-Frame Structure Tech Lab | 2.5 |
| MATH 1020 Technical Mathematics I* | 3 |
| CNST 1035 Construction Safety*, or INDT 1025 Introduction to Industrial Safety, or HLTH 1710 First Aid | 1-2 |
| | <u>18-19</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| CNST 1210 Building Construction II | 3 |
| CNST 1220 Building Construction II Lab | 5 |
| CNST 1230 Construction and Architectural Drafting ... | 2 |
| CNST 1240 Construction and Architectural Drafting Lab | 1 |
| CNST 1250 Materials Estimating | 2 |
| CAPL 1290 Introduction to Job Search and Employment* | 1 |
| ENGL 1050 Workplace Communication* | 3 |
| | <u>17</u> |

Required Summer (12 weeks)

| | |
|--|---|
| CNST 1300 Cooperative Internship I | 6 |
|--|---|

*See general education requirements.

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| CNST 2010 Concrete Construction | 2 |
| CNST 2020 Concrete Construction Lab | 1 |
| CNST 2030 Cabinet and Finish Construction I | 3 |
| CNST 2040 Cabinet and Finish Construction I Lab | 4 |
| CNST 2050 Blueprint Reading and Estimating I | 2 |
| CNST 2060 Blueprint Reading and Estimating I Lab ... | 1 |
| ECON 1010 Personal and Business Finance* | 2 |
| PSYC 1000 Human Relations* | 2 |
| | <u>17</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| CNST 2230 Millwork and Finish Construction II | 4 |
| CNST 2240 Millwork and Finish Construction II Lab ... | 5 |
| CNST 2250 Blueprint Reading and Estimating II | 2 |
| CNST 2260 Blueprint Reading and Estimating II Lab ... | 1 |
| CNST 2270 Construction Management | 1 |
| INFO 1000 Basic Computer Applications* | 2 |
| HVAC 2230 Physics of Building Science* or INDT 1040 Industrial Process of Dynamics* | 2 |
| | <u>17</u> |

| | |
|---------------------------|--------------|
| Total Credit Hours | 75-76 |
|---------------------------|--------------|

BUSINESS ADMINISTRATION

The business administration program is a two-year liberal arts curriculum for those students that plan to transfer to a four-year college for the completion of a bachelor’s degree in one of many areas of business. This program of study emphasizes instruction in accounting, business law, business communications, economics, and statistics, which will prepare the student to be successful at the transfer institution.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ACCT 1200 Principles of Accounting I** | 3 |
| BSAD 1050 Introduction to Business | 3 |
| BSAD 2050 Business Communications** | 3 |
| INFO 1010 Fundamentals of Information Technology*** or OFFT 1500 Microsoft Office** | 3 |
| Mathematics*/*** | 3-5 |
| | 15-17 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ACCT 1210 Principles of Accounting II*** | 3 |
| BSAD 1005 Investing in Strengths | 1 |
| BSAD/MATH 2170 Applied Statistics** | 3 |
| ENGL 1010 English Composition I* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Fine Arts and Language* | 3 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| BSAD 2700 Business Law I**/** | 3 |
| ECON 2110 Principles of Macroeconomics*/*** | 3 |
| Behavioral Science* | 3 |
| English/Literature* | 3 |
| Natural Science* | 4-5 |
| | 16-17 |

| Second Semester | |
|--|--------------|
| Course | Credits |
| BSAD 2710 Business Law II**/** | 3 |
| ECON 2120 Principles of Microeconomics** | 3 |
| History* | 3 |
| Oral Communication* | 3 |
| Elective** | 3 |
| | 15 |
| Total Credit Hours | 62-65 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Students transferring to a four-year institution should verify with that institution before registering for this course.

***Must be taken during this semester or in this sequence.

Note: Students with no high school or work experience in accounting are advised to switch accounting and economics courses and are encouraged to take ACCT 1060 Basic Accounting Procedures prior to ACCT 1200 Principles of Accounting I.

BUSINESS

A Business AAS offers comprehensive instruction covering basic skills for management, marketing, customer service and sales occupations. Students must successfully complete the general education requirements, the business core requirements, and approved electives. In addition to classroom work, students participate in a cooperative internship program, which incorporates on-the-job work experience. Students may add on specialized certificates to expand their business knowledge in Insurance Services, Entrepreneurship, Banking Services, Technology Services and Real Estate.

Required Program of Study for Associate of Applied Science in Business

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| BSAD 1005 Investing in Strengths | 1 |
| BSAD 2540 Principles of Management | 3 |
| ENGL 1010 English Composition I* | 3 |
| INFO 1100 Microcomputer Applications* or OFFT 1500 Microsoft Office* | 3 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | <u>16</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| BSAD 2050 Business Communications | 3 |
| BSAD 2160 Customer Service and Business Etiquette | 3 |
| BSAD 2520 Principles of Marketing | 3 |
| BSAD 2550 Advanced Management | 3 |
| ECON 1040 Personal Finance* or ECON 2110 Macroeconomics* | 3 |
| | <u>15</u> |

Required Summer

| | |
|--|---|
| BSAD 1320 Cooperative Internship | 3 |
|--|---|

*See general education requirements.

**Approved Electives: ACCT 1210 Principles of Accounting II, ACCT 2020 Accounting with QuickBooks, BSAD 1200 Introduction to Electronic Commerce, BSAD 1600 Real Estate Principles and Practices, BSAD 1620 Real Estate Finance, BSAD 2020 Commercial Insurance, BSAD 2030 Business Statistics, BSAD 2140 Principles of Banking, BSAD 2180 Advertising, BSAD 2230 Retail Management, BSAD 2240 Principles of Insurance, BSAD 2350 Security and Loss Prevention, BSAD 2600 Real Estate Law, BSAD 2620 Fundamentals of Real Estate Appraisal, BSAD 2710 Business Law II, ECON/BSAD 1040 Personal Finance, ECON 2110 Macroeconomics, ECON 2120 Microeconomics, ENTR 1050 Introduction to Entrepreneurship, ENTR 2040 Entrepreneurship Feasibility Study, ENTR 2090 Entrepreneurship Business Plan, INFO 2110 Access Database Applications, OFFT 1090 Microsoft Word I, OFFT 2500 Advanced Office Integration, SOCI 2150 Exploring Unity and Diversity.

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ACCT 1200 Principles of Accounting I | 3 |
| BSAD 2130 Salesmanship | 3 |
| BSAD 2250 International Business | 3 |
| BSAD 2530 Advanced Marketing | 3 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | 3 |
| | <u>15</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| BSAD 1070 Business Math | 3 |
| BSAD 2700 Business Law I | 3 |
| BSAD 2760 Applied Business Projects | 3 |
| Approved Elective** | 3 |
| Approved Elective** | 3 |
| | <u>15</u> |
| Total Credit Hours | 64 |

BANKING CERTIFICATE

The banking certificate will prepare students for an entry-level career in the banking industry. Students will be introduced to banking and lending topics and general business topics, including customer service, sales, and communication skills. All coursework in the Banking Certificate program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Certificate (32 weeks)

| First Semester | | Second Semester | |
|--|-----------|--|---------|
| Course | Credits | Course | Credits |
| BSAD 2050 Business Communications | 3 | INFO 2100 Excel Spreadsheet Applications | 3 |
| BSAD 2140 Principles of Banking | 3 | BSAD 2130 Salesmanship | 3 |
| BSAD 2160 Customer Service and Business Etiquette | 3 | BSAD 2190 Principles of Lending | 4 |
| BSAD 2520 Principles of Marketing | 3 | | 10 |
| | <u>12</u> | Total Credit Hours | 22 |

ENTREPRENEURSHIP CERTIFICATE

Students who choose the Entrepreneurship Certificate will receive instruction pertaining to skills necessary to begin the journey of becoming an entrepreneur. In this program students will explore basic marketing, accounting, sales, and the first step in opening a business—the written business plan. All coursework in the Entrepreneurship Certificate program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Certificate (48 weeks)

| Fall Semester | | Fall Semester | |
|--|-----------|--|---------|
| Course | Credits | Course | Credits |
| ACCT 1200 Principles of Accounting I* | 3 | ENTR 2090 Entrepreneurship Business Plan | 3 |
| BSAD 2520 Principles of Marketing | 3 | | 3 |
| BSAD 2700 Business Law I | 3 | Total Credit Hours | 20 |
| ENTR 1050 Introduction to Entrepreneurship | 3 | | |
| | <u>12</u> | | |
| Spring Semester | | | |
| Course | Credits | | |
| ENTR 2040 Entrepreneurship Feasibility Study | 3 | | |
| ACCT 2020 Accounting with QuickBooks | 2 | | |
| | <u>5</u> | | |

*Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to Principles of Accounting I.

INSURANCE SERVICES CERTIFICATE

The insurance services certificate provides interactive training in insurance and risk management in order to gain the entry-level skills necessary to begin a career in the insurance industry. With these skills, graduates can begin employment as an agency producer, claims adjuster, or customer service representative. Specific insurance courses are taught by a certified insurance agent and will prepare the student to sit for their Nebraska Producers Exam at program conclusion.

All coursework in the Insurance Services Certificate program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Certificate (32 weeks)

| First Semester | | Second Semester | |
|---|---------|-----------------------------------|---------|
| Course | Credits | Course | Credits |
| BSAD 2010 Personal Insurance* | 3 | BSAD 2020 Commercial Insurance* | 3 |
| BSAD 2240 Principles of Insurance* | 3 | BSAD 2130 Salesmanship | 3 |
| BSAD 2320 Agency Operations* | 3 | BSAD 2260 Introduction to Claims* | 3 |
| BSAD 2340 Introduction to Underwriting* | 3 | | 9 |
| | 12 | Total Credit Hours | 21 |

*These courses are only offered through our online platform.

REAL ESTATE CERTIFICATE

Students who choose the Real Estate Certificate will receive instruction in basic business skills along with the necessary classes for application to write the Nebraska State Real Estate Sales Examination. Upon completion of the state licensing, students will be prepared to enter a real estate sales career.

The Nebraska State Real Estate Commission requires the completion of two courses (BSAD 1600 Real Estate principles and Practices and one approved elective), a six-hour Developing Professional Conduct and Ethical Practices course (course 0003), and a criminal background check for all applicants for the Nebraska salesperson examination. See www.nrec.nebraska.gov for additional information.

All coursework in the Real Estate Certificate program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Certificate (48 weeks)

| Fall Semester | | Fall Semester | |
|--|---------|------------------------------|---------|
| Course | Credits | Course | Credits |
| BSAD 1600 Real Estate Principles and Practices | 3 | BSAD 2530 Advanced Marketing | 3 |
| BSAD 2050 Business Communications | 3 | Approved Elective* | 3 |
| BSAD 2520 Principles of Marketing | 3 | | 6 |
| | 9 | Total Credit Hours | 21 |
| Spring Semester | | | |
| Course | Credits | | |
| BSAD 2130 Salesmanship | 3 | | |
| Approved Elective* | 3 | | |
| | 6 | | |

*Approved Electives: BSAD 1620 Real Estate Finance, BSAD 2600 Real Estate Law, BSAD 2620 Fundamentals of Real Estate Appraisal.

BUSINESS DIPLOMA

The business diploma is best suited for working adults seeking to improve their understanding of basic business concepts. The business diploma program allows students to explore topics related to marketing, advertising, salesmanship, and management.

All coursework in the Business Diploma program will apply as full credit towards the Business Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Diploma (32 weeks)

| First Semester | | Second Semester | |
|---|-----------|---|-----------|
| Course | Credits | Course | Credits |
| ACCT 1200 Principles of Accounting I* | 3 | BSAD 1000 Human Relations and Ethics or | |
| BSAD 2130 Salesmanship | 3 | PSYC 1810 Introduction to Psychology | 3 |
| BSAD 2250 International Business | 3 | BSAD 1005 Investing in Strengths | 1 |
| BSAD 2520 Principles of Marketing | 3 | BSAD 1070 Business Math | 3 |
| BSAD 2540 Principles of Management | 3 | BSAD 2050 Business Communications | 3 |
| OFFT 1500 Microsoft Office | 3 | BSAD 2160 Customer Service and Business Etiquette | 3 |
| | <u>18</u> | BSAD 1040 Personal Finance or | |
| | | ECON 2110 Macroeconomics | 3 |
| | | | <u>16</u> |
| | | Total Credit Hours | 34 |

*Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures or ACCT 1100 Survey of Accounting prior to ACCT 1200 Principles of Accounting I.

CHEMISTRY

The two-year liberal arts curriculum is designed for students who want to include chemistry in their general education and for students who plan to concentrate in a STEM field for professional careers after transferring to a four-year college or university.

Suggested Program of Study for
Associate of Science Degree (2 years)

FRESHMAN YEAR

| Course | Credits |
|--|---------|
| First Semester | |
| MATH 1600 Analytic Geometry and Calculus I* | 5 |
| CHEM 1090 General Chemistry I* or CHEM 1140 General Chemistry I for majors* | 4-5 |
| ENGL 1010 English Composition I* | 3 |
| Behavioral Science* | 3 |
| | 15-16 |

| Course | Credits |
|---|---------|
| Second Semester | |
| MATH 2010 Analytic Geometry and Calculus II* | 5 |
| Oral Communication* | 3 |
| CHEM 1100 General Chemistry II* or CHEM 1160 General Chemistry II for majors* | 4-5 |
| PHYS 2110 General Physics I | 5 |
| | 17-18 |

SOPHOMORE YEAR

| Course | Credits |
|------------------------------------|---------|
| First Semester | |
| Electives** | 4 |
| PHYS 2120 General Physics II | 5 |
| English/Literature* | 3 |
| Social Science* | 3 |
| | 15 |

| Course | Credits |
|---------------------------|--------------|
| Second Semester | |
| Electives** | 8 |
| Oral Communication* | 3 |
| Technology* | 3 |
| | 14 |
| Total Credit Hours | 60-63 |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

* See general education requirements.

Note: Selection of courses for general education requirements should take into consideration the intended transfer institution. Please see your advisor to help you make the best selection.

***See your advisor for assistance choosing elective courses.*

COMMUNICATION

Effective communication skills are essential to success in any career. Students enrolled in the communication concentration will study theory and application of effective communication behaviors. Credits earned may be transferred to a four-year college and applied toward a bachelor’s degree in communication. Career opportunities include mass media, teaching, consulting, business, non-profit organization, public relations, advertising, and other professions requiring interpersonal, small group, or public speaking skills.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| SPCH 2010 Interpersonal Communication | 3 |
| ENGL 1010 English Composition I* | 3 |
| Mathematics* | 3-5 |
| History* | 3 |
| LNSK 1010 First Year Experience | 2 |
| BRDC 1240 Voice and Diction | 3 |
| | 17-19 |

| Second Semester | |
|--|---------|
| Course | Credits |
| SPCH 1110 Public Speaking* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Natural Science* | 4 |
| SPCH 2300 Intercultural Communications | 3 |
| Elective** | 3 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| SPCH 1100 Small Group Communication | 3 |
| ENGL 1020 English Composition II* | 3 |
| Behavioral Science* | 3 |
| Elective** | 3 |
| Elective** | 3 |
| | 15 |

| Second Semester | |
|----------------------------------|--------------|
| Course | Credits |
| SPCH 2200 Public Relations | 3 |
| Fine Arts and Language* | 3 |
| Social Science* | 3 |
| Elective** | 3 |
| Elective** | 3 |
| | 15 |
| Total Credit Hours | 60-62 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Recommended electives: BRDC 1010/JOUR 1010 Introduction to Mass Media, ENGL 2030/2040 Creating Poetry, ENGL 2050/2060 Creating Stories, THEA 1340 Introduction to Acting. Recommended electives depend on desired professional goal and/or requirements of transfer institution.

COMMUNITY HEALTH WORKER CERTIFICATE

Community Health Workers (CHW) provide front-line health services to the public as case coordinators, community liaisons, family advocates, home health care providers and intake specialists giving guidance on health behaviors. The CHW serves as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve health knowledge and self-efficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy. The CHW certificate program of study prepares individuals with the necessary skills to perform the duties of a community health worker. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions within the field of community and or public health. All the course work in the certificate will apply towards the Associate of Science Degree with emphasis in Public Health.

All coursework in the Community Health Worker Certificate program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Certificate (17 weeks)

| Fall Semester | |
|--|---------|
| Course | Credits |
| HLTH 1060 Comprehensive Medical Terminology | 3 |
| HLTH 1210 Community Health Worker | 3 |
| HPER 2310 Community Health | 3 |
| HUSR 1010 Introduction to Human Services & Counseling | 3 |
| NURA 1110 Nurse Aide | 3 |
| SPCH 1110 Public Speaking | 3 |
| | 18 |
| Total Credit Hours | 18 |

CRIMINAL JUSTICE

An associate of arts degree with a concentration in criminal justice can be the first step to an exciting and rewarding career in public safety. Students may choose the corrections or law enforcement concentration. These concentrations take an interdisciplinary approach that provides a knowledge base and encourages initiative and integrity. After completing an associate of arts degree, students may choose to transfer to a four-year college. Career fields include law enforcement, probation and parole, education, social services, security, and counseling.

Individuals considering employment in the criminal justice profession must be aware of strict admission qualifications. Factors that usually disqualify candidates from employment in the profession include a criminal record (i.e., theft, assault, murder), history of drug/alcohol abuse, significant psychological/ personal disorders, physiological disorders, neuromuscular dysfunction, dishonesty, etc. Law enforcement agencies hire only the best qualified individuals available in order to obtain and maintain public trust and confidence at all times.

Suggested Program of Study for Associate of Arts Degree (2 years)

| Criminal Justice - Corrections | | Criminal Justice - Law Enforcement | |
|---|----------------|---|----------------|
| FRESHMAN YEAR | | FRESHMAN YEAR | |
| First Semester | | First Semester | |
| Course | Credits | Course | Credits |
| CRIM 1010 Introduction to Criminal Justice | 3 | CRIM 1010 Introduction to Criminal Justice | 3 |
| CRIM 1020 Introduction to Corrections | 3 | CRIM 1270 Intro to Forensic Crime Scene Investigation | 3 |
| ENGL 1010 English Composition I* | 3 | ENGL 1010 English Composition I* | 3 |
| Fine Arts and Language* | 3 | Mathematics* | 3-5 |
| History* | 3 | Social Science* | 3 |
| | <u>15</u> | | <u>15-17</u> |
| Second Semester | | Second Semester | |
| Course | Credits | Course | Credits |
| CRIM 2250 Community Based Corrections | 3 | CRIM 2000 Criminal Law | 3 |
| CRIM 2100 Juvenile Justice | 3 | CRIM 2260 Criminal Investigation | 3 |
| HPER 1550 Lifetime Wellness* | 3 | HPER 1550 Lifetime Wellness* | 3 |
| SOCI 1010 Introduction to Sociology* | 3 | Oral Communication* | 3 |
| Oral Communication* | 3 | Natural Science* | 4-5 |
| | <u>15</u> | | <u>16-17</u> |
| SOPHOMORE YEAR | | SOPHOMORE YEAR | |
| First Semester | | First Semester | |
| Course | Credits | Course | Credits |
| CRIM 2200 Criminology | 3 | CRIM 2030 Police and Society | 3 |
| CRIM 2300 Sociology of Deviant Behavior | 3 | CRIM 2080 Criminal Procedures | 3 |
| English/Literature* | 3 | Behavioral Science* | 3 |
| Mathematics* | 3-5 | English/Literature* | 3 |
| Elective** | 3 | Elective** | 3 |
| | <u>15-17</u> | | <u>15</u> |
| Second Semester | | Second Semester | |
| Course | Credits | Course | Credits |
| CRIM 2000 Criminal Law | 3 | CRIM 2330 Management of Behavioral Issues in Criminal Justice | 3 |
| CRIM 2580 Communication Skills in Criminal Justice | 3 | CRIM 2580 Communication Skills in Criminal Justice | 3 |
| Natural Science* | 4-5 | Fine Arts and Language* | 3 |
| Social Science* | 3 | History* | 3 |
| CRIM 2330 Management of Behavioral Issues in Criminal Justice | 3 | Elective** | 3 |
| | <u>16-17</u> | | <u>15</u> |
| Total Credit Hours | 61-64 | Total Credit Hours | 61-64 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements listed.

*See general education requirements.

**Recommended electives: CRIM 1800 Criminal Justice Practicum, CRIM 2100 Juvenile Justice, CRIM 2400 Jail Management Certification Training, CRIM 2700 Issues in Criminal Justice (to enroll in CRIM 2700, student must have earned a minimum of 18 credit hours of criminal justice coursework), SOCI 2320 Social Problems, SOCI 2150 Exploring Unity and Diversity, SPAN 1200 Elementary Spanish I, PSYC 1810 Introduction to Psychology, PSYC 2800 Abnormal Psychology (Prerequisite: PSYC 1810).

CRIMINAL JUSTICE

The Associate of Applied Science degree in Criminal Justice consists of a sequence of courses that provides practical knowledge and prepares the criminal justice student to directly enter the workforce. It also helps current practicing professionals enhance their education as they continue on their career path. This degree takes an interdisciplinary approach that provides a broad knowledge base and encourages initiative and integrity. This study enables students to develop rational decisions and informed responses to challenges facing law enforcement, corrections, court operations, and human services fields.

The AAS Degree in Criminal Justice includes specified general education courses, elective options, and courses in all facets of criminal justice. Students may also receive course credit for successful completion of the Nebraska Law Enforcement Training Center and Jail Management Certification, as well as other specialized courses through Northeast's credit for prior learning program.

Students who intend to continue their education at a four-year college should pursue an Associate of Arts degree option. However, many courses from the AAS degree will transfer to four-year institutions.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| CRIM 1010 Introduction to Criminal Justice | 3 |
| CRIM 1020 Introduction to Corrections | 3 |
| CRIM 1270 Intro to Forensic Crime Scene Investigation | 3 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| ENGL 1050 Workplace Communication* | 3 |
| | <u>15</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| CRIM 2260 Criminal Investigation | 3 |
| CRIM 2000 Criminal Law | 3 |
| CRIM 2250 Community-Based Corrections | 3 |
| CRIM 2100 Juvenile Justice | 3 |
| SOCI 1010 Introduction to Sociology* | 3 |
| | <u>15</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| CRIM 2030 Police and Society | 3 |
| CRIM 2080 Criminal Procedures | 3 |
| CRIM 2200 Criminology | 3 |
| CRIM 2300 Sociology of Deviant Behavior | 3 |
| SPCH 1110 Public Speaking | 3 |
| | <u>15</u> |

| Second Semester | |
|---|----------------|
| Course | Credits |
| CRIM 2330 Management of Behavioral Issues in Criminal Justice | 3 |
| CRIM 2580 Communication Skills in Criminal Justice ... | 3 |
| Exploratory Studies* | 3 |
| Technology* (<i>Select one from below</i>) | 3 |
| Electives** (<i>Select from list below</i>) | 3-5.5 |
| | <u>15-17.5</u> |

Total Credit Hours 60-62.5

* See general education requirements.

*Technology options: INFO 1010 Fundamentals of Information Technology or INFO 1100 Microcomputer Applications.

**Recommended Electives: CRIM 1800 Criminal Justice Practicum, CRIM 2400 Jail Management Certification, SOCI 2150 Exploring Unity and Diversity, SPAN 1200 Elementary Spanish I, HPER 1550 Lifetime Wellness.

DRAFTING DIPLOMA

The drafting diploma develops an understanding of materials used in construction, estimating for construction and an increased proficiency in CAD. Graduates of the program are prepared for entry level employment with architectural and engineering firms, general contractors, material suppliers, structural fabricators, or modular and component manufactures of buildings. All of the course work will apply to the associate of applied science degrees.

All coursework in the Drafting Diploma program will apply as full credit towards the Drafting Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Diploma (34 weeks)

| First Semester | | Second Semester | |
|--|---------|---|---------|
| Course | Credits | Course | Credits |
| ARCH 1160 Fundamentals of Drafting | 3 | ARCH 1120 Materials of Construction | 3 |
| ARCH 1130 Introduction to Construction Documents ... | 3 | ARCH 1220 Estimating for Construction | 3 |
| ARCH 1270 Computer Assisted Drafting I | 4 | ARCH 1230 Introduction to REVIT | 4 |
| OFFT 1500 Microsoft Office | 3 | MATH 1060 Technical Mathematics II | 3 |
| MATH 1020 Technical Mathematics I | 3 | BSAD 2050 Business Communications | 3 |
| | 16 | | 16 |
| | | Total Credit Hours | 32 |

DRAFTING DIPLOMA - MECHANICAL

The mechanical drafting diploma develops a basic understanding of the design drafting process, materials, and theory of the manufacturing processes used in industry. Graduates of the program are prepared for entry level employment in the mechanical drafting fields. Students will take the "CSWA" exam and become a Certified SolidWorks Associate upon completion of the Diploma.

All of the course work will apply to associate of applied science degree. All coursework in the Drafting Diploma – Mechanical program will apply as full credit towards the Drafting Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Diploma (34 weeks)

| First Semester | | Second Semester | |
|--|---------|---|---------|
| Course | Credits | Course | Credits |
| ARCH 1160 Fundamentals of Drafting | 3 | ARCH 1280 Introduction to SolidWorks | 4 |
| ARCH 1270 Computer Assisted Drafting I | 4 | ARCH 1285 Geometric Dimensioning and Tolerancing | 2 |
| ENGR 1010 Intro to Engineering Design | 3 | ARCH 1295 Engineering Materials & Processes | 2 |
| OFFT 1500 Microsoft Office | 3 | BSAD 2050 Business Communications | 3 |
| MATH 1020 Technical Mathematics I | 3 | MATH 1060 Technical Mathematics II | 3 |
| | 16 | | 14 |
| | | Total Credit Hours | 30 |

DRAFTING CERTIFICATE

The drafting certificate provides interactive training in basic drafting technique, plan reading and CAD in order to gain the entry-level skills necessary to begin a career in the drafting field - with these skills, they will be able to begin employment as a drafting clerk or as a junior drafter. All the course work will apply to both the diploma and the associate of applied science degrees.

All coursework in the Drafting Certificate program will apply as full credit towards the Drafting Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Certificate (17 weeks)

| First Semester | |
|--|---------|
| Course | Credits |
| ARCH 1160 Fundamentals of Drafting | 3 |
| ARCH 1130 Introduction to Construction Documents ... | 3 |
| ARCH 1270 Computer Assisted Drafting I | 4 |
| OFFT 1500 Microsoft Office | 3 |
| MATH 1020 Technical Mathematics I | 3 |
| | 16 |
| Total Credit Hours | 16 |

DRAFTING CERTIFICATE - MECHANICAL

The mechanical drafting certificate provides a basic understanding of print reading and the design process as well as an introduction to CAD using 2D AutoCAD. Graduates with a certificate will be able to begin employment as a drafting clerk or junior drafter. All the course work will apply to both the diploma and the associate of applied science.

All coursework in the Drafting Certificate- Mechanical program will apply as full credit towards the Drafting Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Certificate (17 weeks)

| First Semester | |
|--|---------|
| Course | Credits |
| ARCH 1160 Fundamentals of Drafting | 3 |
| ARCH 1270 Computer Assisted Drafting I | 4 |
| ENGR 1010 Intro to Engineering Design | 3 |
| OFFT 1500 Microsoft Office | 3 |
| MATH 1020 Technical Mathematics I | 3 |
| | 16 |
| Total Credit Hours | 16 |

EARLY CHILDHOOD EDUCATION

Students who intend to pursue a career working with children and wish to continue their education at a four-year college will pursue the Associate of Arts degree, which includes early childhood courses as well as general education classes that meet bachelor's degree requirements for careers in early childhood, early childhood inclusive education, or elementary education with an endorsement in early childhood.

In addition to lecture classes, students may gain experience by working in child care centers and schools. Child care providers require a criminal background check prior to employment. Students will be required to submit to a background check prior to enrolling in early childhood education practicum courses. Individuals with a criminal record may not be eligible for employment. Please check with your advisor.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ECED 1150 Introduction to Early Childhood Education ... | 3 |
| EDUC 1110 Introduction to Professional Education | 3 |
| ENGL 1010 English Composition I* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Elective** | 3 |
| | <u>15</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| GEOG 1020 World Regional Geography* or POLA 1000 American Government* | 3 |
| MATH 1010 Math for Elementary Teachers* | 3 |
| Natural Science* | 4-5 |
| Electives** | 6 |
| | <u>16-17</u> |

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| ECED 1050 Expressive Arts | 3 |
| ECED 2060 Early Childhood Education Curriculum Planning | 3 |
| History* | 3 |
| Oral Communication* | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| ECED 2050 Children with Exceptionalities | 3 |
| ECED 2070 Family and Community Relationships | 3 |
| English/Literature* | 3 |
| Fine Arts and Language* | 3 |
| Elective** | 3 |
| | <u>15</u> |

Total Credit Hours 61-62

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

* See general education requirements.

** Approved Electives: ECED 1060 Observation, Assessment, and Guidance, ECED 1110 Infant and Toddler Development, ECED 1120 Preschool Child Development, ECED 1160 Early Language and Literacy, ECED 1220 Pre-Practicum, ECED 1260 Health, Safety, and Nutrition, ECED 1610 Infant Practicum, ECED 1620 Toddler Practicum, ECED 1630 Preschool Practicum, ECED 2500 Early Childhood Administration, EDUC 2000 Educational Psychology, EDUC 2250 Children's Literature, MATH 1015 Geometry for Elementary Teachers.

NOTE: Sixty credit hours (which must include at least one professional education course that deals with children, schools or education) and evidence of Human Relations training (verified through documentation of relevant work experience, successful completion of EDUC 1100 Human Relations in a Pluralistic Society, SOCI 2150 Exploring Unity and Diversity, or Human Relations coursework taken from a four-year institution) will meet the requirements to apply for local substitute teaching certification from the Nebraska Department of Education. Check online at www.education.ne.gov/tcert/ for more information.

EARLY CHILDHOOD EDUCATION CERTIFICATE

The Early Childhood Education Certificate prepares students for entry-level positions in childcare and satisfies the 120 clock hours of professional early childhood education required for CDA® credentialing awarded by the Council for Professional Recognition. These courses may also be applied toward either an Associate of Arts Degree or an Associate of Applied Science Degree at Northeast Community College.

To earn a CDA® in Infant and Toddler (Birth-36 months), Preschool (3-5 years), or Family Child Care candidates must also obtain 480 hours of experience working with young children and prepare a CDA® professional portfolio. See www.cdacouncil.org for additional information about CDA® credential requirements.



All coursework in the Early Childhood Education Certificate program will apply as full credit towards the Early Childhood Education Associate of Applied Science Degree or the Associate of Arts Degree

Required Program of Study for Certificate (16 weeks)

| First Semester | |
|--|-------------|
| Course | Credits |
| ECED 1110 Infant and Toddler Development | 3 |
| ECED 1120 Preschool Child Development | 2 |
| ECED 1150 Introduction to Early Childhood Education ... | 3 |
| ECED 1260 Health, Safety & Nutrition | 3 |
| EDUC 2250 Children’s Literature or | |
| ECED 2070 Family and Community Relationships | 3 |
| ENGL 1050 Workplace Communications or | |
| BSAD 2050 Business Communications | 3 |
| HLTH 1730 Pediatric Basic Life Support & First Aid | 0.5 |
| | 17.5 |
| Total Credit Hours | 17.5 |

EARLY CHILDHOOD EDUCATION

An Associate of Applied Science degree in Early Childhood Education will prepare students to directly enter the workforce as a nanny, paraprofessional, or child care provider in a child care center or home. The Associate of Applied Science degree will prepare graduates for employment opportunities that allow for advancement to leadership positions in child care centers or start their own child care business.

In addition to lecture classes, students gain experience by working in child care centers and schools. Child care providers require a criminal background check prior to employment. Students will be required to submit to a background check prior to enrolling in early childhood education practicum courses. Individuals with a criminal record may not be eligible for employment. Please check with your advisor.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ECED 1050 Expressive Arts | 3 |
| ECED 1150 Introduction to Early Childhood Education | 3 |
| ECED 1110 Infant/Toddler Development | 3 |
| ECED 2070 Family and Community Relationships | 3 |
| BSAD 2050 Business Communication* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| ECED 1060 Observation, Assessment, and Guidance ... | 3 |
| ECED 1120 Preschool Child Development | 2 |
| ECED 1220 Pre-Practicum | 1 |
| ECED 1230 School Age Child Development and Programming | 2 |
| ECED 1260 Health, Safety, and Nutrition | 3 |
| MATH 1010 Math for Elementary Teachers* | 3 |
| Approved Electives** | 3 |
| | <u>17</u> |

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| ECED 1160 Early Language and Literacy | 3 |
| ECED 1610 Infant Practicum | 1 |
| ECED 1620 Toddler Practicum | 1 |
| ECED 2060 Early Childhood Education Curriculum Planning | 3 |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| BSAD 1040 Personal Finance* | 3 |
| | <u>14</u> |

| Second Semester | |
|--|-------------|
| Course | Credits |
| ECED 1630 Preschool Practicum | 1 |
| ECED 1640 School Age Practicum | 1 |
| ECED 2050 Children with Exceptionalities | 3 |
| ECED 2500 Early Childhood Administration | 3 |
| EDUC 2250 Children's Literature | 3 |
| HLTH 1730 Pediatric Basic Life Support & First Aid ... | 0.5 |
| OFFT 1500 Microsoft Office* | 3 |
| | <u>14.5</u> |

Total Credit Hours 60.5

* See general education requirements.

NOTE: All Practicum courses require a minimum grade of "C".

** Approved electives: EDUC 1110 Introduction to Professional Education, EDUC 2000 Educational Psychology, EDUC 1100 Human Relations in a Pluralistic Society, SIGN 1000 Conversational Sign Language, SPAN 1200 Elementary Spanish I, SPAN 1210 Elementary Spanish II, SOCI 2150 Exploring Unity and Diversity.

EDUCATION - ELEMENTARY

Teacher education students take three types of courses at Northeast Community College. General courses are required of all associate of arts degree candidates and promote general knowledge. Subject courses help students learn the subjects they will be teaching. For an understanding of the teaching profession, students take professional education courses that instruct students how to teach. Teacher education students have opportunities for practical experience in elementary classrooms while completing course work. To become an elementary teacher, students may complete a two-year liberal arts program at Northeast and then transfer credits to a four-year college offering the bachelor's degree in teacher education. Employers include K-6, and in some cases K-8, school systems, correctional institutions, hospitals, vocational services, and community organizations.

Students should work closely with Northeast advisors and transfer colleges in planning specific course schedules because requirements vary, depending on the choice of transfer.

Schools require a background check prior to employment. Students will be required to submit to a background check prior to completing any classroom field experience. Individuals with a criminal record may not be eligible for employment as an educator. Please check with your advisor.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| EDUC 1110 Introduction to Professional Education | 3 |
| EDUC 2070 Family and Community Relationships | 3 |
| ENGL 1010 English Composition I* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Fine Arts and Language* | 3 |
| | 15 |

| Second Semester | |
|---|---------|
| Course | Credits |
| EDUC 2250 Children's Literature | 3 |
| HPER 2510 Physical Education in Elementary School with Practicum | 3 |
| MATH 1010 Math for Elementary Teachers* | 3 |
| PHYS 1100 Physical Science | 4 |
| PSYC 1810 Introduction to Psychology* | 3 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| EDUC 2000 Educational Psychology | 3 |
| MATH 1015 Geometry for Elementary Teachers | 3 |
| MUSC 2350 Elementary School Music | 3 |
| BIOS 1010 General Biology* | 4 |
| GEOG 1020 World Regional Geography* or POLA 1000 American Government* | 3 |
| | 16 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ARTS 2250 Elementary School Art | 3 |
| EDUC 2800 Professional Practicum | 1-2 |
| English/Literature* | 3 |
| American or World History* | 3 |
| Oral Communication* | 3 |
| Approved Elective** | 3 |
| | 16-17 |

Total Credit Hours 63-64

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**See advisor. Recommended elective depends on transfer institution requirements: ECED 2050 Children with Exceptionalities, FREN 1200 Elementary French I, 1210 Elementary French II, OFFT 1500 Microsoft Office, SIGN 1000 Conversational Sign Language, SOCI 2150 Exploring Unity and Diversity, SPAN 1200 Elementary Spanish I, SPAN 1210 Elementary Spanish II.

Sixty credit hours (which must include at least one professional education course that deals with children, schools, or education) and evidence of Human Relations training (verified through documentation of relevant work experience, successful completion of EDUC 1100 Human Relations in a Pluralistic Society, SOCI 2150 Exploring Unity and Diversity, or Human Relations coursework taken from a four-year institution) will meet the requirements to apply for local substitute teaching certification from the Nebraska Department of Education. Check online at www.education.ne.gov/tcert for more information.

EDUCATION - SECONDARY

To become a secondary teacher, students may complete a two-year liberal arts program at Northeast and then transfer credits to a four-year college offering the bachelor's degree in teacher education. Teacher education students take three types of courses at Northeast Community College. General courses are required of all associate of arts degree candidates and promote general knowledge. Subject courses help students learn the subjects they will be teaching. For an understanding of the teaching profession, students take professional education courses that instruct students how to teach. Teacher education students have opportunities for practical experience in secondary classrooms while completing course work. Employers include 7-12 school systems, correctional institutions, hospitals, vocational services, and community organizations.

Students should work closely with Northeast advisors and transfer colleges in planning specific course schedules because requirements vary, depending on the choice of transfer.

Schools require a background check prior to employment. Students will be required to submit to a background check prior to completing any classroom field experience. Individuals with a criminal record may not be eligible for employment as an educator. Please check with your advisor.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ENGL 1010 English Composition I* | 3 |
| EDUC 1110 Introduction to Professional Education ... | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Fine Arts and Language* | 3 |
| Subject Course** | 3 |
| | 15 |

| Second Semester | |
|---|---------|
| Course | Credits |
| PSYC 1810 Introduction to Psychology* | 3 |
| Mathematics* | 3-5 |
| Social Science* | 3 |
| Subject Course** | 3 |
| | 15-17 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| EDUC 2000 Educational Psychology | 3 |
| English/Literature* | 3 |
| History* | 3 |
| Subject Course** | 6 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| EDUC 2800 Professional Practicum | 1-2 |
| Natural Science* | 4-5 |
| Oral Communication* | 3 |
| Subject Courses or Electives** | 7-9 |
| | 15-18 |

| | |
|---------------------------|--------------|
| Total Credit Hours | 60-65 |
|---------------------------|--------------|

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

* See general education requirements.

**Recommended electives: EDUC 1100 Human Relations in a Pluralistic Society, SOCI 2150 Exploring Unity and Diversity, and others depending on educational goals and transfer requirements. See your advisor to determine subject courses based on career goals.

Sixty credit hours (which must include at least one professional education course that deals with children, schools or education) and evidence of Human Relations training (verified through documentation of relevant work experience, successful completion of SOCI 2150 Exploring Unity and Diversity, or Human Relations coursework taken from a four-year institution) will meet the requirements to apply for local substitute teaching certification from the Nebraska Department of Education. Check online at www.education.ne.gov/tcert/ for more information.

EDUCATION - PARAPROFESSIONALS

Education paraprofessionals perform duties that are instructional in nature or that deliver direct services to students or parents. Paraprofessionals serve in positions for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Substitute teaching opportunities may also be available.

A combination of general education requirements, selected education-related courses, and suggested electives will lead to an associate of arts degree with a concentration in paraprofessional education. Sixty credit hours (which must include at least one professional education course that deals with children, schools, or education) and evidence of Human Relations training (verified through documentation of relevant work experience, successful completion of SOCI 2150 Exploring Unity and Diversity, or Human Relations coursework taken from a four-year institution) will meet the requirements to apply for local substitute teaching certification from the Nebraska Department of Education. Check online at www.education.ne.gov/tcert/ for more information.

Schools require a criminal background check prior to employment. Students will be required to submit to a background check prior to completing any classroom field experience. Individuals with a criminal record may not be eligible for employment as an educator. Please check with your advisor.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| EDUC 1110 Introduction to Professional Education ... | 3 |
| ENGL 1010 English Composition I* | 3 |
| Social Science* | 3 |
| Fine Arts and Language* | 3 |
| History* | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ECED 2050 Children with Exceptionalities | 3 |
| OFFT 1500 Microsoft Office | 3 |
| BIOS 1010 General Biology* | 4 |
| PSYC 1810 Introduction to Psychology* | 3 |
| English/Literature* | 3 |
| | 16 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

Sixty credit hours (which must include at least one professional education course that deals with children, schools or education) and evidence of Human Relations training (verified through documentation of relevant work experience, successful completion of EDUC 1100 Human Relations in a Pluralistic Society, SOCI 2150 Exploring Unity and Diversity, or Human Relations coursework taken from a four-year institution) will meet the requirements to apply for local substitute teaching certification from the Nebraska Department of Education. Check online at www.education.ne.gov/tcert/ for more information.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| EDUC 2000 Educational Psychology | 3 |
| SPAN 1200 Elementary Spanish I or SPAN 1210 Elementary Spanish II | 4 |
| MATH 1010 Math for Elementary Teachers* | 3 |
| EDUC 2070 Family and Community Relationships | 3 |
| Electives** | 2 |
| | 15 |

| Second Semester | |
|---|---------|
| Course | Credits |
| HPER 1550 Lifetime Wellness* | 3 |
| LIBR 1310 College Research Skills and Strategies | 1 |
| PSYC 2110 Child and Adolescent Psychology*** or ECED 1120 Preschool Child Development*** and ECED 1230 School Age Child Development and Programming*** | 3-4 |
| SOCI 2150 Exploring Unity and Diversity** | 3 |
| Oral Communication* | 3 |
| Elective** | 3 |
| | 16-17 |

Total Credit Hours 62-63

**Suggested electives: ECED 1150 Introduction to Early Childhood Education, EDUC 2250 Children's Literature, HLTH 1710 First Aid, MATH 1015 Geometry for Elementary Teachers, or a second history, science, or fine arts course of a different focus than first taken.

***Discuss with advisor prior to enrollment.

ELECTRICAL CONSTRUCTION AND CONTROL

Students in the electrical construction and control program learn the basics of electrical wiring used in the installation and maintenance of lighting, appliances, motors, heating, and air conditioning. Training includes the operation, testing, and maintenance of electrical equipment and electronics for skills in electrical controls and solid-state devices, as well as computer experience using a programmable controller. Power distribution, industrial maintenance, electrical and service work, installation and service of irrigation equipment, and new construction are some of the areas with employment opportunities for graduates of the two-year electrical program.

(Enrollment into this program is limited and based on the date of application.)

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ELTR 1010 Basic Electricity | 3 |
| ELTR 1020 Basic Electricity Lab | 2 |
| ELTR 1030 Electrical Wiring I | 3 |
| ELTR 1040 Electrical Wiring I Lab | 3 |
| ELTR 1050 National Electrical Code I | 3 |
| ECON 1010 Personal and Business Finance* | 2 |
| MATH 1020 Technical Mathematics I* | 3 |
| | 19 |

Second Semester

| Course | Credits |
|---|---------|
| ELTR 1200 National Electrical Code II | 3 |
| ELTR 1210 Electrical Wiring II | 3 |
| ELTR 1220 Electrical Wiring II Lab | 2 |
| ELTR 1230 Motor Control | 2 |
| ELTR 1240 Motor Control Lab | 2 |
| ELTR 1250 Blueprint and Cost Estimating | 3 |
| MATH 1060 Technical Mathematics II* | 3 |
| | 18 |

Required Summer (12 weeks)

| | |
|--|---|
| ELTR 1300 Cooperative Internship I | 8 |
|--|---|

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ELTR 2000 Motor Theory and Application | 2 |
| ELTR 2010 Motor Theory and Application Lab | 1 |
| ELTR 2020 Automation Fundamentals | 2 |
| ELTR 2030 Automation Fundamentals Lab | 2 |
| ELTR 2045 Electrical Energy Conservation I | 3 |
| ELTR 2055 Electrical Troubleshooting | 2 |
| ELTR 2065 Electrical Troubleshooting Lab | 2 |
| ENGL 1050 Workplace Communication* | 3 |
| | 17 |

Second Semester

| Course | Credits |
|--|---------|
| ELTR 2210 Control Wiring | 3 |
| ELTR 2215 Control Wiring and Solid State Lab | 2.5 |
| ELTR 2235 Electrical Energy Systems | 3 |
| ELTR 2245 Electrical Energy Systems Lab | 2 |
| ELTR 2260 Solid State Fundamentals | 2 |
| PSYC 1000 Human Relations* | 2 |
| HLTH 1710 First Aid | 2 |
| | 16.5 |

| | |
|--------------------|------|
| Total Credit Hours | 78.5 |
|--------------------|------|

ELECTROMECHANICAL TECHNOLOGY

The electromechanical technology program will allow students to learn the skills and knowledge to install, maintain, and repair complex industrial equipment. The students will focus on electrical principles, circuitry, electrical controls, robotics, print reading, programming, computer-aided drafting, mechanical systems, and other components related to electromechanical repair. Students will acquire the knowledge and skills through concentrated classroom and hands-on learning. Successful graduates are placed in industrial plants, hospitals, schools, apartment complexes, office buildings, and other building maintenance positions.

(Enrollment into this program is limited and is based on the date of application.)

Before admission to this concentration, students will need to attain the following minimum entrance scores or equivalent. MAP: Math 212; Reading/Language 216+; ACT: Math 16, Reading 14, English 14.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| ELMC 1010 Fundamentals of Electricity | 3 |
| ELMC 1020 Fundamentals of Electricity Lab | 2 |
| ELMC 1030 Orientation and Safety | 2 |
| INDT 1090 Introduction to Machining | 0.5 |
| INDT 1095 Introduction to Machining Lab | 1 |
| WELD 1010 Related Welding | 0.5 |
| WELD 1020 Related Welding Lab | 1 |
| ELMC 1070 Automation Fundamentals | 3 |
| ELMC 1090 Mechanical Matter and Energy | 3 |
| MATH 1020 Technical Mathematics I* | 3 |
| | 19 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ELMC 1110 Motor Control | 2 |
| ELMC 1120 Motor Control Lab | 2 |
| ELMC 1150 Introduction to Mechanics | 3 |
| ELMC 1160 Introduction to Mechanics Lab | 3 |
| ELMC 1170 Total Quality Management | 2 |
| CAPL 1290 Introduction to Job Search and Employment | 1 |
| ECON 1010 Personal and Business Finance* | 2 |
| MATH 1060 Technical Mathematics II* | 3 |
| | 18 |

Required Summer (12 weeks)

| | |
|--|---|
| ELMC 1300 Cooperative Internship I | 8 |
|--|---|

*See general education requirements.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ELMC 2010 Introduction to Automated Controls | 2 |
| ELMC 2020 Introduction to Automated Controls Lab ... | 2 |
| ELMC 2030 Motor Repair | 2 |
| ELMC 2040 Motor Repair Lab | 1 |
| ELMC 2052 Fluid Fundamentals | 3 |
| ELMC 2062 Fluid Fundamentals Lab | 1 |
| ELMC 2070 Machine Repair | 2 |
| ELMC 2080 Machine Repair Lab | 2.5 |
| ENGL 1050 Workplace Communication* | 3 |
| | 18.5 |

| Second Semester | |
|---|-----------|
| Course | Credits |
| ELMC 2110 Control Systems | 3 |
| ELMC 2120 Control Systems Lab | 2.5 |
| ELMC 2150 Solid State Fundamentals | 4 |
| ELMC 2170 Electromechanical Systems | 1 |
| ELMC 2190 Electromechanical Systems Lab | 2 |
| PSYC 1000 Human Relations* | 2 |
| | 14.5 |
| Total Credit Hours | 78 |

ENGLISH

Students who plan to earn a degree with an English concentration may complete a two-year liberal arts program with special emphasis on composition and literature. Upon completion of the two-year program, students may choose to enter the job market in a variety of occupations that demand effective expression or to transfer credits toward a bachelor's degree in English at a four-year college or university. Career areas that require effective communication include journalism, technical writing, publishing, education, advertising, public relations, and law.

Suggested Program of Study for
Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| LNSK 1010 First Year Experience | 2 |
| ENGL 1010 English Composition I* | 3 |
| Mathematics* | 3-5 |
| Behavioral Science* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| | 14-16 |

| Second Semester | |
|---|---------|
| Course | Credits |
| ENGL 2100 Introduction to Literature | 3 |
| HUMS 1100 Introduction to Humanities* or ENGL 1020 Composition II* | 3 |
| ENGL 2030 Creating Poetry I or ENGL 2050 Creating Stories I | 3 |
| Natural Science* | 4-5 |
| | 13-14 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ENGL 2180 Comics and Graphic Novels or ENGL 2730 Fiction and Cinema | 3 |
| GEOG 1020 World Regional Geography* | 3 |
| ENGL 2050 Creating Stories I, or ENGL 2060 Creating Stories II, or ENGL 2030 Creating Poetry I, or ENGL 2040 Creating Poetry II | 3 |
| ENGL 2150 American Literature to 1865 or ENGL 2160 American Literature since 1865 | 3 |
| SPAN 1200 Elementary Spanish I or FREN 1200 Elementary French I | 4 |
| | 16 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ENGL 2140 Introduction to Shakespeare, or ENGL 2200 British Literature to 1800, or ENGL 2210 British Literature after 1800 | 3 |
| ENGL 2090 Editing and Publishing | 2 |
| ENGL 2190 Comparative Mythology | 3 |
| History* | 3 |
| Fine Arts and Language* | 3 |
| Speech* | 3 |
| | 17 |

Total Credit Hours 61-64

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirement.

EXERCISE SCIENCE

Students pursuing a career in the fitness industry are able to complete an Associate of Science degree with a concentration in Exercise Science. Exercise Science has been identified as a rapidly growing industry at both the state and national levels. The curriculum is designed to integrate the educational and practical skills necessary to become an exercise professional. Exercise science professionals work and study in commercial, clinical, and workplace settings increasing awareness of health, fitness, and improved quality of life for the general population. Upon completion of the Associate of Science degree, students will be prepared to take a national certifying exam. They may choose to enter the workforce as a certified personal trainer or continue their education at a transfer institution to obtain a bachelor’s degree in a health-related field.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| HPER 1550 Lifetime Wellness | 3 |
| HPER 2210 Introduction to Exercise Science | 4 |
| HPER 2310 Community Health | 3 |
| HPER 1325 Introduction to Yoga | 1 |
| HPER 1326 Introduction to Pilates | 1 |
| ENGL 1010 English Composition I* | 3 |
| | 15 |

| Second Semester | |
|---|---------|
| Course | Credits |
| HPER 1270 Aerobic Fitness | 1 |
| HPER 2410 Advanced Exercise Science | 4 |
| HPER 1520 Nutrition for Fitness and Sport or HOEC 1050 Nutrition | 3 |
| HPER 2300 Stress Management | 3 |
| HPER 1245 Weight Management | 1 |
| BIOS 2250 Anatomy and Physiology I* | 4 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| HPER 1510 Introduction to Health, Physical Education, and Recreation | 3 |
| MATH 1150 College Algebra* | 3 |
| BIOS 2260 Anatomy and Physiology II* | 4 |
| Oral Communication* | 3 |
| | 16 |

| Second Semester | |
|---|---------|
| Course | Credits |
| HPER 2200 First Aid & CPR for the Health Care Provider | 3 |
| HPER 2400 Care and Prevention of Athletic Injuries ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| MATH 2170 Applied Statistics* | 3 |
| English/Literature* | 3 |
| Behavioral Science* | 3 |
| | 18 |

| | |
|--------------------|----|
| Total Credit Hours | 65 |
|--------------------|----|

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.


*See general education requirements.

FOOD SERVICE AND DIETARY MANAGEMENT CERTIFICATE

The Association of Nutrition and Foodservice Professionals (ANFP) approved Dietary Managers Training Program (17 credit hours) - supplies students with the knowledge and skills necessary in non-commercial food service operations. Specific topics covered deal with nutrition, menu planning, food preparation, sanitation and safety, human relations, purchasing, scheduling, training, record keeping, and supervision. Upon the successful completion of the required program courses, graduates are prepared to enter jobs as food service employees, managers, and supervisors.

With the successful completion of program courses, graduates will be eligible to take the nationally recognized Certifying Board for Dietary Managers CDM credentialing exam to obtain the credential of Certified Dietary Manager/Certified Food Protection Professional (CDM/CFPP). Students registering must have the program director’s permission and work in the food service department of a health care facility while enrolled in the field experience courses. The student will complete 150 precepted hours as part of the field experience course.

All coursework in the Food Service and Dietary Management Certificate program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

 Association of Nutrition & Foodservice Professionals

Food Service and Dietary Management program of Northeast Community College is approved by the Association of Nutrition and Foodservice Professionals (ANFP), 406 Surrey Woods Drive, St. Charles, IL 60174, phone (630) 587-6308.

Required Program of Study for Certificate (34 weeks)

| First Semester | | Second Semester | |
|---|----------|--|-----------|
| Course | Credits | Course | Credits |
| FSDT 1210 Supervision of Food Service Professionals ... | 3 | OFFT 1500 Microsoft Office | 3 |
| FSDT 1221 Introduction to Food Service Nutrition | 1 | FSDT 1231 Sanitation and Food Safety | 2 |
| FSDT 1223 Food Service for Medical Nutrition Therapy | 1.5 | FSDT 1250 Managing Food Service Operations | 2.5 |
| FSDT 1225 Field Experience – Nutrition and Diet Therapy | 1.5 | FSDT 1255 Field Experience – Management of Food Service Operations, Sanitation and Food Safety ... | 1.5 |
| FSDT 1260 Field Experience – Supervision for Food Service Professionals | 1 | | 9 |
| | <u>8</u> | Total Credit Hours | 17 |

Food Service and Dietary Management classes are only offered as online delivered classes.

Note: Students registering for a field experience class must work in the food service area of a health care facility and receive approval from either the program director or program coordinator.

GENERAL STUDIES

The general studies associate of arts degree concentration recognizes those individuals who have completed various courses without a specific major or concentration in mind. In addition, the general studies concentration of 29 credit hours is designed for those students who want a broad-based grouping of courses either in career oriented or other academic areas without the constraints of specialization. Students who choose this degree concentration, will need a total of 60 credit hours: 31 credit hours in general education and, through advisement, 29 credit hours of approved vocational/occupational theory classes and/or other academic electives.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|----------|
| Course | Credits |
| ENGL 1010 English Composition I* | 3 |
| Behavioral Science* | 3 |
| Approved Electives** | <u>9</u> |
| | 15 |

| Second Semester | |
|------------------------------------|----------|
| Course | Credits |
| English/Literature* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Social Science* | 3 |
| Approved Electives** | <u>6</u> |
| | 15 |

SOPHOMORE YEAR

| First Semester | |
|----------------------------|----------|
| Course | Credits |
| Oral Communication* | 3 |
| Mathematics* | 3-5 |
| Approved Electives** | <u>9</u> |
| | 15-17 |

| Second Semester | |
|-------------------------------|----------|
| Course | Credits |
| Natural Science* | 4-5 |
| History* | 3 |
| Fine Arts and Language* | 3 |
| Approved Electives** | <u>5</u> |
| | 15-16 |

Total Credit Hours 60-63

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**All courses at the 1000 level and above are accepted for an AA degree with an emphasis in general studies.

GLOBAL STUDIES

A Global Studies concentration provides students with the knowledge, critical thinking, communication, and analytical skills necessary to be successful in an increasingly complex and inter-connected world. This is an interdisciplinary program of study designed to give students a framework that can lead them into various and diverse career fields that require a global perspective, such as government, international trade, international banking and economics, diplomacy, non-profits, international security, travel and tourism, and the like.

Suggested Program of Study for
Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ENGL 1010 English Composition I* | 3 |
| GEOG 1020 World Regional Geography* | 3 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | 3 |
| Foreign Language* | 4 |
| Mathematics* | 3 |
| | <u>16</u> |

Second Semester

| Second Semester | |
|---|-----------|
| Course | Credits |
| English/Literature* | 3 |
| Foreign Language | 4 |
| HPER 1550 Lifetime Wellness* | 3 |
| POLS 1600 International Relations | 3 |
| SOCI 2150 Exploring Unity and Diversity | 3 |
| | <u>16</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| AGRI 1290 International Agriculture and Agribusiness or BSAD 2250 International Business | 3 |
| HIST 1050 World History I* | 3 |
| SOCI 1010 Introduction to Sociology* | 3 |
| HUMS 1100 Introduction to Humanities* | 3 |
| Natural Science* | 4 |
| | <u>16</u> |

Second Semester

| Second Semester | |
|--|-----------|
| Course | Credits |
| GLBS 2900 Global Capstone Project | 3 |
| HIST 1060 World History II | 3 |
| SOCI 2320 Social Problems | 3 |
| SPCH 2300 Intercultural Communications | 3 |
| | <u>12</u> |
| Total Credit Hours | 60 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirement.

GRAPHIC DESIGN

The graphic design program is a two-year liberal arts curriculum for those students planning to transfer to a four-year college for the completion of a bachelor's degree in graphic design, graphic communication, media arts, or related areas. This program of study emphasizes conceptual skill development, image production, elements of design and graphic design related software proficiency. This program prepares the student to be successful at the transfer institution.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|----------|
| Course | Credits |
| GCAD 1300 Design I | 3 |
| GCAD 1450 Graphic Arts I | 3 |
| ENGL 1010 English Composition I* | 3 |
| ARTS 1050 Introduction to Art History & Criticism I* ... | 3 |
| GCAD 1700 Digital Photography | <u>3</u> |
| | 15 |

| Second Semester | |
|--|----------|
| Course | Credits |
| GCAD 1600 Design II | 3 |
| ARTS 1060 Introduction to Art History & Criticism II ... | 3 |
| GCAD 1100 Typography | 3 |
| English/Literature* | 3 |
| Mathematics* | <u>3</u> |
| | 15 |

SOPHOMORE YEAR

| First Semester | |
|------------------------------------|----------|
| Course | Credits |
| GCAD 2450 Graphic Arts II | 3 |
| GCAD 1250 Drawing Logic I | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| History* | 3 |
| Natural Science* | <u>4</u> |
| | 16 |

| Second Semester | |
|--|----------|
| Course | Credits |
| Elective (ARTS or GCAD Course)** | 3 |
| Oral Communication* | 3 |
| ECON 2110 Principle of Macroeconomics* | 3 |
| INFO 2230 Web Page Development | 3 |
| PSYC 1810 Introduction to Psychology* | <u>3</u> |
| | 15 |

Total Credit Hours 61

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirement.

**Recommended electives: GCAD 2100 Digital Prepress, GCAD 1000 Layout and Design I, GCAD 2450 Graphic Arts II, GCAD 2500 Layout and Design II, GCAD 2300 Package Design.

GRAPHIC DESIGN

This program prepares students for a variety of job opportunities in the exciting field of graphic design. The program emphasizes technical skill development using industry standard design software, as well as developing knowledge in the principles of design and artistic expression. *(Enrollment into this program is limited and based on the date of application.)*

The associate of applied science degree is suggested for those seeking employment upon graduation and feel quite certain that they will not continue their education toward a bachelor's degree. Students interested in continuing their education at a four-year college or university should enroll in the associate of art degree graphic design program.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| GCAD 1250 Drawing Logic I | 3 |
| GCAD 1300 Design I | 3 |
| GCAD 1700 Digital Photography | 3 |
| ARTS 1050 Introduction to Art History & Criticism I or ARTS 1060 Introduction to Art History & Criticism II ... | 3 |
| GCAD 1450 Graphic Arts I | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| GCAD 1100 Typography | 3 |
| GCAD 1600 Design II | 3 |
| GCAD 1500 Layout and Design I | 3 |
| GCAD 2100 Digital Pre-Press | 3 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | <u>15</u> |

| Summer | |
|--|-----|
| GCAD 1310 Cooperative Internship I | 1-3 |

*See general education requirement.

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| BSAD 2520 Principles of Marketing | 3 |
| GCAD 2450 Graphic Arts II | 3 |
| GCAD 2500 Layout and Design II | 3 |
| INFO 2230 Web Page Development | 3 |
| BSAD 2050 Business Communications* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| INFO 2250 Web Development Using HTML and CSS ... | 3 |
| ECON 1040 Personal Finance* | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| GCAD 2300 Package Design | 3 |
| GCAD 2610 Graphic Design Capstone | 1 |
| GCAD 2200 Typography II | 3 |
| | <u>16</u> |

| | |
|--------------------|-------|
| Total Credit Hours | 62-64 |
|--------------------|-------|

HEALTH INFORMATION MANAGEMENT SYSTEMS

Health Information Management (HIM) professionals play a critical role in maintaining, collecting, and analyzing the data that physicians, nurses, and other health care providers rely on to deliver quality health care. As the experts in patient health data management, they work in a variety of health care settings including hospitals, outpatient clinics, government agencies, and private industry. As emerging technologies work toward a fully electronic future, HIM professionals are needed to fill the growing work force. They will be called on to improve efficiency in health care facilities by optimizing efficiency in billing and improving electronic data integrity through quality management. With estimated projections in employment expected to grow faster than average, this is a rapidly expanding profession in an exciting area of health care.

A HIM professional will bring unique skills to the health care industry such as managing health records and health information systems and summarizing data into useful information. Protecting the privacy and security of patient health information and assisting providers in understanding data flow and reporting requirements within the context of dynamic rules, regulations, and guidelines is a pertinent role in this profession.

At Northeast Community College, our Health Information Management Systems program provides the fundamental skills necessary to begin a career in Health Information Management Systems. Students in the HIMS Program will be required to have a 'C' grade or better in the HIMS coursework. Additionally, HIMS students will be required to complete a successful criminal background check, drug screen, and provide immunization history prior to completing the Professional Practice Experiences.



The Health Information Management Systems Associate of Applied Science Degree at Northeast Community College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
 CAHIIM | 200 East Randolph Street, Suite 5100 | Chicago, IL 60601
 telephone: 312-235-3255 | info@cahiim.org | www.cahiim.org

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 1005 Investing in Strengths | 1 |
| BSAD 2050 Business Communications* | 3 |
| HIMS 1000 Intro to HIM | 2 |
| HIMS 1025 Medical Office Procedures | 2 |
| HIMS 1220 Structure & Function of Human Body | 3 |
| HLTH 1060 Comprehensive Medical Terminology | 3 |
| OFFT 1500 Microsoft Office* | 3 |
| | 17 |

| Second Semester | |
|---|---------|
| Course | Credits |
| HIMS 1110 Coding I and Lab | 4 |
| HIMS 2020 Coding II and Lab | 4 |
| HIMS 1120 Legal and Compliance Aspects in HIM | 3 |
| HIMS 1140 Pathopharmacology | 3 |
| HIMS 2000 Medical Billing & Reimbursement | 3 |
| | 17 |

*See general education requirement.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* | 3 |
| HIMS 1010 Applied Health Informatics | 2 |
| HIMS 2030 HIM Applications | 3 |
| HIMS 2130 Reimbursement Methodologies | 2 |
| HIMS 1150 Professional Practice Experience I | 2 |
| MATH 2170 Applied Statistics* | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ECON 2110 Principles of Macroeconomics* | 3 |
| HIMS 2100 Quality Management & Process Improvement | 3 |
| HIMS 2110 HIT Assessment | 1 |
| HIMS 2120 Professional Practice Experience II | 3 |
| HIMS 2040 Advanced Health Informatics | 3 |
| HIMS 2150 HIM Leadership | 1 |
| | 14 |

Total Credit Hours 63

HEALTH INFORMATION MANAGEMENT SYSTEMS DIPLOMA

The coding courses prepare students for a national coding exam through the American Health Information Management Association (AHIMA). The courses for the diploma are embedded in the Health Information Management Systems (HIMS) Associate of Applied Science Degree. Once the student has completed the diploma, they can continue classes in the HIMS program toward the Associate of Applied Science degree. Students in the HIMS Program will be required to have a ‘C’ grade or better in the HIMS coursework. Additionally, HIMS students will be required to complete a successful criminal background check, drug screen, and provide immunization history prior to completing the Professional Practice Experiences.

All coursework in the Health Information and Management Systems Diploma program will apply as full credit towards the Health Information Management Systems Associate of Applied Science Degree.

Required Program of Study for Diploma (45 Weeks)

| First Semester | | Second Semester | |
|--|---------|---|---------|
| Course | Credits | Course | Credits |
| BSAD 1005 Investing in Strengths | 1 | HIMS 1110 Coding I and Lab | 4 |
| BSAD 2050 Business Communications | 3 | HIMS 1120 Legal and Compliance Aspects in HIM ... | 3 |
| HIMS 1000 Intro to HIM | 2 | HIMS 2000 Medical Billing & Reimbursement | 3 |
| HIMS 1025 Medical Office Procedures | 2 | HIMS 2020 Coding II and Lab | 4 |
| HLTH 1060 Comprehensive Medical Terminology | 3 | HIMS 1140 Pathopharmacology | 3 |
| HIMS 1220 Structure & Function of Human Body | 3 | | 17 |
| OFFT 1500 Microsoft Office | 3 | Total Credit Hours | 39 |
| | 17 | | |
| Summer Semester | | | |
| Course | Credits | | |
| HIMS 2030 HIM Applications | 3 | | |
| HIMS 1150 PPE I | 2 | | |
| | 5 | | |

HEALTH INFORMATION MANAGEMENT SYSTEMS CERTIFICATE

The certificate provides the necessary skills to perform successfully in entry-level administrative positions in the healthcare field. These support skills cover managing day-to-day medical office operations, understanding legal and ethical issues in healthcare operations, HIPAA, customer service, professionalism, and computer fundamentals customized for medical offices. Once the student has completed the certificate, they can continue classes in the HIMS program toward the Diploma or Associate of Applied Science degree in Health Information Management Systems. Students in the HIMS Program will be required to have a ‘C’ grade or better in the HIMS coursework.

All coursework in the Health Information Management Systems Certificate program will apply as full credit towards the Health Information Management Systems Diploma and/or Health Information Management Systems Associate of Applied Science Degree.

Required Program of Study for Certificate (17 Weeks)

| Course | Credits |
|--|---------|
| BSAD 1005 Investing in Strengths | 1 |
| BSAD 2050 Business Communications | 3 |
| HIMS 1000 Intro to HIM | 2 |
| HIMS 1025 Medical Office Procedures | 2 |
| HLTH 1060 Comprehensive Medical Terminology | 3 |
| HIMS 1220 Structure & Function of Human Body | 3 |
| OFFT 1500 Microsoft Office | 3 |
| | 17 |
| Total Credit Hours | 17 |

MEDICAL BILLING DIPLOMA

The Medical Billing diploma prepares the student for a position as a medical biller in a variety of healthcare settings, such as physician offices, multi-specialty clinics, nursing homes, surgery centers, healthcare systems, and medical billing companies. The accuracy and timeliness of this work will be crucial to providers' financial operations, and the biller role serves as a valuable member of the healthcare team. Students in the HIMS Program will be required to have a 'C' grade or better in the HIMS coursework. Additionally, HIMS students will be required to complete a successful criminal background check, drug screen, and provide immunization history prior to completing the Professional Practice Experiences.

All coursework in the Medical Billing Diploma program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Diploma (34 Weeks)

| First Semester | | Second Semester | |
|---|---------|---|---------|
| Course | Credits | Course | Credits |
| BSAD 1005 Investing in Strengths | 1 | HIMS 1015 Intro to Billing (<i>1st 8 weeks</i>) | 1 |
| BSAD 2050 Business Communications | 3 | HIMS 2000 Medical Billing & Reimbursement | |
| HIMS 1000 Intro to HIM | 2 | (<i>2nd 8 weeks</i>) | 3 |
| HIMS 1025 Medical Office Procedures | 2 | HIMS 1140 Pathopharmacology | 3 |
| HIMS 1220 Structure and Function of the Human | | HIMS 2015 Principles of Healthcare Insurance | 3 |
| Body | 3 | HIMS 2025 Medical Coding and Compliance for | |
| HLTH 1060 Comprehensive Medical Terminology | 3 | Billers | 3 |
| OFFT 1500 Microsoft Office | 3 | HIMS 2125 Billing Professional Practice Experience ... | 3 |
| | 17 | | 16 |
| | | Total Credit Hours | 33 |

HISTORY

A concentration in History is, at its core, a course of study meant to develop wisdom. Just as individual humans rely on the analysis of their past in order to plot a course forward in their life, so too does a society require people who will act as custodians and analysts of its collective memory to continually improve itself. The History concentration trains students in the use of critical reasoning to recognize and analyze causality through time as well as develop their communication skills (both in writing and speaking) to fulfill the traditional role of Historians as storytellers. These skills will be particularly useful to students pursuing a career in law, government, diplomacy, and international business, as well as those who wish to become teachers and/or professional historians.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| HIST 2010 American History I* | 3 |
| HIST 1030 European Civilization I | 3 |
| POLS 1000 American Government* | 3 |
| ENGL 1010 English Composition I* | 3 |
| Behavioral Science* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| HIST 2020 American History II | 3 |
| HIST 1040 European Civilization II | 3 |
| GEOG 1020 World Regional Geography | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| Physical Science* | 4 |
| | <u>16</u> |

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| HIST 1050 World History I | 3 |
| ARTS 1050 Introduction to Art History & Criticism I* ... | 3 |
| English/Literature* | 3 |
| Behavioral Science* | 3 |
| Mathematics* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| HIST 1060 World History II | 3 |
| ARTS 1060 Introduction to Art History & Criticism II ... | 3 |
| POLS 1600 International Relations | 3 |
| Oral Communication* | 3 |
| SOCI 2150 Exploring Unity and Diversity | 3 |
| | <u>15</u> |

Total Credit Hours 61

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirement.

HEATING, VENTILATION, AND AIR CONDITIONING

In the heating, ventilation, and air conditioning program students study the physical, mechanical, and chemical principles of refrigeration and air conditioning with emphasis on electrical controls and motors. Students gain proficiency in blueprint reading, sheet metal construction, proper ventilation installation, heating and cooling diagnosis, and installation of residential and commercial equipment. The program prepares students for skilled positions installing and servicing electrical, heating, and cooling systems.

(Enrollment into this program is limited and is based on the date of application.)



The Heating, Ventilation, and Air Conditioning (HVAC) program is accredited through HVAC Excellence.

HVAC Excellence

PO Box 491 | Mount Prospect, IL 60056

Phone: (800) 394-5268 | www.escogroup.org/accreditation

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

First Semester

| Course | Credits |
|--|----------|
| HVAC 1010 Electricity for HVAC | 2.5 |
| HVAC 1020 Electricity for HVAC Lab | 4 |
| HVAC 1110 Basic Refrigeration Principles | 2.5 |
| HVAC 1120 Basic Refrigeration Principles Lab | 4 |
| HVAC 1130 Sheet Metal | 3 |
| INFO 1000 Basic Computer Applications* | <u>2</u> |
| | 18 |

Second Semester

| Course | Credits |
|---|----------|
| HVAC 1210 HVAC Controls | 3 |
| HVAC 1220 HVAC Controls Lab | 4 |
| HVAC 1250 Residential Air Conditioning | 3 |
| HVAC 1260 Residential Air Conditioning Lab | 4 |
| MATH 1020 Technical Mathematics I* | 3 |
| CAPL 1290 Introduction to Job Search and Employment* | <u>1</u> |
| | 18 |

Required Summer (12 weeks)

| | |
|--|---|
| HVAC 1300 Cooperative Internship I | 6 |
|--|---|

SOPHOMORE YEAR

First Semester

| Course | Credits |
|---|----------|
| HVAC 2010 Heating Technology | 2.5 |
| HVAC 2020 Heating Technology Lab | 4 |
| HVAC 2210 Heat Pump Technology | 2.5 |
| HVAC 2220 Heat Pump Technology Lab | 4 |
| ECON 1010 Personal and Business Finance* | 2 |
| HVAC 2230 Physics of Building Science* or INDT 1040 Industrial Process Dynamics* | <u>2</u> |
| | 17 |

Second Semester

| Course | Credits |
|--|----------|
| HVAC 2110 Commercial Refrigeration | 3 |
| HVAC 2120 Commercial Refrigeration Lab | 4 |
| HVAC 2310 Commercial Air Conditioning and Refrigeration | 3 |
| HVAC 2320 Commercial Air Conditioning and Refrigeration Lab | 4 |
| ENGL 1050 Workplace Communication* | 3 |
| PSYC 1000 Human Relations* | <u>2</u> |
| | 19 |

Total Credit Hours 78

*See general education requirement.

HORTICULTURE AND GOLF COURSE MANAGEMENT

The curriculum for the horticulture and golf course management program will develop skills in various areas of horticulture to help students gain a broad understanding of the skills needed to succeed in several horticulture industries. Many courses have content to explore business management and personnel development. A consistent focus on environmentally ethical and regenerative practices supplements the horticulture content. Students have many hands-on learning opportunities such as the campus greenhouse, the college farm, and a local 18-hole golf course. A cooperative internship provides valuable supplementation to the classroom by allowing students to gain valuable work experience in a horticulture industry of their choice.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| HORT 1010 Horticulture Science | 4 |
| HORT 1025 Residential Turf Management | 3 |
| AGRI 1030 Introduction to Soil Science | 3 |
| HORT 1040 Introduction to Soil Science Lab | 1 |
| ENGL 1050 Workplace Communication* | 3 |
| HORT 2080 Woody Perennial Identification | 3 |
| | 17 |

Second Semester

| Course | Credits |
|--|---------|
| HORT 1050 Commercial Turf Management | 3 |
| HORT 1060 Commercial Turf Management Lab | 1 |
| HORT 1070 Plant Propagation | 2 |
| HORT 1080 Plant Propagation Lab | 1 |
| HORT 1090 Integrated Pest Management | 2 |
| MATH 1020 Technical Mathematics I* | 3 |
| BIOS 1050 General Botany* | 4 |
| | 16 |

Required Summer (12 weeks)

| | |
|--|---|
| HORT 1300 Cooperative Internship | 3 |
|--|---|

*See general education requirement.

**Suggested HORT Electives: HORT 2000 Landscape History and Use, HORT 2100 Golf Course Management, HORT 2140 Hydroponic Growing Systems, HORT 2150 Annual Flower Identification, Production, and Care, HORT 2160 Vegetable Garden and Farm Production, HORT 2165 Value-Added Diversified Marketing, HORT 2170 Alternative Horticulture.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| HORT 2060 Sports Turf Management | 3 |
| HORT 2070 Sports Turf Management Lab | 1 |
| HORT 2090 Herbaceous Perennial Identification | 3 |
| HORT 2180 Irrigation and Equipment | 3 |
| AGRI 1410 Intro to the Economics of Agriculture* | 3 |
| AGRI 1420 Interpersonal Skills* | 3 |
| | 16 |

Second Semester

| Course | Credits |
|--|-----------|
| HORT 2020 Nursery and Greenhouse Management ... | 4 |
| HORT 2045 Landscape Management | 3 |
| HORT 2055 Landscape Design | 3 |
| HORT 2890 Horticulture Capstone Experience | 1 |
| HORT Electives** | 3 |
| | 14 |
| Total Credit Hours | 66 |

HORTICULTURE - GENERAL DIPLOMA

The general horticulture diploma is intended to train students to work in portions of the horticulture industry that do not require a full degree. This diploma can be used as a "stepping stone" for students who need to take a non-traditional approach to their career goals. The general horticulture courses help students develop a basic understanding of the science surrounding plants and their environment.

All coursework in the Horticulture - General Diploma program will apply as full credit towards Horticulture and Golf Course Management Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Diploma (1 year)

| First Semester | | Second Semester | |
|--|---------|--|--------------|
| Course | Credits | Course | Credits |
| HORT 1010 Horticulture Science | 4 | HORT 1050 Commercial Turf Management | 3 |
| HORT 1025 Residential Turf Management | 3 | HORT 1060 Commercial Turf Management Lab | 1 |
| AGRI 1030 Introduction to Soil Science | 3 | HORT 1070 Plant Propagation | 2 |
| HORT 1040 Introduction Soil Science Lab | 1 | HORT 1080 Plant Propagation Lab | 1 |
| ENGL 1050 Workplace Communication | 3 | HORT 1090 Integrated Pest Management | 2 |
| HORT 2080 Woody Perennial Identification | 3 | MATH 1020 Technical Mathematics I | 3 |
| | 17 | HORT Electives* | 2-3 |
| | | | 14-15 |
| | | Total Credit Hours | 31-32 |

*Suggested HORT Electives: BIOS 1050 General Botany, HORT 2000 Landscape History and Use, HORT 2020 Nursery and Greenhouse Management, HORT 2045 Landscape Management, HORT 2055 Landscape Design, HORT 2060 Sports Turf Management, HORT 2070 Sports Turf Management Lab, HORT 2090 Herbaceous Perennial Identification, HORT 2100 Golf Course Management, HORT 2140 Hydroponic Growing Systems, HORT 2150 Annual Flower Identification, Production, and Care, HORT 2160 Vegetable Garden and Farm Production, HORT 2165 Value-Added Diversified Marketing, HORT 2170 Alternative Horticulture.

INFORMATION TECHNOLOGY

To earn an associate of applied science degree in Information Technology, a student must successfully complete the following general education and core requirements, in addition to one of the specific concentrations listed in the following pages. Students are encouraged to seek advisement to build a program consistent with their career goals.

Required Program of Study for Associate of Applied Science Degree (2 years)

Core Requirements

| Course | Credits |
|--|---------|
| ACCT 1100 Survey of Accounting | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| INFO 1170 Operating Systems I | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 2040 Project Management | 3 |
| | 23 |

General Education Requirements

| Course | Credits |
|---|---------|
| BSAD 1000 Human Relations and Ethics or PSYC 1810 Introduction to Psychology | 3 |
| BSAD 2050 Business Communications | 3 |
| ECON 2110 Principles of Macroeconomics | 3 |
| INFO 1100 Microcomputer Applications | 3 |
| MATH 1100 Topics and Ideas in Mathematics | 3 |
| | 15 |

| | |
|--|--------------|
| Core Requirements | 23 |
| General Education Requirements | 15 |
| Approved Concentration Electives | 25-33 |
| Total Credit Hours | 63-71 |

BUILD YOUR INFORMATION TECHNOLOGY DEGREE

The information technology career field has many areas of specialization. In order to give students the ability to choose their areas of specialization, the information technology department has developed several AAS degree concentrations which focus on a wide variety of topics.

STEP ONE:

Choose any two of the following career concentrations:

- Cisco Networking Academy
- Information Security
- System Administration
- Web and Visual Application Development
- Technical Services Support

STEP TWO:

Match your two chosen concentrations from each row and column to find the page for your unique AAS degree concentration. *(For example, if you chose Cisco Networking and Technical Services Support, you would find your AAS program of study on page 116.)*

STEP THREE:

Go to the page with your AAS Concentration.

| | Cisco Networking | Information Security | System Administration | Web and Visual Application Devl | Technical Services Support |
|---------------------------------|------------------|----------------------|-----------------------|---------------------------------|----------------------------|
| Cisco Networking | | pg. 118 | pg. 117 | pg. 119 | pg. 116 |
| Information Security | pg. 118 | | pg. 114 | pg. 115 | pg. 113 |
| System Administration | pg. 117 | pg. 114 | | | pg. 112 |
| Web and Visual Application Devl | pg. 119 | pg. 115 | | | pg. 120 |
| Technical Services Support | pg. 116 | pg. 113 | pg. 112 | pg. 120 | |

SYSTEM ADMINISTRATION AND TECHNICAL SERVICES SUPPORT CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the System Administration certificate option and the technical services support option. A student completing this degree will have the necessary skills to be a system administrator and provide necessary technical support within an organization.

**For a student to continue in the System Administration program they must meet the requirement of a cumulative GPA of 3.0 or higher at the completion of the courses necessary for the General IT Certificate. Please refer to the System Administration Program Grade requirement.*

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 16 |

Second Semester

| Course | Credits |
|---|---------|
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| INFO 1850 Operation Systems II | 3 |
| INFO 1600 PC System Maintenance and Repair | 3 |
| INFO 1610 PC System Maintenance and Repair Lab ... | 1 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | 17 |

Summer

| Course | Credits |
|--|---------|
| INFO 2820 Internship** | 3 |
| <i>or INFO 2020 in second semester of Sophomore year</i> | |

*See general education requirement.

**Students are encouraged to enroll in summer internships (3.0 GPA and permission of instructors required). If student does not meet internship requirements, they must enroll in INFO 2020 System Analysis and Design in the final semester.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ACCT 1100 Survey Accounting | 3 |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2660 Network + | 3 |
| | 15 |

Second Semester

| Course | Credits |
|---|---------|
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 1800 Microcomputer Applications II | 3 |
| INFO 1750 Info Tech Infrastructure Management | 3 |
| INFO 2020 Systems Analysis and Design** | 5 |
| INFO 2610 Computer Support Technology | 3 |
| INFO 2770 System Security and Compliance | 3 |
| | 15-20 |

Total Credit Hours 66-68

INFORMATION SECURITY AND TECHNICAL SERVICES SUPPORT CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the information security certificate and the technical services support certificate. A student completing this degree will have the necessary skills to provide technical services support within an organization and have the skills necessary to help the organization ensure continuous operation by safeguarding data from attacks and disasters.



The National Security Agency and Department of Homeland Security has designated Northeast Community College as an institution for CAE-2Y - National Centers of Academic Excellence in Cyber Defense 2-Year Education

Required Program of Study for
Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 16 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ACCT 1100 Survey of Accounting | 3 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab ... | 1 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2700 Cisco Networking I | 4 |
| | 17 |

| Second Semester | |
|---|---------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 1800 Microcomputer Applications II | 3 |
| INFO 2610 Computer Support Technology | 3 |
| INFO 2720 Principles of Information Security | 3 |
| INFO 2730 Information Security Lab | 1 |
| INFO 2800 CompTIA Security+ Certification | 1 |
| | 14 |

Total Credit Hours 63

*See general education requirement.

INFORMATION SECURITY AND SYSTEM ADMINISTRATION CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the information security certificate and the System Administration certificate. A student completing this degree will have the necessary skills to be an entry-level system administrator and have the skills necessary to help the organization ensure continuous operation by safeguarding data from attacks and disasters.

**For a student to continue in the System Administration program they must meet the requirement of a cumulative GPA of 3.0 or higher at the completion of the courses necessary for the General IT Certificate. Please refer to the System Administration Program grade requirement.*

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | <u>16</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab ... | 1 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 1750 Info Tech Infrastructure Management | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| | <u>17</u> |

| Summer | |
|--|---------|
| Course | Credits |
| INFO 2820 Internship** | 3 |
| <i>or INFO 2020 in second semester of Sophomore year</i> | |

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2700 Cisco Networking I | 4 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | <u>16</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| ACCT 1100 Survey of Accounting | 3 |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 2020 Systems Analysis and Design** | 5 |
| INFO 2720 Principles of Information Security | 3 |
| INFO 2730 Information Security Lab | 1 |
| INFO 2770 System Security and Compliance | 3 |
| INFO 2800 CompTIA Security+ Certification | 1 |
| | <u>14-19</u> |

Total Credit Hours 66-68

*See general education requirement.

**Students are encouraged to enroll in summer internships (3.0 GPA and permission of instructors required). If student does not meet internship requirements, they must enroll in INFO 2020 System Analysis and Design in the final semester.

WEB AND VISUAL APPLICATION DEVELOPMENT AND INFORMATION SECURITY CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the information security certificate and the web and visual application development certificate. A student completing this degree will have the necessary skills to be an entry-level application developer in multiple environments and have the skills necessary to help the organization ensure continuous operation by safeguarding data from attacks and disasters.



The National Security Agency and Department of Homeland Security has designated Northeast Community College as an institution for CAE-2Y - National Centers of Academic Excellence in Cyber Defense 2-Year Education

Required Program of Study for
Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 16 |

| Second Semester | |
|---|---------|
| Course | Credits |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| INFO 2550 Programming in Java | 4 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | 17 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ACCT 1100 Survey of Accounting | 3 |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 1440 Advanced Programming in C# | 3 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2700 Cisco Networking I | 4 |
| | 19 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 2020 Systems Analysis and Design | 5 |
| INFO 2720 Principles of Information Security | 3 |
| INFO 2730 Information Security Lab | 1 |
| INFO 2400 Advanced Web Programming | 4 |
| INFO 2800 CompTIA Security+ Certification | 1 |
| | 17 |

Total Credit Hours 69

*See general education requirement.

CISCO NETWORKING ACADEMY AND TECHNICAL SERVICES SUPPORT CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the cisco networking academy certificate and the technical services support certificate. A student completing this degree will have the necessary skills to be an entry-level networking engineer and provide necessary technical services support within an organization.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 16 |

| Second Semester | |
|---|---------|
| Course | Credits |
| ACCT 1100 Survey of Accounting | 3 |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | 19 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab ... | 1 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2700 Cisco Networking I | 4 |
| INFO 2710 Cisco Networking II | 4 |
| | 18 |

| Second Semester | |
|--|---------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 1800 Microcomputer Applications II | 3 |
| INFO 2610 Computer Support Technology | 3 |
| INFO 2720 Principles of Information Security | 3 |
| INFO 2750 Cisco Networking III | 4 |
| INFO 2760 Cisco Networking IV | 4 |
| | 17 |

Total Credit Hours 70

*See general education requirement.

CISCO NETWORKING ACADEMY AND SYSTEM ADMINISTRATION CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the cisco networking academy certificate and system administration certificate. A student completing this degree will have the necessary skills to be an entry-level system administrator and the skills necessary to be an entry-level networking engineer.

**For a student to continue in the System Administration program they must meet the requirement of a cumulative GPA of 3.0 or higher at the completion of the courses necessary for the General IT Certificate. Please refer to the System Administration Program Grade requirement.*

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 16 |

Second Semester

| Course | Credits |
|---|---------|
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab ... | 1 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 1750 Info Tech Infrastructure Management | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | 19 |

Summer

| Course | Credits |
|--|---------|
| INFO 2820 Internship** | 3 |
| <i>or INFO 2020 in second semester of Sophomore year</i> | |
| ECON 2110 Principles of Macroeconomics* | 3 |
| | 3 - 6 |

*See general education requirement.

**Students are encouraged to enroll in summer internships (3.0 GPA and permission of instructors required). If student does not meet internship requirements, they must enroll in INFO 2020 System Analysis and Design in the final semester.

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2700 Cisco Networking I | 4 |
| INFO 2710 Cisco Networking II | 4 |
| | 17 |

Second Semester

| Course | Credits |
|--|--------------|
| ACCT 1100 Survey of Accounting | 3 |
| INFO 2770 System Security and Compliance | 3 |
| INFO 2020 Systems Analysis and Design** | 5 |
| INFO 2750 Cisco Networking III | 4 |
| INFO 2760 Cisco Networking IV | 4 |
| | 14-19 |
| Total Credit Hours | 73-75 |

CISCO NETWORKING ACADEMY AND INFORMATION SECURITY CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from cisco networking academy certificate and the information security certificate. A student completing this degree will have the necessary skills to be an entry-level networking engineer with the skills necessary to help the organization ensure continuous operation by safeguarding data from attacks and disasters



The National Security Agency and Department of Homeland Security has designated Northeast Community College as an institution for CAE-2Y - National Centers of Academic Excellence in Cyber Defense 2-Year Education

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | <u>16</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | <u>16</u> |

SOPHOMORE YEAR

| First Semester | |
|--------------------------------|-----------|
| Course | Credits |
| ACCT 1100 Survey of Accounting | 3 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2700 Cisco Networking I | 4 |
| INFO 2710 Cisco Networking II | 4 |
| | <u>17</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 2720 Principles of Information Security | 3 |
| INFO 2730 Information Security Lab | 1 |
| INFO 2750 Cisco Networking III | 4 |
| INFO 2760 Cisco Networking IV | 4 |
| INFO 2800 CompTIA Security+ Certification | 1 |
| | <u>16</u> |

Total Credit Hours 65

*See general education requirement.

WEB AND VISUAL APPLICATION DEVELOPMENT AND CISCO NETWORKING ACADEMY CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the web and visual application development certificate as well as the cisco networking academy certificate. A student completing this degree will have the necessary skills to be an entry-level application developer in multiple environments and the skills necessary to be an entry-level networking engineer.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | <u>16</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| INFO 2550 Programming in Java | 4 |
| | <u>17</u> |

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| ACCT 1100 Survey of Accounting | 3 |
| INFO 1440 Advanced Programming in C# | 3 |
| INFO 2040 Project Management | 3 |
| INFO 1700 Cisco Networking I | 4 |
| INFO 2710 Cisco Networking II | 4 |
| | <u>17</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 2020 Systems Analysis and Design | 5 |
| INFO 2400 Advanced Web Programming | 4 |
| INFO 2750 Cisco Networking III | 4 |
| INFO 2760 Cisco Networking IV | 4 |
| | <u>20</u> |

Total Credit Hours 70

*See general education requirement.

WEB AND VISUAL APPLICATION DEVELOPMENT AND TECHNICAL SERVICES SUPPORT CONCENTRATION

This degree concentration combines the information technology core and general education requirements plus the courses from the web and visual application development certificate and the technical services support certificate. A student completing this degree will have the necessary skills to be an entry-level application developer in multiple environments and provide necessary technical services support within an organization.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| BSAD 2050 Business Communications* | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 16 |

| Second Semester | |
|---|---------|
| Course | Credits |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 1725 HTML, CSS, and JavaScript | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2330 Database Concepts, Design and Application | 4 |
| INFO 2550 Programming in Java | 4 |
| | 17 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| ACCT 1100 Survey of Accounting | 3 |
| INFO 1440 Advanced Programming in C# | 3 |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab ... | 1 |
| INFO 2040 Project Management | 3 |
| INFO 2650 Network Servers | 3 |
| MATH 1100 Topics and Ideas in Mathematics* | 3 |
| | 19 |

| Second Semester | |
|--|---------|
| Course | Credits |
| BSAD 1000 Human Relations and Ethics* or PSYC 1810 Introduction to Psychology* | 3 |
| INFO 1800 Microcomputer Applications II | 3 |
| INFO 2020 Systems Analysis and Design | 5 |
| INFO 2400 Advanced Web Programming | 4 |
| INFO 2610 Computer Support Technology | 3 |
| | 18 |

Total Credit Hours 70

*See general education requirement.

INFORMATION TECHNOLOGY - GENERAL CERTIFICATE

Students who complete the first semester of an Information Technology degree offering will be eligible for the general certificate.

All coursework in the Information Technology General Certificate program will apply as full credit towards the Information Technology Associate of Applied Science Degree.

Required Program of Study for Certificate (17 weeks)

| Course | Credits |
|--|---------|
| BSAD 2050 Business Communications | 3 |
| INFO 1020 Introduction to Information Technology | 3 |
| INFO 1100 Microcomputer Applications | 3 |
| INFO 1170 Operating Systems I | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 16 |
| Total Credit Hours | 16 |

CISCO NETWORKING ACADEMY CERTIFICATE

This certificate provides students with a foundation in networking skills using the Cisco Networking curriculum. Instruction includes concepts related to networking terminology and protocols, LANs and WANs, the OSI model layers, network cabling, routers, network topologies, IP addressing, switching, and network management practices. This certificate is designed to prepare students to successfully pass the Cisco Certified Network (CCNA) Certification.

All coursework in the Cisco Networking Academy Certificate program will apply as full credit towards the Information Technology Associate of Applied Science Degree.

Required Program of Study for Certificate (34 weeks)

FALL SEMESTER

| Course | Credits |
|---|---------|
| BSAD 2050 Business Communications | 3 |
| INFO 2700 Cisco Networking I | 4 |
| INFO 2710 Cisco Networking II | 4 |
| | 11 |

SPRING SEMESTER

| Course | Credits |
|--------------------------------------|---------|
| INFO 2750 Cisco Networking III | 4 |
| INFO 2760 Cisco Networking IV | 4 |
| | 8 |
| Total Credit Hours | 19 |

INFORMATION SECURITY CERTIFICATE

This certificate provides students with entry-level skills to assess the security needs of computer and networks systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. This certificate is designed to prepare students to successfully pass the CompTIA Security+ Certification.

All coursework in the Information Security Certificate program will apply as full credit towards the Information Technology Associate of Applied Science Degree.

Required Program of Study for Certificate (34 weeks)

FALL SEMESTER

| Course | Credits |
|---|---------|
| BSAD 2050 Business Communications | 3 |
| INFO 2650 Network Servers | 3 |
| INFO 2700 Cisco Networking I | 4 |
| | 10 |

SPRING SEMESTER

| Course | Credits |
|--|---------|
| INFO 1850 Operating Systems II | 3 |
| INFO 2720 Principles of Information Security | 3 |
| INFO 2730 Information Security Lab | 1 |
| INFO 2800 CompTIA Security+ Certification | 1 |
| | 8 |

Total Credit Hours 18

SYSTEM ADMINISTRATION CERTIFICATE

This certificate provides students with a foundation in system administration. Students gain an understanding of IT infrastructure, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques.

All coursework in the System Administration Certificate program will apply as full credit towards the Information Technology Associate of Applied Science Degree.

Required Program of Study for Certificate (51 weeks)

SPRING SEMESTER I

| Course | Credits |
|---|---------|
| Choose One Group: | |
| INFO 1600 PC Systems Maintenance and Repair ... and INFO 1610 PC Systems and Maintenance and Repair Lab | 3 1 |
| OR | |
| INFO 2720 Principles of Information Security | 3 |
| and INFO 2730 Information Security Lab | 1 |
| INFO 1850 Operating Systems II | 3 |
| | 7 |

FALL SEMESTER

| Course | Credits |
|---|---------|
| BSAD 2050 Business Communications | 3 |
| INFO 2660 Network + | 3 |
| INFO 2650 Network Servers | 3 |
| | 9 |

SPRING SEMESTER II

| Course | Credits |
|---|---------|
| INFO 2770 System Security and Compliance | 3 |
| INFO 1750 Info Tech Infrastructure Management | 3 |
| | 6 |

Total Credit Hours 22

TECHNICAL SERVICES SUPPORT CERTIFICATE

This certificate provides the fundamentals of computer hardware and operating system support. Graduates have the skills necessary to problem-solve for a variety of end users and are prepared for entry-level support and help desk positions. This certificate is designed to prepare students to successfully pass the CompTIA A+ Certification.

All coursework in the Technical Services Support Certificate program will apply as full credit towards the Information Technology Associate of Applied Science Degree,

Required Program of Study for Certificate (34 weeks)

FALL SEMESTER

| Course | Credits |
|---|---------|
| INFO 1170 Operating Systems I | 3 |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab ... | 1 |
| INFO 2650 Network Servers | 3 |
| | 10 |

SPRING SEMESTER

| Course | Credits |
|---|---------|
| BSAD 2050 Business Communications | 3 |
| INFO 1850 Operating Systems II | 3 |
| INFO 2610 Computer Support Technology | 3 |
| | 9 |
| Total Credit Hours | 19 |

WEB AND VISUAL APPLICATION DEVELOPMENT CERTIFICATE

This certificate provides students with a foundation in the latest GUI and web application development and design using programming languages that are needed in today's business world. Students gain hands-on experience in system design, HTML and programming.

All coursework in the Web and Visual Application Development Certificate program will apply as full credit towards the Information Technology Associate of Applied Science Degree.

Required Program of Study for Certificate (2 years)

FALL SEMESTER I

| Course | Credits |
|---|---------|
| BSAD 2050 Business Communications | 3 |
| INFO 1420 Introduction to Programming in C# | 4 |
| | 7 |

FALL SEMESTER II

| Course | Credits |
|--|---------|
| INFO 1440 Advanced Programming in C# | 3 |
| | 3 |

SPRING SEMESTER I

| Course | Credits |
|--|---------|
| INFO 1725 HTML, CSS and JavaScript | 3 |
| | 3 |

SPRING SEMESTER II

| Course | Credits |
|---|---------|
| INFO 2020 Systems Analysis and Design | 5 |
| | 5 |
| Total Credit Hours | 18 |

INFORMATION TECHNOLOGY - TRANSFER PROGRAMS

The information technology transfer program is a two-year liberal arts curriculum with emphasis in information technology classes. Through an articulation agreement with Wayne State College, these classes are designed to meet requirements for the first two years of a four-year computer information systems or computer science program. For transfer to other institutions, students should seek advice from the institutions where they will be transferring.

Suggested Program of Study for Associate of Arts Degree (2 years)

| Computer Information Systems | | Computer Science | |
|--|----------------|--|----------------|
| FRESHMAN YEAR | | FRESHMAN YEAR | |
| First Semester | | First Semester | |
| Course | Credits | Course | Credits |
| ENGL 1010 English Composition I* | 3 | INFO 1020 Introduction to Information Technology ... | 3 |
| INFO 1020 Introduction to Information Technology ... | 3 | INFO 1100 Microcomputer Applications* | 3 |
| INFO 1420 Introduction to Programming in C# | 4 | INFO 1170 Operating Systems I | 3 |
| INFO 1170 Operating Systems I | 3 | ENGL 1010 English Composition I* | 3 |
| MATH 1150 College Algebra* | 3 | MATH 1150 College Algebra* | 3 |
| | 16 | | 15 |
| Second Semester | | Second Semester | |
| Course | Credits | Course | Credits |
| INFO 1100 Microcomputer Applications | 3 | HPER 1550 Lifetime Wellness* | 3 |
| INFO 2500 Programming in C++ | 3 | INFO 2500 Programming in C++ | 3 |
| Natural Science* | 4 | Computer Science Elective** | 3 |
| English/Literature* | 3 | Natural Science* | 4 |
| World History* | 3 | English/Literature* | 3 |
| | 16 | | 16 |
| SOPHOMORE YEAR | | SOPHOMORE YEAR | |
| First Semester | | First Semester | |
| Course | Credits | Course | Credits |
| HPER 1550 Lifetime Wellness* | 3 | INFO 2550 Programming in JAVA | 4 |
| INFO 2550 Programming in JAVA | 4 | INFO 2700 Cisco Networking I | 4 |
| INFO 2700 Cisco Networking I | 4 | INFO 2710 Cisco Networking II | 4 |
| ECON 2110 Principles of Macroeconomics* | 3 | ECON 2110 Principles of Macroeconomics* | 3 |
| Oral Communication* | 3 | | 15 |
| | 17 | | |
| Second Semester | | Second Semester | |
| Course | Credits | Course | Credits |
| ACCT 1100 Survey of Accounting | 3 | INFO 2330 Database Concepts, Design and | |
| INFO 2330 Database Concepts, Design and | | Application | 4 |
| Application | 4 | Behavioral Science* | 3 |
| INFO 1725 HTML, CSS, and Java Script | 3 | Fine Arts and Language* | 3 |
| Behavioral Science* | 3 | Oral Communication* | 3 |
| Fine Arts and Language* | 3 | World History* | 3 |
| | 16 | | 16 |
| Total Credit Hours | 64 | Total Credit Hours | 62 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**see your advisor for assistance choosing electives.

LIBRARY AND INFORMATION SERVICES

As libraries increasingly use technologies, the duties of library and information services specialists will expand and evolve accordingly. LIS specialists assist with customizing databases and instruct patrons in how to use computer systems to access data. These specialists work in large libraries as well as in rural areas.

The library and information services concentration will provide information about 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 and management of a small library.

This associate of arts degree concentration is offered jointly by Central Community College and Northeast Community College in cooperation with the Nebraska Library Commission and the University of Nebraska at Omaha with Central Community College awarding the certificate. The library courses in Central Community College's certificate program are designed to provide the skills necessary for certification as a public librarian in Nebraska, with an emphasis on rural needs. For certification requirements by State please contact Central Community College. The AA degree concentration at Northeast provides an opportunity for students to transfer to the University of Nebraska at Omaha for completion of a baccalaureate degree if they choose.

Students who complete 18 hours of LIBR courses will possess the following skills and responsibilities and the ability to:

- Develop youth/young adult and senior programming
- Plan and compile budgets
- Develop collection development and management plans
- Lead specialized departmental teams in large libraries
- Purchase and process all types of materials
- Manage a small library
- Supervise library staff

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ENGL 1010 English Composition I* | 3 |
| LIBR 1010 Foundation of Library and Information Services** | 3 |
| Fine Arts and Language* | 3 |
| Social Science* | 3 |
| Elective*** | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| ENGL 1020 English Composition II* | 3 |
| LIBR 2100 Resources and Services** | 3 |
| LIBR 2150 Managing Collections in Libraries and Information Agencies** | 3 |
| LIBR 2210 Cataloging and Classification** | 3 |
| Mathematics* | 3-4 |
| | 15-16 |

For scholarship information, contact the Nebraska Library Commission at www.nlc.nebraska.gov.

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirement.

**Class provided online through Central Community College. The rotation of LIBR courses is subject to change based on availability from Central Community College. 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. LIBR 2940 has a prerequisite of 9 hours of LIBR courses.

***Recommended electives depend on educational goals. Discuss with advisor prior to enrollment. Recommended electives: Computer applications coursework, ECED 1160 Early Language and Literacy, FREN 1200 Elementary French I, FREN 1210 Elementary French II, LIBR 1310 College Research Skills and Strategies, PSYC 1000 Human Relations, SPAN 1200 Elementary Spanish I, SPAN 1210 Elementary Spanish II.

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| ENGL 2100 Introduction to Literature | 3 |
| LIBR 2940 Library Services Capstone Practicum** ... | 3 |
| LIBR 2250 Leadership and Management in Library and Information Agencies** | 3 |
| SPCH 1110 Public Speaking* | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| BIOS 1010 General Biology* | 4 |
| HPER 1550 Lifetime Wellness* | 3 |
| SOCI 2150 Exploring Unity and Diversity or SOCI 2320 Social Problems | 3 |
| History* | 3 |
| Elective*** | 3-4 |
| | 16-17 |

Total Credit Hours 61-63

MACHINING AND MANUFACTURING AUTOMATION DIPLOMA

The machining and manufacturing automation diploma program provide students the opportunity to acquire highly valued skills in an innovative, hands-on learning environment. In addition to developing basic knowledge, skills, and abilities for successful integration into manufacturing industries, the diploma program features integrating experiences through which students participate in middle skills training in introductory welding and fabrication, precision measurements, basic machining, and the operation and programming of computerized manufacturing technologies including Computer Numerical Control (CNC) and robotics. *(Enrollment in this program is limited and is based on the date of application.)*

All coursework in the Machining and Manufacturing Automation Diploma program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Diploma (34 weeks)

| First Semester | | Second Semester | |
|--|-----------|---|-------------|
| Course | Credits | Course | Credits |
| INDT 1015 Introduction to Manufacturing | 2 | WELD 1010 Related Welding | 0.5 |
| INDT 1025 Introduction to Industrial Safety | 2 | WELD 1020 Related Welding Lab | 1 |
| INDT 1170 Introduction to Total Quality Management | 2 | INDT 1085 Industrial Maintenance Fundamentals | 3 |
| INDT 1055 Print Reading for the Industrial Trades | 2 | INDT 1200 Fabrication Fundamentals Lab | 1 |
| INDT 1065 Manufacturing Technologies and Measurement | 2 | INDT 1140 Metrology | 2 |
| INDT 1150 Machining Fundamentals | 2 | INDT 1180 Computerized Manufacturing Technologies ... | 1 |
| INDT 1160 Machining Fundamentals Lab | 2 | INDT 1190 Computerized Manufacturing Technologies Lab | 1 |
| MATH 1020 Technical Mathematics I | 3 | INDT 1040 Industrial Process Dynamics | 2 |
| | <u>17</u> | INDT 1230 Manufacturing Technology Applications ... | 1 |
| | | INFO 1000 Basic Computer Applications | 2 |
| | | BSAD 2050 Business Communications or ENGL 1050 Workplace Communications | 3 |
| | | | <u>17.5</u> |
| | | Total Credit Hours | 34.5 |

MACHINING AND MANUFACTURING AUTOMATION CERTIFICATE

The machining and manufacturing automation certificate program provide students the opportunity to acquire highly valued skills in an innovative, hands-on learning environment. The program features integrating experiences through which students participate in all aspects of a manufacturing organization, from materials and processes to safety, quality, maintenance, to personal relations. Armed with a high level of both technical and nontechnical skills, program graduates are prepared for employment in a rewarding, growth-oriented, and highly competitive career in today’s manufacturing.

(Enrollment in the program is limited and is based on the date of application.)

All coursework in the Machining and Manufacturing Automation Certificate program will apply as full credit towards the Machining and Manufacturing Automation Diploma and the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Certificate (17 weeks)

| First Semester | |
|---|---------|
| Course | Credits |
| INDT 1015 Introduction to Manufacturing | 2 |
| INDT 1025 Introduction to Industrial Safety | 2 |
| INDT 1170 Introduction to Total Quality Management ... | 2 |
| INDT 1055 Print Reading for the Industrial Trades | 2 |
| INDT 1065 Manufacturing Technologies and Measurement | 2 |
| INDT 1150 Machining Fundamentals | 2 |
| INDT 1160 Machining Fundamentals Lab | 2 |
| MATH 1020 Technical Mathematics I | 3 |
| | 17 |
| Total Credit Hours | 17 |

MATHEMATICS

The mathematics curriculum is designed to provide students with a sound working base in mathematics, develop the student's ability to apply mathematical symbolism, enhance the student's problem solving and critical thinking skills, increase the student's ability to think abstractly, increase the student's ability to work independently on mathematics, and create a positive outlook toward mathematics.

The various mathematics courses provide the necessary foundation for vocational programs, as well as the requirements for the two-year liberal arts programs and preprofessional programs. They also provide preparation for mathematics majors who plan to transfer to a four-year institution.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| MATH 1600 Analytic Geometry and Calculus I* | 5 |
| BIOS 1010 General Biology* or CHEM 1090 General Chemistry I* | 4-5 |
| ENGL 1010 English Composition I* | 3 |
| INFO 1700 Introduction to Internet | 1 |
| Elective** | 3 |
| | 16-17 |

| Second Semester | |
|--|---------|
| Course | Credits |
| MATH 2010 Analytic Geometry and Calculus II* | 5 |
| CHEM 1100 General Chemistry II* or PHYS 2110 General Physics I with Calculus* | 5 |
| English/Literature* | 3 |
| Elective** | 3 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| MATH 2100 Ordinary Differential Equations | 3 |
| Technology* | 3 |
| Social Science* | 3 |
| Oral Communication* | 3 |
| Elective** | 3 |
| | 15 |

| Second Semester | |
|--|--------------|
| Course | Credits |
| MATH 2020 Analytic Geometry and Calculus III | 5 |
| MATH 2170 Applied Statistics | 3 |
| Behavioral Science* | 3 |
| Electives** | 6 |
| | 17 |
| Total Credit Hours | 64-65 |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**see your advisor for assistance choosing electives.

MEDIA ARTS

Using fully-equipped radio, television, sound recording and video production facilities, students in the Media Arts program learn and build hands-on skills for a variety of entry-level jobs in the media broadcasting, journalism, and production industries. Students must successfully complete the general education requirements, the Media Arts core requirements, as well as the approved electives for one concentration.

Required Program of Study for Associate of Applied Science Degree (2 years)

Core Requirements

| Course | Credits |
|---|-----------|
| AUDR 1600 Audio Principles and Technology I | 2 |
| AUDR 1615 Audio and Recording Techniques I Lab | 1 |
| BRDC 1010 Introduction to Mass Media | 3 |
| BRDC 1210 Television Production and Performance | 3 |
| CINE 1700 Post Production I | 1 |
| BRDC 2180 Digital Storytelling I | 1 |
| CINE 1000 Camera and Lighting I | 2 |
| CINE 1010 Camera and Lighting I Lab | 1 |
| CINE 1020 Camera and Lighting II | 2 |
| CINE 1030 Camera and Lighting II Lab | 1 |
| CINE 1200 Media Graphics | 3 |
| CINE 1720 Post Production II | 3 |
| | <u>23</u> |

General Education Requirements

| Course | Credits |
|---|-----------|
| ECON 1040 Personal Finance | 3 |
| MATH 1100 Topics and Ideas in Mathematics | 3 |
| BSAD 1000 Human Relations and Ethics or PSYC 1810 Introduction to Psychology | 3 |
| ENGL 1050 Workplace Communication | 3 |
| Science or Technology* | 3 |
| | <u>15</u> |

*As stated in the AAS requirements, the science and technology requirement is fulfilled through the extensive integration of technology throughout this program.

**See approved electives.

| | |
|--------------------------------------|--------------|
| Core Requirements | 23 |
| General Education Requirements | 15 |
| Approved Electives** | <u>24-32</u> |

Total Credits Required 62-70

Digital Cinema and Media Concentration

| Course | Credits |
|---|-----------|
| CINE 2000 Camera and Lighting III | 2 |
| CINE 2010 Camera and Lighting III Lab | 1 |
| CINE 1100 Script Writing and Analysis | 3 |
| CINE 2700 Post Production III | 3 |
| CINE 2720 Post Production IV | 3 |
| CINE 2982 Digital Cinema and Media Capstone | 4 |
| AUDR 2800 Audio and Recording Projects I | 2 |
| AUDR 2820 Audio and Recording Projects II | 2 |
| ENTR 1050 Introduction to Entrepreneurship | 3 |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab | 1 |
| BRDC 1600 Drone Operations | 1 |
| BRDC 1610 Drone Operations Lab | 1 |
| | <u>29</u> |

Audio and Recording Technology Concentration

| Course | Credits |
|--|-----------|
| AUDR 1800 Electronic Soldering | 1 |
| AUDR 1635 Audio and Recording Techniques II Lab | 3 |
| AUDR 2000 Advanced Audio Principles I | 3 |
| AUDR 2020 Advanced Audio Principles II | 3 |
| AUDR 2610 Audio and Recording Techniques III Lab | 3 |
| AUDR 2800 Audio and Recording Projects I | 2 |
| AUDR 2820 Audio and Recording Projects II | 2 |
| AUDR 2010 Audio Systems and Live Sound Lab | 2 |
| MUSC 1077 Individual Music Lessons I – Piano | 1 |
| MUSC 1117 Individual Music Lessons II – Piano | 1 |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab | 1 |
| ENTR 1050 Introduction to Entrepreneurship | 3 |
| BRDC 1600 Drone Operations | 1 |
| BRDC 1610 Drone Operations Lab | 1 |
| | <u>30</u> |

Broadcasting - Radio TV Concentration

| Course | Credits |
|---|-----------|
| BRDC 1110 Radio Production and Performance | 3 |
| BRDC 1235 Broadcast Scripts | 2 |
| BRDC 1240 Voice and Diction | 3 |
| BRDC 2160 Broadcast Operations | 3 |
| BRDC 2170 Applied TV Production I | 3 |
| BRDC 2270 Applied TV Production II | 3 |
| BRDC 2260 Broadcast Sales | 3 |
| INFO 1600 PC Systems Maintenance and Repair | 3 |
| INFO 1610 PC Systems Maintenance and Repair Lab | 1 |
| BRDC 1600 Drone Operations | 1 |
| BRDC 1610 Drone Operations Lab | 1 |
| BSAD 2265 Media Sales & Copywriting | 3 |
| | <u>29</u> |

Digital Journalism and Social Media Management Concentration

| Course | Credits |
|---|-----------|
| JOUR 1200 Writing for Print and Digital Media | 3 |
| JOUR 1150 Applied Journalism I | 3 |
| JOUR 1160 Applied Journalism II | 3 |
| BRDC 1600 Drone Operations | 1 |
| BRDC 1610 Drone Operations Lab | 1 |
| SPCH 2200 Public Relations | 3 |
| BSAD 2520 Principles of Marketing | 3 |
| BSAD 2530 Advanced Marketing | 3 |
| BRDC 2170 Applied TV Production I | 3 |
| BRDC 2270 Applied TV Production II | 3 |
| | <u>26</u> |

BROADCAST PRODUCTION CERTIFICATE

The broadcast production certificate includes courses related to the practical application of broadcast production techniques. Students who complete this certificate will gain skills necessary for entry-level assistant/support employment in radio, television and on-location broadcasting.

All coursework in the Broadcast Production Certificate program will apply as full credit towards the Associate of Applied Science in Media Arts.

Required Program of Study for Certificate (32 weeks)

| FALL SEMESTER | | SPRING SEMESTER | |
|---|-----------|---|---------|
| Course | Credits | Course | Credits |
| BRDC 1110 Radio Production and Performance | 3 | BRDC 2265 Media Sales and Copywriting | 3 |
| BRDC 1120 Broadcast News | 3 | AAS General Education* | 3 |
| CINE 1700 Post Production I | 1 | | 6 |
| BRDC 1210 Television Production and Performance I ... | 3 | | |
| | <u>10</u> | Total Credit Hours | 16 |

*See AAS general education courses.

MEDIA PRODUCTION CERTIFICATE

Students who complete the following courses in the first year of a media arts degree offering will be eligible for the media production certificate. This certificate program will provide students with the basic necessary skills for gaining entry-level employment in the areas of assistant audio engineering, broadcast production support and multimedia production.

All coursework in the Media Production Certificate program will apply as full credit towards the Associate of Applied Science in Media Arts.

Required Program of Study for Certificate (32 weeks)

| FALL SEMESTER | | SPRING SEMESTER | |
|---|----------|--|---------|
| Course | Credits | Course | Credits |
| BRDC 1010 Intro to Mass Media | 3 | AUDR 1600 Audio Principles and Technology I | 2 |
| CINE 1000 Camera and Lighting I | 2 | AUDR 1615 Audio and Recording Techniques I Lab | 1 |
| CINE 1010 Camera and Lighting I Lab | 1 | CINE 1200 Media Graphics | 3 |
| CINE 1700 Post Production I | 1 | AAS General Education* | 3 |
| | <u>7</u> | | 9 |
| | | Total Credit Hours | 16 |

*See AAS general education courses.

RECORDING STUDIO PRODUCTION CERTIFICATE

The recording studio production certificate includes courses related to the practical application of recording studio techniques. Students who earn this certificate will have the skills necessary for entry-level audio engineering in both studio and live environments.

All coursework in the Recording Studio Production Certificate program will apply as full credit towards the Associate of Applied Science in Media Arts.

Required Program of Study for Certificate (32 weeks)

| SPRING SEMESTER | | FALL SEMESTER | |
|--|----------|---|---------|
| Course | Credits | Course | Credits |
| AUDR 1600 Audio Principles and Technology I | 2 | AUDR 2000 Advanced Audio Principles I | 3 |
| AUDR 1615 Audio and Recording Techniques I Lab | 1 | AUDR 1635 Audio and Recording Techniques II Lab ... | 3 |
| AUDR 1800 Electronic Soldering | 1 | BRDC 1010 Intro to Mass Media | 3 |
| AAS General Education* | 3 | | 9 |
| | <u>7</u> | | |
| | | Total Credit Hours | 16 |

*See AAS general education courses.

VIDEO PRODUCTION CERTIFICATE

The video production certificate includes courses related to the practical application of video production techniques. Students who complete this certificate program will gain skills necessary for entry-level work in the field of video production, camera operation, graphics and multimedia production.

All coursework in the Video Production Certificate program will apply as full credit towards the Associate of Applied Science in Media Arts.

Required Program of Study for Certificate (48 weeks)

| FALL SEMESTER I | | FALL SEMESTER II | |
|--|----------|---|---------|
| Course | Credits | Course | Credits |
| CINE 1000 Camera and Lighting I | 2 | CINE 2700 Post Production III** | 3 |
| CINE 1010 Camera and Lighting Lab I | 1 | CINE 2000 Camera and Lighting III | 2 |
| CINE 1700 Post Production I | 1 | CINE 2010 Camera and Lighting Lab III | 1 |
| | <u>4</u> | AAS General Education* | 2-3 |
| | | | 8 - 9 |
| SPRING SEMESTER I | | Total Credit Hours | 18-19 |
| Course | Credits | | |
| CINE 1720 Post Production II | 3 | | |
| CINE 1020 Camera and Lighting II | 2 | | |
| CINE 1030 Camera and Lighting Lab II | 1 | | |
| | <u>6</u> | | |

*See AAS general education courses.

**May be substituted with CINE 1200 Media Graphics.

MUSIC BUSINESS

After successful completion of the music business concentration, students may choose to seek employment in a variety of music-related occupations or transfer into a bachelor's degree program at a four-year institution. Career opportunities are found in a variety of music-related occupations such as sales, marketing, management, radio and television stations, and the recording industry.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1077 Individual Music Lessons I-Piano and/or MUSC 1070-1082 Individual Music Lessons I (major)*** | 1-2 |
| MUSC 1051-1056 Applied Music Basics I*** | 1 |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 1220 Music Theory I | 3 |
| MUSC 1250 Ear Training I and Sight Singing | 2 |
| ENGL 1010 English Composition I* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| | <u>14-15</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1117 Individual Music Lessons II-Piano and/or MUSC 1110-1122 Individual Music Lessons II (major)*** | 1-2 |
| MUSC 1051-1056 Applied Music Basics I*** or MUSC 1061-1066 Applied Music Basics II*** | 1 |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 1230 Music Theory II | 3 |
| MUSC 1260 Ear Training II and Sight Singing | 2 |
| Mathematics* | 3-5 |
| English/Literature* | 3 |
| Business Elective** | 3 |
| | <u>17-20</u> |

SOPHOMORE YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 2077 Individual Music Lessons III-Piano and/or MUSC 2070-2082 Individual Music Lessons III (major)*** | 1-2 |
| ACCT 1100 Survey of Accounting or ACCT 1200 Principles of Accounting I | 3 |
| History* | 3 |
| Natural Science* | 4-5 |
| Social Science* | 3 |
| | <u>15-17</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1010 Introduction to Music* | 3 |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 2117 Individual Music Lessons IV-Piano and/or MUSC 2110-2122 Individual Music Lessons IV (major)*** | 1-2 |
| SPCH 1110 Public Speaking* | 3 |
| Behavioral Science* | 3 |
| Business Elective** | 3 |
| | <u>14-15</u> |
| Total Credit Hours | 60-67 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Suggested electives include MUSC 2220 Music Theory III and MUSC 2250 Ear Training III and Sight Singing, MUSC 2230 Music Theory IV and MUSC 2260 Ear Training IV and Sight Singing, BSAD 1050 Introduction to Business, BSAD 2230 Retail Management, BSAD 2520 Principles of Marketing, BSAD 2540 Principles of Management, music ensembles, applied music, applied music basics, or improvisational techniques.

***Depends on student's needs, interests, abilities, and/or college transfer.

MUSIC EDUCATION

After successful completion of the music education concentration, students may transfer into a bachelor’s degree program at a four-year institution. This course of study will help students develop the skills and background needed for teaching with emphasis on public school music teaching.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|--------------|
| Course | Credits |
| MUSC 1077 Individual Music Lessons I-Piano and/or MUSC 1070-1082 Individual Music Lessons I (major)** | 1-2 |
| MUSC 1051-1056 Applied Music Basics I** | 1 |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 1220 Music Theory I | 3 |
| MUSC 1250 Ear Training I and Sight Singing | 2 |
| MUSC 1010 Introduction to Music* | 3 |
| ENGL 1010 English Composition I* | 3 |
| Social Science* | 3 |
| | <u>17-18</u> |

| Second Semester | |
|---|--------------|
| Course | Credits |
| MUSC 1117 Individual Music Lessons II-Piano and/or MUSC 1110-1122 Individual Music Lessons II (major)** | 1-2 |
| MUSC 1051-1056 Applied Music Basics I or MUSC 1061-1066 Applied Music Basics II** | 1 |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 1230 Music Theory II | 3 |
| MUSC 1260 Ear Training II and Sight Singing | 2 |
| Mathematics* | 3-5 |
| English/Literature* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| | <u>17-20</u> |

SOPHOMORE YEAR

| First Semester | |
|---|--------------|
| Course | Credits |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 2077 Individual Music Lessons III-Piano and/or MUSC 2070-2082 Individual Music Lessons III (major)** | 1-2 |
| MUSC 2220 Music Theory III | 3 |
| MUSC 2250 Ear Training III and Sight Singing | 2 |
| EDUC 1110 Introduction to Professional Education ... | 3 |
| History* | 3 |
| Natural Science* | 4-5 |
| | <u>17-19</u> |

| Second Semester | |
|---|--------------|
| Course | Credits |
| MUSC 1130 or 1180 (major ensemble) | 1 |
| MUSC 2117 Individual Music Lessons IV-Piano and/or MUSC 2110-2122 Individual Music Lessons IV (major)** | 1-2 |
| MUSC 2230 Music Theory IV | 3 |
| MUSC 2260 Ear Training IV and Sight Singing | 2 |
| EDUC 2800 Professional Practicum | 1-2 |
| SPCH 1110 Public Speaking* | 3 |
| Behavioral Science* | 3 |
| | <u>14-15</u> |
| Total Credit Hours | 65-73 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Depends on student’s needs, interests, abilities, and/or college transfer.

MUSIC PERFORMANCE

After successful completion of the music performance concentration, students may choose to seek employment in a variety of music-related occupations or transfer into a bachelor's degree program at a four-year institution. Career opportunities in professional music include the areas of vocal and instrumental performance, arranging, conducting, composition, and many others. Choirs, bands, clubs and restaurants, musical theaters, and the recording industry are among the employment concentrations in this field.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1077 Individual Music Lessons I-Piano and/or MUSC 1070-1082 Individual Music Lessons I (major/minor)*** | 1-2 |
| MUSC 1130 or 1180 (major ensemble)*** | 1 |
| MUSC 1220 Music Theory I | 3 |
| MUSC 1250 Ear Training I and Sight Singing | 2 |
| MUSC 1010 Introduction to Music* | 3 |
| ENGL 1010 English Composition I* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| | <u>16-17</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1117 Individual Music Lessons II-Piano and/or MUSC 1110-1122 Individual Music Lessons II (major/minor)*** | 1-2 |
| MUSC 1130 or 1180 (major ensemble)*** | 1 |
| MUSC 1230 Music Theory II | 3 |
| MUSC 1260 Ear Training II and Sight Singing | 2 |
| Mathematics* | 3-5 |
| English/Literature* | 3 |
| Behavioral Science* | 3 |
| | <u>16-19</u> |

SOPHOMORE YEAR

| First Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1130 or 1180 (major ensemble)*** | 1 |
| MUSC 2077 Individual Music Lessons III-Piano and/or MUSC 2070-2082 Individual Music Lessons III (major/minor)*** | 1-2 |
| MUSC 2220 Music Theory III | 3 |
| MUSC 2250 Ear Training III and Sight Singing | 2 |
| History* | 3 |
| Natural Science* | 4-5 |
| | <u>14-16</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| MUSC 1130 or 1180 (major ensemble)*** | 1 |
| MUSC 2117 Individual Music Lessons IV-Piano and/or MUSC 2110-2122 Individual Music Lessons IV (major/minor)*** | 1-2 |
| MUSC 2230 Music Theory IV | 3 |
| MUSC 2260 Ear Training IV and Sight Singing | 2 |
| SPCH 1110 Public Speaking* | 3 |
| Social Science* | 3 |
| Electives** | 1 |
| | <u>14-15</u> |

Total Credit Hours 60-67

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Suggested electives include music ensembles, applied music, applied music basics, improvisational techniques, other music and education courses, psychology courses and humanities courses.

***Depends on student's needs, interests, abilities, and/or college transfer.

NURSING

The nursing programs at Northeast Community College are designed to allow the students maximum mobility for either the practical or associate degree nursing education. All students accepted into the program who successfully complete the first two semesters receive a diploma in practical nursing and may opt to take the NCLEX-PN exam for licensure. Upon successful completion of the practical nursing program, a student is eligible to complete the last two semesters of the program to receive an associate degree in nursing and take the NCLEX-RN exam. Students must achieve a grade of 'B' or better in all Nursing (NURS) coursework.

The nursing program may be completed in one, two, or multiple years with full-time and part-time options. The nursing program admission is competitive. See nursing program admission requirements for detailed information.

Students will be required to submit to a criminal background check and drug testing prior to acceptance into the program.



The Practical Nursing Program and the Associate Degree Nursing Programs are approved by the Nebraska State Board of Nursing.

The Associate Degree in Nursing Program is accredited by:
The Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400; Atlanta, GA 30326;
(404) 975-5000; www.acenursing.org

Required Program of Study for Practical and Associate Degree in Nursing (2 years)

FRESHMAN YEAR

| Summer Session | |
|---|---------|
| Course | Credits |
| BIOS 2250 Introduction to Human Anatomy and Physiology I* | 4 |

| First Semester | |
|--|-----------|
| Course | Credits |
| BIOS 2260 Introduction to Human Anatomy and Physiology II* | 4 |
| MATH 1025 Math for Health Care Professionals* | 3 |
| NURS 1010 Nursing Process and Critical Thinking I | 3 |
| NURS 1060 Pathophysiology of Disease Processes I | 1.5 |
| NURS 1100 Nursing Science I | 3 |
| NURS 1110 Health Assessment and Health Promotion I | 2 |
| NURS 1120 Pharmacology and Nursing Practice I | 1.5 |
| NURS 1180 Nursing's Role I | 1 |
| | <u>19</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| BIOS 2460 Microbiology* | 4 |
| ENGL 1010 English Composition I* | 3 |
| NURS 1070 Pathophysiology of Disease Processes II | 1.5 |
| NURS 1125 Pharmacology and Nursing Practice II | 1.5 |
| NURS 1130 Nursing Process and Critical Thinking II | 3 |
| NURS 1140 Nursing Science II | 3 |
| NURS 1150 Intravenous Therapy for Practical Nursing | 1 |
| NURS 1185 Nursing's Role II | 1 |
| | <u>18</u> |

| | |
|---|----|
| Total Nursing Hours in Curriculum | 23 |
| Total General Education Hours | 18 |
| | |
| Total Hours in Practical Nursing Curriculum | 41 |
| Upon successful completion, student may graduate and take NCLEX-PN Exam for licensure as a Practical Nurse. | |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| NURS 2120 Pharmacology and Nursing Practice III | 1 |
| NURS 2150 Nursing Process and Critical Thinking III | 4 |
| NURS 2160 Nursing Science III | 5 |
| NURS 2165 Nursing's Role III | 1 |
| PSYC 1810 Introduction to Psychology* | 3 |
| SPCH 1010 Fundamentals of Communication* | 3 |
| | <u>17</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| NURS 2170 Nursing Process and Critical Thinking IV | 4 |
| NURS 2180 Nursing Science IV | 4 |
| NURS 2185 Nursing's Role IV | 3 |
| Elective*/** | 3 |
| | <u>14</u> |

| | |
|-----------------------------------|----|
| Total Nursing Hours in Curriculum | 45 |
| Total General Education Hours | 27 |
| | |
| Total Hours in ADN Curriculum | 72 |

Upon successful completion, student may graduate and take NCLEX-RN Exam for licensure as a Registered Nurse.

Note: A total of 18 hours of general education courses are required for the PN program. These courses are marked with an asterisk () in the Freshman Year. 27 to 28 hours of general education courses are required for the ADN program. These are all courses marked with an asterisk (*) including those listed in the Sophomore Year.*

*These courses may be taken before admittance to the program or in conjunction with the nursing courses, post-admission.

**Electives: ENGL 1020 English Composition II, MATH 2170 Applied Statistics, PSYC 2200 Lifespan Psychology, SOCI 1010 Introduction to Sociology, CHEM 1090 General Chemistry I, HOEC 1050 Nutrition, LIBR 1310 College Research Skills and Strategies, NURS 2100 Health Care Ethics.

NURSING

The following program of study is designed for licensed practical nurses who are interested in returning to college after a period of years to become a registered nurse.

A Licensed Practical Nurse (LPN) who feels he/she has established a good base of knowledge and nursing experience may wish to take the next step and become a Registered Nurse (RN). LPNs seeking higher salaries, more responsibility, and career advancement should think about a career as an RN. Choosing to become an RN can be a great career move and becoming a Registered Nurse through an LPN to Associate Degree in Nursing (ADN) program at Northeast Community College can have many benefits. The LPN to ADN program is designed for qualified Licensed Practical Nurses who wish to become Registered Nurses with a minimum amount of time and with little repeat of course content and credits.

The difference between a LPN and a RN may seem small at first glance, but differ greatly in the education required to achieve licensure, and the opportunities afforded to each down the road are what really makes the difference. Many more options become available to an RN as they gain more experience, ones that will not be offered to an LPN regardless of experience or base knowledge.

All coursework in the Nursing- Practical Diploma program will apply as full credit towards the Associate Degree Nursing, the Associate of Arts Degree, or the Associate of Science Degree.



The Associate Degree Nursing Program is approved by the Nebraska State Board of Nursing and accredited by The Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400; Atlanta, GA 30326;
(404) 975-5000; www.acenursing.org

Required Program of Study for LPN to ADN

General Education Courses

| Course | Credits |
|---|---------|
| BIOS 2250 Introduction to Human Anatomy and Physiology I | 4 |
| BIOS 2260 Introduction to Human Anatomy and Physiology II | 4 |
| BIOS 2460 Microbiology | 4 |
| ENGL 1010 English Composition I | 3 |
| MATH 1025 Math for Health Care Professionals | 3 |
| PSYC 1810 Introduction to Psychology | 3 |
| SPCH 1010 Fundamentals of Communication | 3 |
| Electives* | 3-4 |
| | 27-28 |

Upon successful completion, student may graduate and take NCLEX- RN Exam for licensure as a Registered Nurse.

*Electives: ENGL 1020 English Composition II, MATH 2170 Applied Statistics, PSYC 2200 Lifespan Psychology, SOCI 1010 Introduction to Sociology, CHEM 1090 General Chemistry I, HOEC 1050 Nutrition, LIBR 1310 College Research Skills and Strategies, NURS 2100 Health Care Ethics.

Nursing Courses

Summer

| Course | Credits |
|---|---------|
| NURS 1120 Pharmacology and Nursing Practice I | 1.5 |
| NURS 1125 Pharmacology and Nursing Practice II | 1.5 |
| NURS 1150 Intravenous Therapy for Practical Nursing ... | 1 |
| | 4 |

First Semester

| Course | Credits |
|--|---------|
| NURS 1060 Pathophysiology of Disease Processes I ... | 1.5 |
| NURS 1110 Health Assessment and Health Promotion I | 2 |
| NURS 2120 Pharmacology and Nursing Practice III | 1 |
| NURS 2150 Nursing Process and Critical Thinking III ... | 4 |
| NURS 2160 Nursing Science III | 5 |
| NURS 2165 Nursing's Role III | 1 |
| | 14.5 |

Second Semester

| Course | Credits |
|--|---------|
| NURS 1070 Pathophysiology of Disease Processes II ... | 1.5 |
| NURS 2170 Nursing Process and Critical Thinking IV ... | 4 |
| NURS 2180 Nursing Science IV | 4 |
| NURS 2185 Nursing's Role IV | 3 |
| | 12.5 |

NURSING: PRE-PROFESSIONAL

The pre-professional nursing program consists of general education course work required to obtain an Associate of Science Degree or an Associate of Arts Degree from Northeast Community College and prepare students for admission to a nursing program (practical nursing program or associate degree in nursing). Course work may also be transferred to a four-year institution in pursuit of a Bachelor of Science in nursing. Please see advisor for individual advising.

Suggested Program of Study for Associate of Science Degree (2 years) (Preferred Pathway)

FRESHMAN YEAR

First Semester

| Course | Credits |
|---------------------------------------|---------|
| BIOS 1010 General Biology* | 4 |
| ENGL 1010 English Composition I* | 3 |
| NURA 1110 Nurse Aide | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| Behavioral & Social Sciences* | 3 |
| | 16 |

Second Semester

| Course | Credits |
|--|---------|
| BIOS 2460 Microbiology* | 4 |
| MATH 1150 College Algebra* | 3 |
| MATH 1220 Trigonometry | 3 |
| PSYC 2200 Lifespan Psychology | 3 |
| SPCH 1010 Fundamentals of Communication* | 3 |
| | 16 |

SOPHOMORE YEAR

First Semester

| Course | Credits |
|--|---------|
| BIOS 2250 Introduction to Human Anatomy and Physiology I | 4 |
| CHEM 1090 General Chemistry I | 4 |
| Behavioral & Social Sciences* | 3 |
| Technology* | 3 |
| Electives*** | 3 |
| | 17 |

Second Semester

| Course | Credits |
|---|---------|
| BIOS 2260 Introduction to Human Anatomy and Physiology II | 4 |
| HOEC 1050 Nutrition | 3 |
| Mathematics* | 5 |
| Humanities* | 3 |
| | 15 |

Total Credit Hours **64**

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

First Semester

| Course | Credits |
|----------------------------------|---------|
| BIOS 1010 General Biology* | 4 |
| ENGL 1010 English Composition I* | 3 |
| NURA 1110 Nurse Aide | 3 |
| Behavioral Science* | 3 |
| | 13 |

Second Semester

| Course | Credits |
|---|---------|
| BIOS 2460 Microbiology | 4 |
| SPCH 1010 Fundamentals of Communication* | 3 |
| MATH 1025 Math for Health Care Professionals* | 3 |
| History* | 3 |
| | 13 |

SOPHOMORE YEAR

First Semester

| Course | Credits |
|--|---------|
| BIOS 2250 Introduction to Human Anatomy and Physiology I | 4 |
| CHEM 1090 General Chemistry I | 4 |
| HPER 1550 Lifetime Wellness* | 3 |
| English/Literature* | 3 |
| Electives** | 4 |
| | 18 |

Second Semester

| Course | Credits |
|---|---------|
| BIOS 2260 Introduction to Human Anatomy and Physiology II | 4 |
| HOEC 1050 Nutrition | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| Fine Arts and Language* | 3 |
| Social Science* | 3 |
| | 16 |

Total Credit Hours **60**

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Suggested electives: HLTH 1060 Comprehensive Medical Terminology

NURSING: UNMC TRANSFER

The unique partnership between Northeast Community College and the University Nebraska Medical Center allows students interested in pursuing a bachelor's degree in nursing the opportunity to complete general education requirements at Northeast and continue to attend classes for nursing in Norfolk at UNMC's College of Nursing - Northern Division. Students must earn a grade of "C+" or above in all courses listed below to ensure eligibility of transfer credit. A current CNA certification is also required by UNMC.

Admission into the UNMC BSN program is selective and very competitive. A separate application is required for admission to UNMC. Minimum pre-requisite grade point average of 3.0 is required for admission; however, priority admission to the traditional BSN program is 3.3 or higher on a 4.0 scale. You may contact diana.rizzo@unmc.edu with any admission or application questions.

Northeast Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester* | |
|---|-----------|
| Course | Credits |
| BIOS 1010 General Biology* | 4 |
| CHEM 1090 General Chemistry I* | 4 |
| ENGL 1010 English Composition I* | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| | <u>14</u> |

Plan for upcoming math requirement, see advisor.

Second Semester

| Course | Credits |
|---|-----------|
| BIOS 2460 Microbiology*** | 4 |
| ENGL 1020 English Composition II* | 3 |
| HOEC 1050 Nutrition*** | 3 |
| MATH 1150 College Algebra*/*** | 3 |
| SOCI 1010 Introduction to Sociology | 3 |
| | <u>16</u> |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**UNMC Electives:

Group II: GEOG 1020 World Regional Geography, ECON 2110 Principles of Macroeconomics, POLS 1000 American Government, AGRI 1290 International Agriculture-Agribusiness, AGRI 1310 Agricultural Marketing System, AGRI 1410 Intro to the Economics of Agriculture, BRDC 1010/JOUR 1010 Introduction to Mass Media, BSAD 2140 Principles of Banking, BSAD 2250 International Business, CRIM 1010 Intro to Criminal Justice, CRIM 1020 Introduction to Corrections, CRIM 2000 Criminal Law, CRIM 2030 Police and Society, CRIM 2100 Juvenile Justice, CRIM 2200/SOCI 2200 Criminology, ECON 2120 Principles of Microeconomics, ENTR 1050 Intro to Entrepreneurship, HIST 1030 European Civilization I, HIST 1040 European Civilization II, HIST 1050 World History I, HIST 1060 World History II, HIST 2010 American History I, HIST 2020 American History II, POLS 1200 Intro to Political Science, SOCI 2320 Social Problems.

Group III: SOCI 2300 Sociology of Deviant Behavior, PSYC 2110 Child and Adolescent Psychology, PSYC 2500 Social Psychology, PSYC 2800 Abnormal Psychology, CRIM 2300 Sociology of Deviant Behavior, ECED 1110 Infant/Toddler Development, ECED/EDUC 2070 Family and Community Relationships, SOCI 1100 Introduction to Family Living, CRIM 2200/SOCI 2200 Criminology, SPCH 1100 Small Group Communication, SPCH 2010 Interpersonal Communication.

Group IV: ECED/EDUC 2070 Family and Community Relationships, SOCI 2150 Exploring University and Diversity, SOCI 2320 Social Problems, or Language courses (SPAN 1200, 1210, FREN 1200, 1210).

***Courses must be completed within 7 years of start at UNMC. (*Seven-year rule is waived for RN to BSN students.*)

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| BIOS 2250 Intro. to Human Anatomy and Physiology I*** | 4 |
| MATH 2170 Applied Statistics* | 3 |
| PSYC 2200 Lifespan Psychology*** | 3 |
| SPCH 1010 Fundamentals of Communication* | 3 |
| Group III Course** | 3 |
| | <u>16</u> |

Second Semester

| Course | Credits |
|--|-----------|
| BIOS 2260 Intro. to Human Anatomy and Physiology II*** | 4 |
| INFO 1010 Fundamentals of Information Technology* or INFO 1100 Microcomputer Applications* | 3 |
| NURS 2100 Health Care Ethics | 3 |
| Group II Course** | 3 |
| Group IV Course** | 3 |
| | <u>16</u> |

Total Credit Hours 62

PARAMEDIC

The EMS training program offers two different programs of study for the student desiring to become a paramedic. Both programs will develop field/clinical ready paramedics with the required knowledge and skills to care for patients who are injured due to trauma or suffer from medical problems. The degree program is presented in a less intense pace and allow for additional skill time. Students will receive their Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Prehospital Trauma Life Support (PHTLS) and Advanced Medical Life Support (AMLS) certifications during this program of study and will be eligible to take the National Registry for Emergency Medical Technicians- Paramedic test. Upon successful certification by the National Registry, students will be able to apply for their license to practice as a Paramedic in the State of Nebraska. This program is approved through the State of Nebraska Department of Health and Human Services Regulation and Licensure.

Completion of EMTL 1840 Emergency Medical Technician Part I and EMTL 1845 Emergency Medical Technician Part II or current EMT license or certification by National Registry of EMT are a prerequisite for acceptance into the Northeast Paramedic program.

Many of the field and clinical sites used by Northeast Community College for the paramedic program require that students coming into their facilities have a criminal background check completed. Students will be required to submit to a criminal background check and drug testing each year of the paramedic program. Individuals with a criminal record may not be eligible to complete clinical/field education in some settings based on the results of their criminal background check. Students will also be required to have a physical and show proof of current immunizations at the beginning of each school year.



The Northeast Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
 To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs
 9355 113th St. N. #7709 | Seminole, FL 33775
 (727) 210-2350 | FAX (727) 210-2354 | www.caahep.org
 To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312 | Rowlett, TX 75088
 (214) 703-8445 | FAX (214) 703-8992 | www.coaemsp.org

Required Program of Study for Associate of Applied Science (2 years)

FRESHMAN YEAR

| First Semester | |
|---|-------------|
| Course | Credits |
| EMTL 2641 Paramedic I | 5 |
| EMTL 2651 Paramedic Clinical Practicum I | 1.5 |
| EMTL 2661 Paramedic Field Practicum I | 1 |
| EMTL 2760 Paramedic Lab I | 1 |
| Mathematics* | 3 |
| HLTH 1060 Comprehensive Medical Terminology | 3 |
| | <u>14.5</u> |

| Second Semester | |
|---|-------------|
| Course | Credits |
| EMTL 2642 Paramedic II | 5 |
| EMTL 2652 Paramedic Clinical Practicum II | 1.5 |
| EMTL 2662 Paramedic Field Practicum II | 1 |
| EMTL 2761 Paramedic Lab II | 1 |
| BSAD 1000 Human Relations and Ethics* | 3 |
| BSAD/ECON 1040 Personal Finance* | 3 |
| | <u>14.5</u> |

*See general education requirements.

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| EMTL 2643 Paramedic III | 5 |
| EMTL 2653 Paramedic Clinical Practicum III | 2 |
| EMTL 2663 Paramedic Field Practicum III | 1 |
| EMTL 2860 Paramedic Lab III | 1 |
| Communication* | 3 |
| | <u>12</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| EMTL 2644 Paramedic IV | 5 |
| EMTL 2654 Paramedic Clinical Practicum IV | 2 |
| EMTL 2664 Paramedic Field Practicum IV | 1 |
| EMTL 2861 Paramedic Lab IV | 1 |
| Science or Technology* | 6 |
| | <u>15</u> |

| Summer Session I and II | |
|---|-------------|
| Course | Credits |
| EMTL 2852 Paramedic Field Internship | 4.25 |
| EMTL 1870 Prehospital Trauma Life Support | 1 |
| EMTL 1880 Advanced Medical Life Support | 1 |
| | <u>6.25</u> |

Total Credit Hours 62.25

PARAMEDIC DIPLOMA

The EMS training program offers two different programs of study for the student desiring to become a paramedic. Both programs will develop field/clinical ready paramedics with the required knowledge and skills to care for patients who are injured due to trauma or suffer from medical problems. The degree program is presented in a less intense pace and allow for additional skill time. Students will receive their Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Prehospital Trauma Life Support (PHTLS) and Advanced Medical Life Support (AMLS) certifications during this program of study and will be eligible to take the National Registry for Emergency Medical Technicians- Paramedic test. Upon successful certification by the National Registry, students will be able to apply for their license to practice as a Paramedic in the State of Nebraska. This program is approved through the State of Nebraska Department of Health and Human Services Regulation and Licensure.

Completion of EMTL 1840 Emergency Medical Technician Part I and EMTL 1845 Emergency Medical Technician Part II or current EMT license or certification by National Registry of EMT are a prerequisite for acceptance into the Northeast Paramedic program.

Many of the field and clinical sites used by Northeast Community College for the paramedic program require that students coming into their facilities have a criminal background check completed. Students will be required to submit to a criminal background check and drug testing each year of the paramedic program. Individuals with a criminal record may not be eligible to complete clinical/field education in some settings based on the results of their criminal background check. Students will also be required to have a physical and show proof of current immunizations at the beginning of each school year.

All coursework in the Paramedic Diploma program will apply as full credit towards the Associate of Applied Science in Media Arts.



The Northeast Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs
 9355 113th St. N. #7709 | Seminole, FL 33775
 (727) 210-2350 | FAX (727) 210-2354 | www.caahep.org
 To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312 | Rowlett, TX 75088
 (214) 703-8445 | FAX (214) 703-8992 | www.coaemsp.org

Required Program of Study for Diploma (1 year)

| Fall Semester - First 8 weeks | | Spring Semester - First 8 weeks | |
|---|----------|--|------------|
| Course | Credits | Course | Credits |
| EMTL 2641 Paramedic I | 5 | EMTL 2643 Paramedic III | 5 |
| EMTL 2651 Paramedic Clinical Practicum I | 1.5 | EMTL 2653 Paramedic Clinical Practicum III | 2 |
| EMTL 2661 Paramedic Field Practicum I | 1 | EMTL 2663 Paramedic Field Practicum III | 1 |
| Mathematics (16 weeks) | <u>3</u> | Communication (16 weeks) | <u>3-6</u> |
| | 10.5 | | 11-14 |
| Fall Semester - Second 8 weeks | | Spring Semester - Second 8 weeks | |
| Course | Credits | Course | Credits |
| EMTL 2642 Paramedic II | 5 | EMTL 2644 Paramedic IV | 5 |
| EMTL 2652 Paramedic Clinical Practicum II | 1.5 | EMTL 2654 Paramedic Clinical Practicum IV | 2 |
| EMTL 2662 Paramedic Field Practicum II | <u>1</u> | EMTL 2664 Paramedic Field Practicum IV | <u>1</u> |
| | 7.5 | | 8 |
| Summer Session I and II | | | |
| Course | | Course | Credits |
| EMTL 2852 Paramedic Field Internship | 4.25 | EMTL 1870 Prehospital Trauma Life Support | 1 |
| EMTL 1880 Advanced Medical Life Support | <u>1</u> | | |
| | | | 6.25 |
| Total Credit Hours | | 43.25-46.25 | |

PERSONAL TRAINING DIPLOMA

The personal training diploma develops an understanding of techniques used in personal training. Graduates of the program are prepared for entry level employment in the personal training field. Students will take the “National Council on Strength & Fitness” exam and become a Certified Personal Trainer after successfully passing the exam.

All coursework in the Personal Training Diploma program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Diploma (34 weeks)

| First Semester | | Second Semester | |
|--|-----------|--|---------|
| Course | Credits | Course | Credits |
| SPCH 1110 Public Speaking | 3 | BIOS 2250 Anatomy and Physiology I | 4 |
| HPER 1550 Lifetime Wellness | 3 | HPER 1520 Nutrition for Fitness and Sport or | |
| HPER 2310 Community Health | 3 | HOEC 1050 Nutrition | 3 |
| HPER 2210 Introduction to Exercise Science | 4 | HPER 2300 Stress Management | 3 |
| HPER 1325 Introduction to Yoga, | | HPER 2410 Advanced Exercise Science | 4 |
| HPER 1326 Introduction to Pilates, | | HPER 1245 Weight Management | 1 |
| HPER 2060 Weight Training, or | | | 15 |
| Approved HPER Electives* | 3 | | |
| | <u>16</u> | Total Credit Hours | 31 |

*see your advisor for assistance choosing electives.

PERSONAL TRAINING

Students pursuing a career in the fitness industry are able to complete an Associate of Arts degree with a concentration in Personal Training. Personal Training has been identified as a rapidly growing industry at both the state and national levels. The curriculum is designed to integrate the educational and practical skills necessary to become an exercise professional. Upon completion of this Associate of Arts degree, students will be prepared to take a national certifying exam. They may choose to enter the workforce as a certified personal trainer or continue their education at a transfer institution to obtain a bachelor’s degree in a fitness related area.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| HPER 1325 Introduction to Yoga | 1 |
| HPER 1550 Lifetime Wellness* | 3 |
| HPER 1326 Introduction to Pilates | 1 |
| HPER 2210 Introduction to Exercise Science | 4 |
| HPER 2310 Community Health | 3 |
| ENGL 1010 English Composition I* | 3 |
| | 15 |

| Second Semester | |
|---|---------|
| Course | Credits |
| BIOS 2250 Human Anatomy and Physiology I* | 4 |
| HPER 2300 Stress Management | 3 |
| HPER 1245 Weight Management | 1 |
| HPER 2410 Advanced Exercise Science | 4 |
| HPER 1520 Nutrition for Fitness and Sport or HOEC 1050 Nutrition | 3 |
| HPER 1270 Aerobic Fitness | 1 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| HPER 1240 Circuit Training | 1 |
| HPER 1510 Introduction to Health, Physical Education and Recreation | 3 |
| HPER 2400 Care and Prevention of Athletic Injuries ... | 3 |
| Math 1100 Topic and Ideas in Mathematics* | 3 |
| Oral Communication* | 3 |
| Fine Arts and Language* | 3 |
| | 16 |

| Second Semester | |
|---|-----------|
| Course | Credits |
| HPER 2200 First Aid and CPR for Healthcare Provider ... | 3 |
| History* | 3 |
| Social Science* | 3 |
| English/Literature* | 3 |
| Behavioral Science* | 3 |
| | 15 |
| Total Credit Hours | 62 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

PHYSICAL EDUCATION-TEACHER EDUCATION

Students pursuing a career in the Physical Education-Teacher Education field are able to complete an Associate of Arts degree with a concentration in Physical Education-Teacher Education. The curriculum is designed to integrate the educational and practical training skills needed to be a Physical Education teacher. Upon completion of this Associate of Arts degree, students will continue their education at a transfer institution to obtain a bachelor's degree in Education.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| BIOS 1010 Biology* | 4 |
| HPER 1510 Introduction to Health, Physical Education and Recreation | 3 |
| ENGL 1010 English Composition I* | 3 |
| HPER 2110 Individual and Dual Sports | 3 |
| MATH 1150 College Algebra* | 3 |
| | <u>16</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| HPER 2160 Team Sports | 3 |
| EDUC 1110 Introduction to Professional Education | 3 |
| HPER 2310 Community Health | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| History* | 3 |
| | <u>15</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| HPER 1245 Weight Management | 1 |
| HPER 2300 Stress Management | 3 |
| HPER 2510 Physical Education in the Elementary School I with Practicum | 3 |
| HPER 2400 Care and Prevention of Athletic Injuries | 3 |
| Oral Communication* | 3 |
| Social Science* | 3 |
| | <u>16</u> |

| Second Semester | |
|---|--------------|
| Course | Credits |
| HPER 1520 Nutrition for Fitness and Sport or HOEC 1050 Nutrition | 3 |
| EDUC 2800 Professional Practicum | 1-2 |
| HPER 2200 First Aid and CPR for the Health Care Provider | 3 |
| PSYC 1810 Intro to Psychology* | 3 |
| Fine Arts and Language* | 3 |
| Humanities (<i>English Literature</i>)* | 3 |
| | <u>16-17</u> |

Total Credit Hours 63-64

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant (PTA) program is designed to prepare qualified individuals for employment as entry-level physical therapist assistants. As a condition of admission to the College, students are subject to placement testing for general education courses. Students enroll through open admission as Physical Therapy Pre-Professional. The first semester consists of general education and prerequisite coursework. Students are required to earn a grade of “C” in each course, and a cumulative GPA of 2.5 or higher in order to meet the standards of the PTA Program. Interested applicants who wish to transfer into the College should see a PTA Program advisor for transcript evaluation. Science courses must have been completed within the past five years to be considered eligible for transfer. Students must complete an application packet as part of the competitive selection process. See “Special Admission Guidelines” for details.

Program graduates will be eligible to take the National Physical Therapy Examination (NPTE) for PTAs. Upon successful completion of the NPTE, the graduate will be eligible for employment as a PTA under the supervision of a licensed physical therapist.



The Physical Therapist Assistant Program at Northeast Community College is accredited by the: Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22305-3085 telephone: 703-706-3245 | email: accreditation@apta.org | website: www.capteonline.org. If needing to contact the program/institution directly, please call 402-844-7326 or email PTA@northeast.edu.

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

First Semester

| Course | Credits |
|--|-------------|
| BIOS 2250 Introduction to Human Anatomy and Physiology I | 4 |
| ENGL 1010 English Composition I* | 3 |
| MATH 2170 Applied Statistics* | 3 |
| PTAS 1010 Medical Terminology for Physical Therapist Assistants | 1.5 |
| PTAS 1020 Introduction to Physical Therapy | 1 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | 3 |
| Social Science/Exploratory Studies* | 2 |
| | <u>17.5</u> |

Second Semester

| Course | Credits |
|---|-----------|
| BIOS 2260 Introduction to Human Anatomy and Physiology II | 4 |
| PSYC 1810 Introduction to Psychology* | 3 |
| PTAS 2550 Basic Physical Therapy Procedures | 2 |
| PTAS 2551 Basic Physical Therapy Procedures Lab | 2 |
| PTAS 2570 Exercise Principles | 2 |
| PTAS 2571 Exercise Principles Lab | 1 |
| PTAS 2520 Introduction to Clinical Management | 1 |
| | <u>15</u> |

*See general education requirements.

Suggested Social Science/Exploratory Studies: ECON/BSAD 1040 Personal Finance, SOCI 2150 Exploring Unity and Diversity, LNSK 1010 First Year Experience

SOPHOMORE YEAR

First Semester

| Course | Credits |
|--|-----------|
| PTAS 2620 Clinical Management | 3 |
| PTAS 2650 Physical Agents | 2 |
| PTAS 2651 Physical Agents Lab | 2 |
| PTAS 2670 Orthopedic Assessment and Intervention I ... | 3.5 |
| PTAS 2671 Orthopedic Assessment and Intervention I Lab | 2.5 |
| PTAS 2690 Clinical Pathophysiology | 3.5 |
| PTAS 2691 Clinical Pathophysiology Lab | 5 |
| | <u>17</u> |

Second Semester

| Course | Credits |
|---|-----------|
| PTAS 2700 Clinical Affiliation I | 3.5 |
| PTAS 2720 Advanced Clinical Management | 5 |
| PTAS 2770 Orthopedic Assessment and Intervention II ... | 2.5 |
| PTAS 2771 Orthopedic Assessment and Intervention II Lab | 1.5 |
| PTAS 2790 Neurologic Rehabilitation | 3 |
| PTAS 2791 Neurologic Rehabilitation Lab | 2 |
| | <u>13</u> |

Summer Session

| Course | Credits |
|--|-----------|
| PTAS 2800 Clinical Affiliation II | 5 |
| PTAS 2900 Clinical Affiliation III | 5 |
| | <u>10</u> |

Total Credit Hours 72.5

PHYSICAL THERAPY: PRE-PROFESSIONAL

Suggested Program of Study for
Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|----------|
| Course | Credits |
| BIOS 2250 Intro to Human Anatomy & Physiology I* ... | 4 |
| ENGL 1010 English Composition I* | 3 |
| MATH 2170 Applied Statistics* | 3 |
| PTAS 1020 Intro to Physical Therapy | 1 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | <u>3</u> |
| | 14 |

| Second Semester | |
|---|----------|
| Course | Credits |
| BIOS 2260 Intro to Human Anatomy and Physiology II* ... | 4 |
| PSYC 1810 Intro to Psychology* | 3 |
| HLTH 1060 Comprehensive Medical Terminology | 3 |
| MATH 1150 College Algebra* and MATH 1220 Trigonometry* | <u>6</u> |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|----------|
| Course | Credits |
| PHYS 1410 Elementary General Physics I with Algebra and Trigonometry | 5 |
| Humanities* | 3 |
| Technology* | 3 |
| Biology* | <u>3</u> |
| | 14 |

| Second Semester | |
|---|-----------|
| Course | Credits |
| CHEM 1090 General Chemistry I | 4 |
| Humanities or Behavioral Science* | 3 |
| Electives** | <u>9</u> |
| | 16 |
| Total Credit Hours | 61 |

To earn an associate of arts or an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

***Suggested Humanities:** ENGL 1020 English Composition II, ENGL 2100 Introduction to Literature, ENGL 2190 Comparative Mythology, SPAN 1200 Elementary Spanish I.

***Suggested Behavioral/Social Science:** ECON 2110 Principles of Macroeconomics, SOCI 1010 Introduction to Sociology.

***Suggested Technology:** INFO 1100 Microcomputer Applications

****Suggested electives:** BIOS 1090 General Zoology, BIOS 2460 Microbiology, CHEM 1160 Chemistry II for Majors, PHYS 1420 Elementary General Physics II, PSYC 2200 Lifespan Psychology. **Exercise Science:** HOEC 1050 Nutrition, HPER 1245 Weight Management, HPER 1270 Aerobic Fitness, HPER 1510 Intro to HPER, HPER 1520 Nutrition for Fitness, HPER 1550 Lifetime Wellness, HPER 2210 Introduction to Exercise Science, HPER 2200 First Aid and CPR for the Healthcare Provider, HPER 2310 Community Health, HPER 2410 Advanced Exercise Science. **Athletic Training:** HOEC 1050 Nutrition, HPER 1240 Circuit Training, HPER 1245 Weight Management, HPER 1360 Body Conditioning, HPER 1510 Intro to HPER, HPER 1520 Nutrition for Fitness, HPER 1700 Intro to Athletic Training, HPER 2060 Weight Training, HPER 2200 First Aid and CPR for the Healthcare Provider, HPER 2310 Community Health, HPER 2400 Care and Prevention of Athletic Injuries.

Suggested Program of Study for
Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|----------|
| Course | Credits |
| BIOS 2250 Intro to Human Anatomy & Physiology I* ... | 4 |
| ENGL 1010 English Composition I* | 3 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | <u>3</u> |
| PTAS 1020 Intro to Physical Therapy | 1 |
| MATH 2170 Applied Statistics* | <u>3</u> |
| | 14 |

| Second Semester | |
|---|----------|
| Course | Credits |
| BIOS 2260 Intro to Human Anatomy and Physiology II ... | 4 |
| MATH 1150 College Algebra and MATH 1220 Trigonometry | <u>6</u> |
| PSYC 1810 Intro to Psychology* | 3 |
| HPER 1550 Lifetime Wellness* | <u>3</u> |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|----------|
| Course | Credits |
| PHYS 1410 Elementary General Physics I with Algebra and Trigonometry | 5 |
| HLTH 1060 Comprehensive Medical Terminology | 3 |
| English/Literature* | 3 |
| Biology/Elective** | <u>4</u> |
| | 15 |

| Second Semester | |
|-------------------------------------|----------|
| Course | Credits |
| CHEM 1090 General Chemistry I | 4 |
| Social Science* | 3 |
| History* | 3 |
| Fine Arts and Language* | 3 |
| Elective** | <u>3</u> |
| | 16 |

Total Credit Hours 61

***Suggested Social Science elective:** ECON 2110 Principles of Macroeconomics.

***Suggested English/Literature electives:** ENGL 1020 English Composition II, ENGL 2100 Introduction to Literature, ENGL 2190 Comparative Mythology.

***Suggested Fine Arts & Language:** SPAN 1200 Elementary Spanish I.

****Suggested electives:** BIOS 1090 General Zoology, BIOS 2460 Microbiology, CHEM 1100 General Chemistry II, CHEM 1160 Chemistry II for Majors, PHYS 1420 Elementary General Physics II, PSYC 2200 Lifespan Psychology. **Personal Training:** HOEC 1050 Nutrition, HPER 1240 Circuit Training, HPER 1245 Weight Management, HPER 1270 Aerobic Fitness, HPER 1325 Introduction to Yoga, HPER 1326 Introduction to Pilates, HPER 1520 Nutrition for Fitness, HPER 2200 First Aid and CPR for the Healthcare Provider, HPER 2210 Introduction to Exercise Science, HPER 2300 Stress Management, HPER 2400 Care and Prevention of Athletic Injuries, HPER 2410 Advanced Exercise Science. **Phys Ed-Teacher Ed:** EDUC 1110 Introduction to Professional Education, HPER 1510 Intro to HPER, HPER 1520 Nutrition for Fitness, HPER 2160 Team Sports, HPER 2310 Community Health, HPER 1245 Weight Management, HPER 2200 First Aid and CPR for the Healthcare Provider, HPER 2300 Stress Management, HPER 2400 Care and Prevention of Athletic Injuries, HPER 2510 Physical Education in the Elementary School.

PHYSICS

The two-year liberal arts curriculum is designed for students who want to include physics in their general education and for students who plan to concentrate in a STEM field for professional careers by transferring to a four-year college or university.

Suggested Program of Study for
Associate of Science Degree (2 years)

FRESHMAN YEAR

| Course | Credits |
|--|---------|
| First Semester | |
| MATH 1600 Analytic Geometry and Calculus I* | 5 |
| CHEM 1090 General Chemistry I* | 4 |
| ENGL 1010 English Composition I* or ENGL 2070 Technical Communications I* | 3 |
| Behavioral Science* | 3 |
| | 15 |

| Course | Credits |
|--|---------|
| Second Semester | |
| PHYS 2110 General Physics I* | 5 |
| MATH 2010 Analytic Geometry and Calculus II* | 5 |
| Elective** | 4 |
| | 14 |

SOPHOMORE YEAR

| Course | Credits |
|---|---------|
| First Semester | |
| PHYS 2120 General Physics II | 5 |
| MATH 2100 Ordinary Differential Equations | 3 |
| Elective** | 3 |
| English/Literature* | 3 |
| | 14 |

| Course | Credits |
|--|---------|
| Second Semester | |
| MATH 2020 Analytic Geometry and Calculus III | 5 |
| Elective** | 3-4 |
| Social Science* | 3 |
| Oral Communication* | 3 |
| Technology* | 3 |
| | 17-18 |

Total Credit Hours 60-61

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

Note: Selection of courses for general education requirements should take into consideration the intended transfer institution. Please see your advisor to help you make the best selection.

**see your advisor for assistance choosing electives.

PLUMBING TECHNOLOGY DIPLOMA

The plumbing technology program prepares individuals for careers in plumbing and pipefitting through the application of technical knowledge and skills in piping selection and layout procedures, plumbing systems and materials, plumbing codes and print reading, and plumbing and pipe installation and maintenance for residential and commercial applications. This program provides training in communications and math critical to the plumbing profession.
(Enrollment in this program is limited and is based on the date of application.)

All coursework in the Plumbing Technology Diploma program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Diploma (34 weeks)

| First Semester | | Second Semester | |
|---|---------|---|---------|
| Course | Credits | Course | Credits |
| PLMB 1025 Plumbing Safety or INDT 1025 Introduction to Industrial Safety | 2 | PLMB 1010 Electricity and Mechanics for Plumbers ... | 3 |
| PLMB 1030 Plumbing Code and Print Reading | 2 | PLMB 1020 Electricity and Mechanics for Plumbers Lab | 2 |
| PLMB 1040 Plumbing and Pipefitting Fundamentals ... | 3 | PLMB 1110 Advanced Plumbing and Pipefitting | 3 |
| PLMB 1050 Plumbing and Pipefitting Fundamentals Lab | 5 | PLMB 1120 Advanced Plumbing and Pipefitting Lab ... | 3 |
| PLMB 1060 Plumbing Tools and Processes | 2 | PLMB 1130 Gas Operations and Maintenance | 2 |
| PLMB 1070 Trenching and Shoring | 1 | PLMB 1140 Gas Operations and Maintenance Lab | 2 |
| MATH 1020 Technical Mathematics I | 3 | PSYC 1000 Human Relations | 2 |
| | 18 | | 17 |
| | | Total Credit Hours | 35 |

PRE-ENGINEERING TRANSFER TO SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Northeast Community College has entered into an articulation agreement with South Dakota School of Mines and Technology (SDSM&T) for students to complete an associate of science degree and transfer the majority of those credits to SDSM&T to complete a bachelor's degree in one of its many colleges of engineering. Students interested in pursuing an SDSM&T degree program should contact SDSM&T office of admissions. Individual guidance on the transfer process will be provided by SDSM&T.

Suggested Program of Study for Associate of Science Degree (2 Years)

FRESHMAN YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| MATH 1600 Analytic Geometry and Calculus I* | 5 |
| CHEM 1090 General Chemistry I* | 4 |
| General Education* | 3 |
| ENGL 1010 English Composition I* | 3 |
| | <u>15</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| ENGR 1020 Programming and Problem Solving ** ... | 3 |
| MATH 2010 Analytic Geometry and Calculus II* | 5 |
| CHEM 1100 General Chemistry II* | 4 |
| PHYS 2110 General Physics I | 5 |
| | <u>17</u> |

SOPHOMORE YEAR

| First Semester | |
|---|-----------|
| Course | Credits |
| ENGR 2020 Engineering Statics | 3 |
| MATH 2100 Differential Equations | 3 |
| PHYS 2120 General Physics II | 5 |
| ENGL 2070 Technical Communications I* | 3 |
| | <u>14</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| MATH 2020 Calculus III | 5 |
| Elective* | 3 |
| Behavioral Science* | 3 |
| ENGL 2080 Technical Communications II* | 3 |
| | <u>14</u> |

Total Credit Hours 60

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

SDSM&T requires two Humanities Courses totaling six credit hours
(each course must have a different course prefix; i.e. HUM, MUSC, THEA, HIST, ENGL; exception two same foreign language courses are acceptable).

SDSM&T require two Social Science Courses totaling six credit hours
(each course must have a different course prefix; i.e. POL, PSY, SOC; Northeast Behavioral Science course may count as one of the two course requirements).

Northeast requires nine credit hours with one course each from Humanities, Social Science, and Behavioral Science.

** Will not count toward SDSM&T academic major (unless as a potential allowed elective).

PRE-ENGINEERING TRANSFER TO UNIVERSITY OF NEBRASKA-LINCOLN

The University of Nebraska-Lincoln has developed four courses to be taught by the community colleges as part of a pre-engineering initiative for students interested in transferring to UNL in agriculture, bio-systems, civil, or electrical/electronic engineering (for other fields of engineering, check with an advisor for acceptable courses). UNL offers a limited number of scholarships for transfer students in the STEP program.

Suggested Program of Study for Associate of Science Degree (2 Years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ENGR 1010 Introduction to Engineering Design | 3 |
| MATH 1600 Analytic Geometry and Calculus I* | 5 |
| CHEM 1090 Chemistry I* | 4 |
| ENGL 2070 Technical Communications I* | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| Oral Communications Course*/** | 3 |
| MATH 2010 Analytic Geometry and Calculus II* | 5 |
| CHEM 1100 Chemistry II* | 4 |
| PHYS 2110 General Physics I with Calculus | 5 |
| | 17 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| ENGR 2020 Engineering Statics | 3 |
| MATH 2100 Differential Equations | 3 |
| PHYS 2120 General Physics II | 5 |
| General Education Course* | 3 |
| | 14 |

| Second Semester | |
|---|---------|
| Course | Credits |
| General Education Courses* | 6 |
| MATH 2020 Calculus III | 5 |
| ENGR 1020 Programming and Problem Solving | 3 |
| | 14 |

Total Credit Hours 60

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

*Northeast requires nine credit hours with one course each from Humanities, Social Science, and Behavioral Science.

**Courses meeting the oral communications requirement for the Northeast Associate of Science Degree will not fulfill the oral communications requirement for engineering programs at UNL. You have the option to take the oral communications course at UNL and back-transfer the courses to obtain the Associates of Science degree at Northeast.

PRE-PROFESSIONAL PROGRAMS

Northeast Community College offers students the opportunity to complete their education in the following pre-professional concentrations. Students can plan to complete their prerequisite requirements before applying to a professional program at Northeast or another institution.

- Pre-Physical Therapy Assistant
- Pre-Professional Nursing
- Pre-Veterinary Technology

Students can start their educational journey at Northeast Community College in several professions prior to applying to a program at another institution to finish the professional coursework:

- Pre-Culinary Arts & Management
- Pre-Medical Assisting
- Pre-Radiologic Technology
- Pre-Respiratory Care
- Pre-Surgical Technology

Northeast provides many of the prerequisite courses that students need to start on their path to a 4-year degree in a health science pre-professional major. For the professions below, students may plan to complete a 2-year associates degree prior to transferring to a 4-year school to complete a bachelor's degree. Students will need to meet program prerequisites before applying to the program at their transfer institution.

- Pre-Chiropractic
- Pre-Dentistry
- Pre-Dietetics
- Pre-Medicine
- Pre-Mortuary
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Physician Assistant
- Pre-Veterinary Medicine

It is important for students to plan their Northeast courses carefully by working closely with advisors to ensure a smooth transfer to the four-year college or professional school. Each student experience is unique and different transfer institutions have specific prerequisites.

Furthermore, colleges and universities can make changes to their required program prerequisites and admissions policies each year and so it is also important for students to communicate with their potential transfer institutions in addition to their Northeast advisors. Advisors can assist students with understanding the requirements of transfer institutions and the transfer process for any program of interest.

PRE-PROFESSIONAL HEALTH SCIENCE PROGRAMS

Students interested in pursuing a health science career in the following emphases may complete an associate of science degree prior to transferring to another school to complete their bachelor's degree.

- Pre-Chiropractic
- Pre-Dentistry
- Pre-Dietetics
- Pre-Medicine
- Pre-Mortuary
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Physician Assistant
- Pre-Veterinary Medicine

Suggested Program of Study for Associate of Science Degree (2 Years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| BIOS 2250 Intro to Human Anatomy & Physiology I* ... | 4 |
| MATH 1150 College Algebra* | 3 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | 3 |
| INFO 1010 Fundamentals of Information Technology*/** or INFO 1100 Microcomputer Applications*/** | 3 |
| ENGL 1010 Composition I*/** | 3 |
| | 16 |

| Second Semester | |
|---|---------|
| Course | Credits |
| BIOS 2260 Intro to Human Anatomy & Physiology II* ... | 4 |
| BIOS 2460 Microbiology | 3 |
| MATH 2170 Applied Statistics* | 3 |
| ENGL 1020 English Composition II* | 3 |
| | 14 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| CHEM 1090 General Chemistry I | 4 |
| PHYS 1410 Elementary Physics I with Algebra and Trigonometry | 5 |
| General Education Elective* | 3 |
| General Education Elective* | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| CHEM 1100 General Chemistry II | 4 |
| PHYS 1420 Elementary Physics II with Algebra and Trigonometry*/** | 5 |
| General Education Elective* | 3 |
| General Education Elective* | 3 |
| | 15 |

Total Credit Hours 60

To earn an associate of arts or an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

*General Education Electives:

Choose at least 2 of the following: HIST 1030 European Civilization I, HIST 1040 European Civilization II, HIST 1050 World History I, HIST 1060 World History II, HIST 2010 American History I, HIST 2020 American History II, GEOG 1020 World Regional Geography, ECON 2110 Principles of Macroeconomics, POLS 1000 American Government, POLS 1600 International Relations, PSYC 1810 Introduction to Psychology, SOCI 1010 Introduction to Sociology.

Choose at least 1 of the following: ENGL 2030 Creating Poetry I, ENGL 2050 Creating Stories I, ENGL 2070 Technical Communications I, ENGL 2100 Introduction to Literature, ENGL 2140 Introduction to Shakespeare, ENGL 2150 American Literature to 1865, ENGL 2160 American Literature after 1865, ENGL 2200 British Literature to 1800, ENGL 2210 British Literature after 1800, ENGL 2730 The Novel and the Movie, THEA 1010 Introduction to Theatre.

**Check with transfer institution

PUBLIC HEALTH COLLEGE TRANSFER

Students interested in pursuing academic transfer in public health to other colleges can obtain an associate of science degree from Northeast Community College. This degree includes several general education classes as well as health related elective classes that transfer easily into baccalaureate programs at other colleges and universities.

Northeast has articulated agreements with the University of Nebraska-Lincoln, University of Nebraska- Omaha, and Concordia University. Individual program plans to transfer to other four-year institutions can be developed with the help of an advisor. Students can obtain specific plans of study for these colleges from the Health and Wellness Division Dean's office.

Public Health degree seeking students are strongly encouraged to meet with a Health and Wellness Faculty advisor regularly to ensure transferability of elective courses to student identified transfer institution.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| BIOS 2250 Intro to Anatomy & Physiology I* | 4 |
| ENGL 1010 English Composition I* | 3 |
| HLTH 1060 Comprehensive Medical Terminology | 3 |
| HPER 1550 Lifetime Wellness | 3 |
| MATH 2170 Applied Statistics* | 3 |
| | 16 |

| Second Semester | |
|---|---------|
| Course | Credits |
| BIOS 2260 Intro to Anatomy & Physiology II* | 4 |
| HLTH 1210 Community Health Worker | 3 |
| HPER 2310 Community Health | 3 |
| SOCI 1010 Introduction to Sociology* | 3 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | 3 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---------------------------------------|---------|
| Course | Credits |
| HOEC 1050 Nutrition | 3 |
| HPER 2200 First Aid & CPR | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| Health and Wellness Elective** | 3-4 |
| Mathematics* | 3 |
| | 15-16 |

| Second Semester | |
|--------------------------------|--------------|
| Course | Credits |
| English/Literature* | 3 |
| Technology* | 3 |
| General Electives** | 6 |
| Health and Wellness Elective** | 3 |
| | 15 |
| Total Credit Hours | 62-63 |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Recommended Health and Wellness Electives: BIOS 2460 Microbiology, HPER 2300 Stress Management, HUSR 1010 Introduction to Counseling, HUSR 2020 Social Problems, MATH 1025 Math for Healthcare Professionals, MATH 1150 College Algebra, NURA 1110 Nurse Aide, NURS 2100 Ethics

RECREATION

The recreation program is designed to provide students with the basic knowledge, skills, and strategies for opportunities in recreation. The student majoring in recreation will work to promote recreational activities within communities and engage those communities through social relationships and promotion of health. Successful graduates may choose to complete a bachelor’s degree at a four-year college or university.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| HPER 2300 Stress Management | 3 |
| HPER 1510 Introduction to Health, Physical Education and Recreation | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| ENGL 1010 English Composition I* | 3 |
| MATH 1140 Intermediate Algebra* | 4 |
| | 16 |

| Second Semester | |
|--|---------|
| Course | Credits |
| HPER 1350 Recreational Games | 2 |
| HPER Elective** | 1 |
| PHYS 1100 Physical Science* | 4 |
| HPER 2200 First Aid and CPR for the Healthcare Provider | 3 |
| Oral Communication* | 3 |
| History* | 3 |
| | 16 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| HPER 1245 Weight Management | 1 |
| Humanities/English Literature* | 3 |
| HPER 2110 Individual and Dual Sports | 3 |
| HPER 2400 Care and Prevention of Athletic Injuries ... | 3 |
| HPER 1520 Nutrition for Fitness and Sport or HOEC 1050 Nutrition | 3 |
| Social Science* | 3 |
| | 16 |

| Second Semester | |
|---|-----------|
| Course | Credits |
| HPER Elective(s)** | 3 |
| HPER 2310 Community Health | 3 |
| HPER 2160 Team Sports | 3 |
| PSYC 1810 Introduction to Psychology* | 3 |
| Fine Arts and Language* | 3 |
| | 15 |
| Total Credit Hours | 63 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Suggested HPER Electives: HPER 1150 Sports Officiating, HPER 1191 Spinning, HPER 1240 Circuit Training, HPER 1270 Aerobic Fitness, HPER 1272 TRX/BOSU Training, HPER 1325 Introduction to Yoga, HPER 1326 Introduction to Pilates, HPER 1360 Body Conditioning, HPER 2060 Weight Training, HPER 1271 Fitness for Aging Population, HPER 1521 Nutrition for Aging Population, HPER 1200 Archery, HPER 1210 Badminton, HPER 1220 Basketball, HPER 1230 Bowling, HPER 1260 Golf, HPER 1280 Karate/Introduction to the Martial Arts, HPER 1290 Racquetball, HPER 1310 Tennis, HPER 1320 Water Aerobic Fitness, HPER 1330 Volleyball.

SKILLED AND TECHNICAL SCIENCES EDUCATION TRANSFER TO UNIVERSITY OF NEBRASKA-LINCOLN

Northeast Community College has partnered with the University of Nebraska-Lincoln to offer a transfer program for students interested in becoming a skilled and technical sciences (STS) high school teacher. Students who meet entry requirements in the STS Teaching Option will have completed a variety of course work from Northeast Community College. See website www.alec.unl.edu/home/skilled-and-technical-sciences-teaching-option. Courses within the Northeast catalog have direct equivalencies with the ACE program at UNL. Following a comprehensive transfer analysis, students will be provided an accurate degree audit of the remaining ACE courses needed at UNL along with the professional program in agricultural education. The minimum requirements of the College of Agricultural Sciences and Natural Resources reflect the common core of courses that apply to students pursuing degrees in the college. Students should work with a Northeast advisor to satisfy ACE requirements and the program career and technical education courses.

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| CNST 1000 Building Construction Fundamentals | 1.5 |
| CNST 1005 Building Construction Fundamentals Lab | 2.5 |
| CNST 1065 Principles of Light-Frame Structure Technology | 1.5 |
| CNST 1075 Principles of Light-Frame Structure Technology Lab | 2.5 |
| PHYS 1410 Elementary General Physics I with Algebra and Trigonometry* | 5 |
| CNST 1050 Residential Blueprint Reading** | 3 |
| INDT 1025 Introduction to Industrial Safety** | 2 |
| | 18 |

| Second Semester | |
|---|---------|
| Course | Credits |
| PHYS 1100 Physical Science* | 4 |
| MATH 1220 Trigonometry* | 3 |
| INDT 1085 Industrial Maintenance Fundamentals** ... | 3 |
| INDT 1170 Introduction to Total Quality Management** | 2 |
| ARTS 1050 Intro to Art History and Criticism I | 3 |
| | 15 |

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| ELMC/ELTR 1010 Fundamentals of Electricity** | 3 |
| ELMC/ELTR 1020 Fundamentals of Electricity Lab** ... | 2 |
| ENGL 1010 English Composition I* | 3 |
| AUTT 1010 Suspension, Steering, and Brake Systems Theory** | 2.5 |
| AUTT 1020 Suspension, Steering, and Brake Systems Lab** | 4.5 |
| | 15 |

| Second Semester | |
|---|-----------|
| Course | Credits |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | 3 |
| MATH 2170 Applied Statistics* | 3 |
| ECON 2110 Principles of Macroeconomics* | 3 |
| INFO 1100 Microcomputer Applications* | 3 |
| ENGL 2100 Introduction to Literature* | 3 |
| | 15 |
| Total Credit Hours | 63 |

To earn an associate of science degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

*See general education requirements.

**Recommended electives.

***Additional approved electives: AUTT 1110 Electrical Systems Theory, AUTT 1120 Electrical Systems Lab, AUTT 1210 Electrical Tune-Up and Fuel Systems Theory, SOCI 2150 Exploring Unity and Diversity, CNST 1030 Construction Drafting, CNST 1040 Construction Drafting Lab, INDT 1015 Introduction to Manufacturing, INDT 1055 Print Reading for the Industrial Trades, INDT 1065 Manufacturing Technologies and Measurement, ELMC 1090 Mechanical Matter and Energy, ENGR 1010 Introduction to Engineering Design, WELD 1030 Shielded Metal Arc Welding Basic Theory (SMAW), WELD 1035 Shielded Metal Arc Welding Basic Lab, WELD 1040 Gas Metal and Flux Cored Arc Welding Theory, WELD 1045 Gas Metal Arc and Flux Cored Arc Welding Lab.

SOCIAL SCIENCE

Today’s workplace requires skills in decision-making, problem-solving, and flexibility. Participation in classes in the social sciences promotes development of these skills through encouragement of intellectual curiosity and appreciation of human diversity. Most careers in the social sciences require a bachelor’s degree. Students may complete the first two years of their education at Northeast and then transfer to a four-year college to complete their bachelor’s. A degree with a concentration in social science prepares students for a career in teaching, economics, politics, geography, history, non-profit organizations, urban planning, and a wide variety of other professional careers.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| ARTS 1050 Introduction to Art History & Criticism I or ARTS 1060 Introduction to Art History & Criticism II ... | 3 |
| ENGL 1010 English Composition I* | 3 |
| HIST 2010 American History I* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* | 3 |
| | <u>15</u> |

| Second Semester | |
|---|--------------|
| Course | Credits |
| ENGL 1020 English Composition II* or ENGL 2100 Introduction to Literature* | 3 |
| GEOG 1020 World Regional Geography* | 3 |
| HIST 2020 American History II | 3 |
| MUSC 1010 Introduction to Music | 3 |
| Mathematics* | 3-5 |
| | <u>15-17</u> |

SOPHOMORE YEAR

| First Semester | |
|---|--------------|
| Course | Credits |
| BIOS 1010 General Biology* or other Natural Science* | 4-5 |
| ECON 2110 Principles of Macroeconomics | 3 |
| HIST 1050 World History I | 3 |
| POLS 1000 American Government | 3 |
| SOCI 1010 Introduction to Sociology* | 3 |
| | <u>16-17</u> |

| Second Semester | |
|--|--------------|
| Course | Credits |
| ECON 2120 Principles of Microeconomics | 3 |
| HIST 1060 World History II | 3 |
| PSYC 1810 Introduction to Psychology | 3 |
| Fine Arts and Language* | 4 |
| Elective** | 3 |
| | <u>16</u> |
| Total Credit Hours | 62-65 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.

* See general education requirements.

**Recommended electives depend on desired professional goal and/or requirements at institution of transfer.

THEATRE: GENERAL THEATRE

General Theatre is designed to help all theatre students succeed, whether they want to enter the industry, become a teacher, or transition into other fields in the performing arts. Students will participate in a wide variety of experiences from backstage to onstage. Additionally, through a partnership with the University of Nebraska at Omaha, students can transfer directly into their theatre program after completing their studies at Northeast.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|----------|
| Course | Credits |
| SPCH 1010 Fundamentals of Communication* | 3 |
| ENGL 1010 English Composition I* | 3 |
| HPER 1550 Lifetime Wellness* | 3 |
| GEOG 1020 World Regional Geography* | 3 |
| THEA 1340 Introduction to Acting | 3 |
| THEA 1100 Applied Theatre I | <u>1</u> |
| | 16 |

| Second Semester | |
|---|----------|
| Course | Credits |
| MATH 1150 College Algebra* | 3 |
| MUSC 1010 Introduction to Music* | 3 |
| HIST 1050 World History I* | 3 |
| THEA 1010 Introduction to Theatre | 3 |
| THEA 1110 Applied Theatre II | 1 |
| THEA 1200 Play Production | <u>2</u> |
| | 15 |

SOPHOMORE YEAR

| First Semester | |
|---|----------|
| Course | Credits |
| BRDC 1240 Voice and Diction | 3 |
| SOCI 1010 Introduction to Sociology* | 3 |
| ARTS 1050 Introduction to Art History and Criticism I ... | 3 |
| THEA 2120 Applied Theatre III | 1 |
| THEA 2150 Introduction to Directing | 3 |
| THEA ENGL 1020 English Composition II* | <u>3</u> |
| | 16 |

| Second Semester | |
|--|--------------|
| Course | Credits |
| Natural Science* | 4-5 |
| ARTS 1060 Introduction to Art History & Criticism II ... | 3 |
| SOCI 2150 Exploring Unity and Diversity | 3 |
| ENGL 2140 Introduction to Shakespeare | 3 |
| THEA 2130 Applied Theatre IV | <u>1</u> |
| | 14-15 |
| Total Credit Hours | 61-62 |

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that includes the general education requirements.

*See general education requirements.

THEATRE: MUSICAL THEATRE PERFORMANCE

Musical Theatre Performance at Northeast Community College is a vibrant program that brings together talent from all corners of the performing arts. Students will receive individualized training from Northeast's Music and Theatre departments, culminating in individual and ensemble performance opportunities. In addition to the college's offerings through a collaborative agreement with the Norfolk Community Theatre, students will find even more opportunities to thrive in the performing arts. After earning an associate of arts degree, students will be ready to enter the workforce or transfer into a bachelor's degree program at a four-year college. Performers trained in musical theatre expand their performance horizons, giving them a greater chance of having a successful audition.

Suggested Program of Study for Associate of Arts Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| THEA 1100 Applied Theatre I** | 1 |
| THEA 1340 Introduction to Acting** | 3 |
| MUSC 1077 Individual Lessons I Piano** | 1 |
| MUSC 1082 Individual Lessons I Voice | 1 |
| MUSC 1250 Ear Training and Sight Singing I** | 2 |
| MUSC 1220 Music Theory I** | 3 |
| ENGL 1010 English Composition I* | 3 |
| | 14 |

| Second Semester | |
|--|---------|
| Course | Credits |
| THEA 1110 Applied Theatre II** | 1 |
| THEA 1920 Introduction to Movement for the Stage ... | 1 |
| THEA 1960 Musical Theatre Recital** | 1 |
| MUSC 1260 Ear Training and Sight Singing II** | 2 |
| MUSC 1122 Individual Lessons II Voice** | 1 |
| MUSC 1230 Music Theory II** | 3 |
| SPCH 1110 Fundamentals of Communications* | 3 |
| HIST 1050 World History I* | 3 |
| | 15 |

SOPHOMORE YEAR

| First Semester | |
|--|---------|
| Course | Credits |
| THEA 2120 Applied Theatre III** | 1 |
| THEA 2150 Introduction to Directing** | 3 |
| MUSC 2082 Individual Lessons III Voice** | 1 |
| HPER 1550 Lifetime Wellness* | 3 |
| Natural Science* | 4 |
| Mathematics* | 3 |
| Fine Arts/Language* | 3 |
| | 18 |

| Second Semester | |
|---|---------|
| Course | Credits |
| THEA 2130 Applied Theatre IV** | 1 |
| THEA 1200 Play Production** | 2 |
| THEA 1010 Introduction to Theatre** | 3 |
| THEA 2920 Musical Theatre Performance** | 2 |
| MUSC 2122 Individual Lessons IV Voice** | 1 |
| SOCI 1010 Introduction to Sociology* | 3 |
| Social Science* | 3 |
| | 15 |

Total Credit Hours **62**

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that includes the general education requirements.

*See general education requirements.

**Denotes that these core requirements must be taken in the suggested sequence to complete the degree in two years.

UTILITY LINE

The utility line program teaches students skills in the installation, operation, and maintenance of electrical utilities. Instruction includes practical application of power line construction and maintenance, mathematics, sciences, electrical theory, and electrical apparatus. Successful completion of the program prepares students for highly marketable careers in installation, replacement, and maintenance of electrical power lines and equipment. In order for students to progress to the next term, they must successfully complete all required classes for the previous term.

Before admission into the program, students will need to attain the following minimum entrance scores:

MAP: Math 212, Reading/Language 216+; ACT: Math 16, Reading 14, English 14.

(See admission guidelines in the Admissions and Records section of this Catalog.) (Enrollment into this program is limited and is based on the date of application. Individuals with a criminal record may not be eligible for employment in some settings.)

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR – GROUP A

| First Semester | |
|---|-----------|
| Course | Credits |
| UTIL 1010 Concepts of Electricity I | 4 |
| UTIL 1020 Concepts of Electricity I Lab | 1 |
| UTIL 1030 Line Construction I | 4 |
| UTIL 1040 Line Construction I Lab | 3 |
| UTIL 1100 Commercial Driver's License | 1 |
| UTIL 1110 Commercial Driver's License Lab | 1 |
| UTIL 1280 Computer Literacy* | 2 |
| MATH 1020 Technical Mathematics I* | 3 |
| | <u>19</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| UTIL 1120 Power Transformer Theory | 2 |
| UTIL 1140 Line Construction II | 4 |
| UTIL 1150 Line Construction II Lab | 3 |
| UTIL 1240 Concepts of Electricity II | 4 |
| UTIL 1250 Concepts of Electricity II Lab | 1 |
| UTIL 1260 Ropes and Riggings | 1 |
| MATH 1060 Technical Mathematics II* | 3 |
| | <u>18</u> |

FRESHMAN YEAR – GROUP B

| First Semester | |
|---|-----------|
| Course | Credits |
| UTIL 1010 Concepts of Electricity I | 4 |
| UTIL 1020 Concepts of Electricity I Lab | 1 |
| UTIL 1030 Line Construction I | 4 |
| UTIL 1040 Line Construction I Lab | 3 |
| UTIL 1260 Ropes and Riggings | 1 |
| UTIL 1280 Computer Literacy* | 2 |
| MATH 1020 Technical Mathematics I* | 3 |
| | <u>18</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| UTIL 1100 Commercial Driver's License | 1 |
| UTIL 1110 Commercial Driver's License Lab | 1 |
| UTIL 1120 Power Transformer Theory | 2 |
| UTIL 1140 Line Construction II | 4 |
| UTIL 1150 Line Construction II Lab | 3 |
| UTIL 1240 Concepts of Electricity II | 4 |
| UTIL 1250 Concepts of Electricity II Lab | 1 |
| MATH 1060 Technical Mathematics II* | 3 |
| | <u>19</u> |

Required Summer (12 weeks)

| | |
|--|---|
| UTIL 1300 Cooperative Internship I | 6 |
| Prerequisite: Utility Line students must successfully pass their summer internship prior to beginning their sophomore year. No students will be allowed to take second year classes or labs without successful completion of their summer internship. Students who do not successfully pass their summer internship may have the opportunity to complete an internship the following summer. | |

SOPHOMORE YEAR – SECTION 1

| First Semester | |
|---|-----------|
| Course | Credits |
| UTIL 2200 Electrical Apparatus Theory | 6 |
| UTIL 2210 Electrical Apparatus Lab | 6 |
| UTIL 2240 Utility Occupational Procedures | 1 |
| ENGL 1050 Workplace Communication* | 3 |
| HLTH 1710 First Aid | 2 |
| | <u>18</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| UTIL 2400 National Electric Safety Code | 2 |
| UTIL 2420 Line Construction III | 5 |
| UTIL 2430 Line Construction III Lab | 6 |
| ECON 1040 Personal Finance* | 2 |
| PSYC 1000 Human Relations* | 2 |
| | <u>17</u> |

SOPHOMORE YEAR – SECTION 2

| First Semester | |
|---|-----------|
| Course | Credits |
| UTIL 2400 National Electric Safety Code | 2 |
| UTIL 2420 Line Construction III | 5 |
| UTIL 2430 Line Construction III Lab | 6 |
| ENGL 1050 Workplace Communication* | 3 |
| HLTH 1710 First Aid | 2 |
| | <u>18</u> |

| Second Semester | |
|---|-----------|
| Course | Credits |
| UTIL 2200 Electrical Apparatus Theory | 6 |
| UTIL 2210 Electrical Apparatus Lab | 6 |
| UTIL 2240 Utility Occupational Procedures | 1 |
| ECON 1040 Personal Finance* | 2 |
| PSYC 1000 Human Relations* | 2 |
| | <u>17</u> |

| | |
|--------------------|----|
| Total Credit Hours | 78 |
|--------------------|----|

VETERINARY TECHNOLOGY

The veterinary technology program is designed to prepare entry-level veterinary technicians via classroom study, laboratory, and clinical practice with fundamental veterinary technician skills. The graduate should be able to successfully complete the licensing requirement of their state. This program will work toward meeting the needs of the State of Nebraska for well qualified veterinary technicians to perform duties under the scope of the Veterinary Medicine Practice Act. The Veterinary Technology program has special admission guidelines.



The veterinary technology program is accredited by the American Veterinary Medical Association, 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173-4360, phone (847) 925-8070.

Required Program of Study for Associate of Applied Science (2 years)

FRESHMAN YEAR

| Fall Semester | |
|--|---------|
| Course | Credits |
| VTEC 1000 Animal Husbandry and Restraint | 3 |
| VTEC 1110 Veterinary Medical Terminology | 2 |
| VTEC 1120 Anatomy and Physiology | 3 |
| VTEC 1123 Anatomy and Physiology Lab | 1 |
| BIOS 1010 General Biology* | 4 |
| Mathematics* | 3 |
| | 16 |

In order for a student to continue in the Veterinary Technology program, students must meet all requirements and have been selected into the program. The special admission guidelines are found in the catalog.

| Spring Semester | |
|---|---------|
| Course | Credits |
| VTEC 1121 Anatomy and Physiology II | 3 |
| VTEC 1212 Laboratory Techniques I | 3 |
| VTEC 1211 Laboratory Techniques I Lab | 1 |
| VTEC 1410 Clinical Nursing of Companion Animals | 3 |
| VTEC 1411 Clinical Nursing Lab | 1 |
| VTEC 2622 Anesthesia for Veterinary Technicians | 3 |
| VTEC 2621 Anesthesia Lab for Veterinary Technicians ... | 1 |
| VTEC 2200 Veterinary Office Practices | 3 |
| | 18 |

| Summer | |
|-----------------------|---------|
| Course | Credits |
| Communication* | 3-6 |
| Social Science* | 2-3 |
| | 5-9 |

*See general education requirements.

Mathematics: MATH 1140 Intermediate Algebra, MATH 1150 College Algebra, MATH 2170 Applied Statistics **Social Science:** AGRI 1410 Introduction to the Economics of Agriculture, ECON 1010 Personal and Business Finance, ECON 1040/BSAD 1040 Personal Finance, ECON 2110 Principles of Macroeconomics, **Behavioral Science:** AGRI 1420 Interpersonal Skills, BSAD 1000 Human Relations and Ethics, PSYC 1810 Introduction to Psychology, SOCI 1010 Introduction to Sociology **Written:** ENGL 1010 English Composition II **Oral:** SPCH 1010 Fundamentals of Communication, SPCH 1050 Career Communication, SPCH 1110 Public Speaking **Combination of oral and written:** BSAD 2050 Business Communications, ENGL 1050 Workplace Communication

SOPHOMORE YEAR

| Fall Semester | |
|---|---------|
| Course | Credits |
| VTEC 2612 Principles of Veterinary Surgical Nursing & Dentistry | 3 |
| VTEC 2611 Principles of Veterinary Surgical Nursing & Dentistry Lab | 1 |
| VTEC 2562 Laboratory Techniques II | 3 |
| VTEC 2561 Laboratory Techniques II Lab | 1 |
| VTEC 2520 Clinical Nursing of Large Animals | 3 |
| VTEC 2521 Clinical Nursing of Large Animals Lab | 1 |
| VTEC 1220 Pharmacology | 3 |
| VTEC 1322 Radiology | 3 |
| VTEC 1321 Radiology Lab | 1 |
| | 19 |

| Spring Semester | |
|---|---------|
| Course | Credits |
| VTEC 2570 Laboratory Techniques III | 2 |
| VTEC 2571 Laboratory Techniques III Lab | 1 |
| VTEC 1440 Lab Animal Science | 2 |
| VTEC 2630 Clinical Nursing of Exotics | 2 |
| VTEC 2660 Internship | 6 |
| VTEC 2680 Board Review for Veterinary Technicians ... | 1 |
| Behavioral Science* | 3 |
| | 17 |

Total Credit Hours: 75-79

NOTE: Students in the Veterinary Technology program will be required to have a C+ grade or better in the VTEC coursework.

PRE-VETERINARY TECHNOLOGY

The pre-veterinary technology degree is intended for students who are preparing to be accepted into the Veterinary Technology program at Northeast Community College. Upon successfully completing the first semester of courses identified below and going through the selection process, a student may be accepted into the Veterinary Technology program. (*See selective admission process*) Once selected, a student will complete the change of major process and continue on in the Associate of Applied Science Veterinary Technology degree program.

For students who are not selected into the Veterinary Technology program following their first semester, this degree provides a program of study that will prepare them to work in a variety of related jobs within the animal health and science industries. The coursework will also serve to better prepare students to re-apply for the Veterinary Technology program during the next selection period. Students may also decide to transfer on to a bachelor's degree program in a related subject area after completing the Associate of Science degree.

IMPORTANT NOTE: *This degree does not lead to licensure as a veterinary technician, nor is it intended for students pursuing a goal to become a Doctor of Veterinary Medicine.*

Suggested Program of Study for Associate of Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| VTEC 1000 Animal Husbandry and Restraint | 3 |
| VTEC 1110 Veterinary Terminology | 2 |
| VTEC 1120 Anatomy and Physiology | 3 |
| VTEC 1123 Anatomy and Physiology Lab | 1 |
| BIOS 1010 General Biology* | 4 |
| Mathematics* | 3 |
| | <u>16</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| VTEC 1121 Anatomy and Physiology II | 3 |
| ENGL 1010 English Composition I* | 3 |
| INFO 1100 Microcomputer Applications* or AGRI 1500 Microcomputer Application in Ag* | 3 |
| MATH 2170 Applied Statistics* | 3 |
| AGRI 1230 Feeds and Feeding | 3 |
| | <u>15</u> |

SOPHOMORE YEAR

| First Semester | |
|--|-----------|
| Course | Credits |
| AGRI 1010 Animal Science | 3 |
| AGRI 1340 Animal Science Lab | 1 |
| AGRI 2830 Advance Animal Nutrition | 2 |
| PSYC 1810 General Psychology* | 3 |
| AGRI 1131 Plant Science* | 3 |
| AGRI 1132 Plant Science Lab* | 1 |
| English/Literature* | 3 |
| | <u>16</u> |

| Second Semester | |
|--|-----------|
| Course | Credits |
| AGRI 2210 Animal Health | 3 |
| ECON 2110 Principles of Macroeconomics* | 3 |
| Natural Science or Math* | 4 |
| SPCH 1010 Fundamentals of Speech* or SPCH 1110 Public Speaking* | 3 |
| AGRI 2870 Agricultural Law | 3 |
| | <u>16</u> |

Total Credit Hours 63

If a student achieves a grade of C+ or above in all VTEC classes during the first semester of the freshman year, meets the program selection criteria, and is selected by the committee through the selective admission's process, the student will be admitted into the Veterinary Technology Program through the Change of Major process for the second semester. (*See Veterinary Technology program of study page.*)

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that includes the general education requirements.

*See general education requirements.

WELDING CERTIFICATE

Welding processes are widely used in construction projects and in manufacturing facilities all over the world. These processes require precision, dexterity, and an understanding of metals. The program focuses on the major welding and cutting processes which includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and Flux Cored Arc Welding (FCAW). The program also addresses safety, print reading, and mathematics. The welding coursework helps in the development of quality welds in all positions on plate and pipe. Successful completion of the course gives the student the technical information required for entry level employment. (*Enrollment into this program is limited and based on the date of application.*)

All coursework in the Welding Certificate program will apply as full credit towards the Welding Diploma, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Certificate (16 weeks)

First Semester

| Course | Credits |
|---|-----------|
| WELD 1030 SMAW Basic Theory | 1.5 |
| WELD 1035 SMAW Basic Lab | 3 |
| WELD 1040 GMAW/FCAW Theory | 1.5 |
| WELD 1045 GMAW/FCAW Lab | 3 |
| WELD 1110 Introduction to Metallurgy | 2 |
| WELD 1140 Print Reading & Symbols | 2 |
| WELD 1155 Fabrication Equipment and Operation Lab ... | 2 |
| MATH 1020 Technical Mathematics I | 3 |
| | <u>18</u> |
| Total Credit Hours | 18 |

WELDING DIPLOMA

Welding processes are widely used in construction projects and in manufacturing facilities all over the world. These processes require precision, dexterity, and an understanding of metals. The program focuses on the major welding and cutting processes which includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and Flux Cored Arc Welding (FCAW). The program also addresses safety, print reading, and math. The welding coursework helps in the development of quality welds in all positions on plate and pipe. Successful completion of the course gives the student the technical information required for entry level employment. (*Enrollment into this program is limited and based on the date of application.*)

All coursework in the Welding Diploma program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Diploma (34 weeks)

First Semester

| Course | Credits |
|---|-----------|
| WELD 1030 SMAW Basic Theory | 1.5 |
| WELD 1035 SMAW Basic Lab | 3 |
| WELD 1040 GMAW/FCAW Theory | 1.5 |
| WELD 1045 GMAW/FCAW Lab | 3 |
| WELD 1110 Introduction to Metallurgy | 2 |
| WELD 1140 Print Reading & Symbols | 2 |
| WELD 1155 Fabrication Equipment and Operation Lab ... | 2 |
| MATH 1020 Technical Mathematics I | 3 |
| | <u>18</u> |

Second Semester

| Course | Credits |
|---|-----------|
| WELD 1050 GTAW Theory | 1.5 |
| WELD 1055 GTAW Lab | 3 |
| WELD 1060 Pipe Applications Theory | 1.5 |
| WELD 1065 Pipe Applications Lab | 3 |
| WELD 1170 Print Reading and Fabrication Lab | 2 |
| HLTH 1710 First Aid or INDT 1025 Introduction to Industrial Safety | 2 |
| ENGL 1050 Workplace Communication or BSAD 2050 Business Communications | 3 |
| | <u>16</u> |
| Total Credit Hours | 34 |

WIND ENERGY TECHNOLOGY

Wind energy is a rapidly growing industry in Nebraska and throughout the nation. Students in the wind energy program will learn the necessary safety skills and engage in higher skill levels needed to work in positions in the wind energy field. Students will develop their basic skills with courses in wind energy fundamentals, basic electricity, wind turbine systems, and continue with motor controls, mechanical systems, blueprint reading, and fluid fundamentals. The second year, students will engage in wind electronics for control systems that interface with programmable logic controllers and Supervisory Control and Data Acquisition (SCADA) systems. Students will understand rigging and climbing safety in and around a wind turbine. Wind turbine siting will be introduced for awareness of economic development compliance. Successful graduates will be prepared for a position in the wind energy industry.

(Enrollment into this program is limited and based on the date of application.)

Required Program of Study for Associate of Applied Science Degree (2 years)

FRESHMAN YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| WIND 1015 Principles of Electricity I | 3 |
| WIND 1025 Principles of Electricity I Lab | 2 |
| WIND 1080 Wind Energy Fundamentals | 3 |
| WIND 1035 Wind Industrial Safety | 2 |
| WIND 1040 Wind Industrial Safety Lab | 3 |
| WIND 1255 Blue Print Reading | 2 |
| ENGL 1050 Workplace Communications* | 3 |
| | 18 |

| Second Semester | |
|--|---------|
| Course | Credits |
| WIND 1150 Mechanical Systems I | 1 |
| WIND 1165 Mechanical Systems I Lab | 3 |
| WIND 2052 Fluid Fundamentals | 2 |
| WIND 2062 Fluid Fundamentals Lab | 2 |
| WIND 1230 Motor Control | 2 |
| WIND 1240 Motor Control Lab | 2 |
| MATH 1020 Technical Mathematics I* | 3 |
| INFO 1000 Basic Computer Applications* | 2 |
| | 17 |

*See general education requirements.

SOPHOMORE YEAR

| First Semester | |
|---|---------|
| Course | Credits |
| WIND 2210 Mechanical Systems II | 1 |
| WIND 2220 Mechanical Systems II Lab | 3 |
| WIND 2040 Programmable Controllers & Communication | 2 |
| WIND 2042 Programmable Controllers & Communication Lab | 2 |
| WIND 2115 Control Systems | 2 |
| WIND 2120 Control Systems Lab | 2 |
| MATH 1060 Technical Mathematics II* | 3 |
| | 15 |

| Second Semester | |
|--|---------|
| Course | Credits |
| WIND 2015 Principles of Electricity II | 2 |
| WIND 2025 Principles of Electricity II Lab | 2 |
| WIND 2285 Power Generation & Distribution | 3 |
| WIND 2295 Power Generation & Distribution Lab | 2 |
| WIND 2095 Airfoils and Composite Repair Lab | 2 |
| WIND 2275 Wind Site Development & Operation | 2 |
| ECON 1010 Personal and Business Finance* | 2 |
| PSYC 1000 Human Relations* | 2 |
| | 17 |

| Required Summer (12 weeks) | |
|--|-----------|
| WIND 1300 Cooperative Internship I | 6 |
| Total Credit Hours | 73 |

WIND ENERGY TECHNOLOGY DIPLOMA

The wind energy technology program will provide individuals with the necessary skills and knowledge needed to work in positions in the wind energy field. Students will acquire knowledge and skills through concentrated classroom and hands-on learning. Upon completion of the program, graduates are prepared for positions as wind energy technicians. (Enrollment into this program is limited and based on the date of application.)

All coursework in the Wind Energy Technology Diploma program will apply as full credit towards the Wind Energy Associate of Applied Science Degree, the Associate of Arts Degree, or the Associate of Science Degree.

Required Program of Study for Diploma (1 year)

| First Semester | | Second Semester | |
|---|---------|---|----------------|
| Course | Credits | Course | Credits |
| WIND 1015 Principles of Electricity I | 3 | WIND 1150 Mechanical Systems I | 1 |
| WIND 1025 Principles of Electricity I Lab | 2 | WIND 1165 Mechanical Systems I Lab | 3 |
| WIND 1080 Wind Energy Fundamentals | 3 | WIND 2052 Fluid Fundamentals | 2 |
| WIND 1035 Wind Industrial Safety | 2 | WIND 2062 Fluid Fundamentals Lab | 2 |
| WIND 1040 Wind Industrial Safety Lab | 3 | WIND 1230 Motor Control | 2 |
| WIND 1255 Blue Print Reading | 2 | WIND 1240 Motor Control Lab | 2 |
| ENGL 1050 Workplace Communications | 3 | MATH 1020 Technical Mathematics I | 3 |
| | 18 | INFO 1000 Basic Computer Applications | 2 |
| | | | 17 |
| | | Summer (12 weeks) | |
| | | Course | Credits |
| | | WIND 1300 Cooperative Internship I | 6 |
| | | Total Credit Hours | 41 |



**CERTIFICATE
PREPARATION COURSES**

BASIC NURSE AIDE AND MEDICATION AIDE

The basic nurse aide and medication aide programs train students in the knowledge and skills necessary to administer responsible health care to the ill and aged in nursing facilities, long-term care facilities, and assisted care facilities under qualified supervision. Northeast Community College is approved to conduct courses for Basic Nurse Aide and Medication Aide through the Nebraska Department of Health and Human Services.

Nurse Aide (NURA 1110 - 3.0 credit hours)— This course is designed to meet the Nebraska Health and Human Services System training requirements for nurse aide certification and employment in long-term care facilities. This course combines classroom lecture and laboratory application for the development of basic skills needed to provide safe, effective, and caring services to the elderly or chronically ill patient of any age, in a long-term care facility. Upon completion of this course, the student is eligible to take the state written and practical skills exam. After successfully passing this examination and completing the application procedure, the student's name will be placed on the basic nurse aide registry at the Nebraska Health and Human Services Regulation and Licensure, Credentialing Division. (30/45/0/0)

Medication Aide (HLTH 1120 - 3.0 credit hours) — This course is designed to prepare the student to assume the role and responsibilities of a Medication Aide working in a nursing facility. This course includes information regarding medication administration, pharmacology rules and regulations, classification of drugs, orders, storage, abbreviations, and an overview of commonly used drugs and documentation. (45/0/0/0)

EMERGENCY MEDICAL RESPONDER AND EMERGENCY MEDICAL TECHNICIAN COURSES

The Emergency Medical Responder and Emergency Medical Technician courses are offered for students desiring to become an entry level EMS provider. Both courses will develop field ready EMS providers with the required knowledge and skills to care for patients who are injured due to trauma or suffering from a medical emergency.

The Emergency Medical Responder (EMTL 1515 - 3.5 credit hours)-- This course is dedicated to the study and application of the knowledge and skills necessary to become an Emergency Medical Responder. The course contains the current information found in the National EMS Education Standards as outlined by the National Highway Traffic Safety Administration. The course will include applications/skills needed to qualify for the Emergency Medical Responder license in the State of Nebraska. Passing the cognitive and practical skills examination of the National Registry of Emergency Medical Technicians (NREMT) is required for certification. Student must have current CPR certification, American Heart Association-Healthcare Provider Level or equivalent. (45/15/0/0)

The Emergency Medical Technician Part 1 (EMTL 1840 - 4.5 credit hours)-- This course is dedicated to the study and application of the knowledge and skills necessary for an individual to become an Emergency Medical Technician and provide emergency medical care at a basic life support level with an ambulance service or other specialized service. The course will include the first half of the applications/skills needed to apply for licensure as an EMT in the State of Nebraska. After successful completion of this course and EMTL-1845 the student will be eligible to apply to test for the National Registry of Emergency Medical Technician (NREMT) cognitive examination. Once the student has passed both the cognitive and practical skills examinations of the NREMT he/she can apply to obtain an EMT license in the State of Nebraska. This class contains the current information found in the National EMS Education Standards as outlined by the National Highway Traffic Safety Administration. Student must have current CPR certification, American Heart Association-Healthcare Provider Level or equivalent. (60/15/0/0)

The Emergency Medical Technician Part 2 (EMTL 1845 – 5.0 credit hours)-- This course is dedicated to the study and application of the knowledge and skills necessary for an individual to become an Emergency Medical Technician and provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Emergency Medical Technician Part 2 includes the assessment and treatment of a medical patient and the associated skills and medications an EMT can use. After successful completion of this course and EMTL 1840, the student will be eligible to apply to take the cognitive and practical skills examinations of the National Registry of Emergency Medical Technicians (NREMT). Once the student is successful, the student can apply to obtain an EMT license in the State of Nebraska. This class contains the current information found in the National EMS Education Standards as outlined by the National Highway Traffic Safety Administration. Student must have current CPR certification, American Heart Association – Healthcare Provider Level or equivalent. Prerequisite: EMTL 1840 with min. grade of C. (67.5/15/0/0)

TRUCK DRIVING

Truck driving teaches students the fundamentals of truck operation, safety, government regulations, and necessary record keeping. Upon completion of the program, students take the U.S. Department of Transportation and Nebraska Department of Motor Vehicles license exams. This program is approved for the training of veterans. Many employers require a criminal background check prior to employment. Individuals with a criminal record may not be eligible for employment in some settings.

Prior to being accepted into the class, all applicants must complete a CASAC test and score at or above a 7th grade level, or provide documentation of equivalent ACT or SAT scores, high school diploma, or English GED.

A certificate of continued learning is issued upon successful completion of the course.

Course Expectations

- A. 190 contact hours of classroom and lab instruction covering such topics as: public and employer relations, accident procedures, extreme driving conditions, hazard perception, regulation agencies (DOT-CVSA), daily logs, fire-fighting, personal health and safety, trip planning, speed and space management, vehicle preventive maintenance, cargo handling and documentation, hazardous materials, basic control of vehicle, coupling and uncoupling, backing and shifting, concourse, city and two-lane highway driving, and other related topics including CDL training and testing.
- B. 50 hours of driving (range and street), including accompanying instructor in truck cab and actual driving under supervision.

Total of 240 contact hours.

Students are trained in conventional tractor-trailer combination units with ten and thirteen speed transmissions. The number of students is limited to eight per class.

Prerequisites

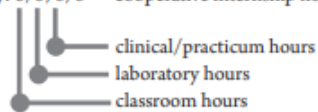
Students must be 21 years of age or older and have a valid driver's license. Students are also cautioned that the physical requirements for a class A Commercial Driver License (required for truck-tractor operators) must be consistent with the standards of the United States Department of Transportation. The required drug/alcohol testing includes pre-admittance, random, post-accident, and reasonable suspicion testing.



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Key: 0/0/0/0 — cooperative internship hours



The contact hours indicated are minimums for state aid reimbursement: actual hours may exceed those listed for each class.

Accounting (ACCT)

ACCT 1060 Basic Accounting Procedures 3 credits

Study of fundamental accounting procedures including payroll preparation, banking practices, and the handling of cash. Includes preparation of end-of-period worksheets and financial statements. Not recommended for transfer or substitution for ACCT 1200. (45/0/0/0)

ACCT 1100 Survey of Accounting 3 credits

Provides a solid overview of the basics of financial and managerial accounting with an emphasis on the relevance of accounting information. Focus of the course is on providing students with an understanding of the major financial statements, the information provided in the financial statements, and enhancing the student's decision making and problem solving abilities from a user perspective. (45/0/0/0)

ACCT 1200 Principles of Accounting I 3 credits

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, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business. (45/0/0/0)

ACCT 1210 Principles of Accounting II 3 credits

This course is a continuation of ACCT 1200 Principles of Accounting I and includes accounting for businesses organized as corporations, cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements. Prerequisites: ACCT 1200 with min grade of C. (45/0/0/0)

ACCT 2010 Spreadsheet Accounting 3 credits

Combines accounting with electronic spreadsheets. Projects are done on PCs and will include budgeting, financial statements, reports, graphics, depreciation schedules, what-if analysis and other aspects of accounting. Prerequisites: (OFFT 1500 OR INFO 1010 OR INFO 1100) AND (ACCT 1210) (45/0/0/0)

ACCT 2020 Accounting with QuickBooks 2 credits

Accounting with QuickBooks is a comprehensive course

in computerized accounting using QuickBooks software or cloud application. Topics will cover service and merchandising businesses. Students will create a company; manage customers and vendors; record receivables, payables, sales, sales tax, purchases, and inventory; maintain asset, liability and equity accounts; and perform routine company maintenance. Prerequisites: ACCT 1060 OR ACCT 1100 OR ACCT 1200 (30/0/0/0)

ACCT 2030 Payroll Accounting 3 credits

An in-depth study of various payroll systems and includes the study of related law and practices. The student practices preparing payrolls and computing deductions. Emphasis is placed on actual preparation of payroll projects, including payroll tax returns. Prerequisites: ACCT 1060 OR ACCT 1200 OR ACCT 1100 (45/0/0/0)

ACCT 2200 Intermediate Accounting I 3 credits

Review of financial accounting. Includes advanced statement construction and theory and practice relating to cash, receivables, inventories, investments, and plant and equipment acquisition, depreciation, re-evaluations. Prerequisites: ACCT 1210 with min grade of C (45/0/0/0)

ACCT 2260 Individual and Business Income Tax 3 credits

Covers who must file tax returns, gross income inclusions and exclusions, tax deductions, determination of adjusted gross income, and taxable income. Includes preparation of both state and federal tax forms and declaration of estimated tax for individuals and business. Prerequisites: ACCT 1200 (45/0/0/0)

ACCT 2700 Accounting Capstone 3 credits

The accounting capstone course is a comprehensive integration of various accounting and business competencies including accounting research, business and accounting knowledge, computer techniques and communication skills. Prerequisites: ACCT 2200 AND ACCT 2010 AND ACCT 2020 (45/0/0/0)

Agriculture (AGRI)

AGRI 1005 Precision Agriculture Systems 3 credits

A study of methods and technology commonly used in precision agriculture. This course will focus on how precision agriculture is implemented as a management practice and the technologies available that make it possible. (45/0/0/0)

AGRI 1010 Animal Science 3 credits

Introduction to the livestock industry and its role in food production, breeds and selection, reproduction and breeding systems, inheritance and genetics, shelter and facility requirements, nutrition, parasites and insects, diseases, and other aspects of meat, milk, wool, and poultry production. (45/0/0/0)

AGRI 1020 Intro to Farm Management Records 4 credits

Basic course in farm accounts, inventories, production records, machinery costs, and financial records. Includes depreciation, feed check, monthly inventory, and household expenses. Prerequisites: AGRI 1410 (60/0/0/0)

AGRI 1025 Farm Experience Lab 0.5 credits

In this experiential course, students will perform tasks associated with successful agriculture production on-site at the Northeast Community College Farm. Students will be exposed to the decision making and task completion for the College farm as each crop and livestock season is planned, implemented, and evaluated. Experiences/topics will vary by major and an interdisciplinary approach will be utilized to determine daily activities and projects on the College Farm. (0/22.5/0/0)

AGRI 1030 Intro to Soil Science 3 credits

The development, physics, chemistry, biology, and classification of soils with emphasis on the role of soils in the growth of plants. Corequisites: AGRI 1040 (45/0/0/0)

AGRI 1031 Soil Evaluation 1 credit

Students will learn how to effectively evaluate color and texture of each horizon of soil. Land classification of rangeland and fields will be evaluated. Students will be able to evaluate soil on various sites within northeast Nebraska. Course will be taken in preparation for competitions. (15/0/0/0)

AGRI 1032 Soil Evaluation II 1 credit

Students will utilize peer to peer instruction to determine parent material and landforms of pedons during competition preparations. Prerequisites: AGRI 1030 with min grade of B. (15/0/0/0)

AGRI 1040 Intro to Soil Science Lab 1 credit

Lab for AGRI 1030, including soil samples, texture, soil surveys, nutrient deficiency, lime recommendations, cation exchange capacity, texture triangle, and acre furrow slice. (0/45/0/0)

AGRI 1050 Farm Welding 1 credit

Basics of the metallurgy of welding and making mechanically sound welds with shielded metal arc welding-SMAW and oxyacetylene welding-OAW. (15/0/0/0)

AGRI 1060 Farm Welding Lab 2 credits

Application of knowledge to create mechanically sound welds and efficient cuts with oxyacetylene welding-OAW. Make mechanically sound welds with shielded metal arc welding-SMAW in the flat, horizontal, vertical, and overhead positions. (0/90/0/0)

AGRI 1070 Introduction to Livestock Selection and Carcass Judging 0.5 credits

A preliminary study of selecting beef, swine, sheep, and dairy animals, including livestock type, conformation, and performance data. Instruction in livestock judging based on sound written and oral reasons. (7.5/0/0/0)

AGRI 1080 Introduction to Livestock Selection and Carcass Judging 0.5 credits

An introduction to actual selection and judging experience, with an emphasis placed on evaluating livestock and defending evaluations through oral reasons. (0/22.5/0/0)

AGRI 1090 Livestock Selection and Carcass Judging I 1 credit

Study of selecting beef, swine, sheep, and dairy animals,

including livestock type, conformation, and performance data. Instruction in livestock judging based on sound written and oral reasons. (15/0/0/0)

AGRI 1100 Livestock Selection and Carcass Judging I Lab 1 credit

Actual selection and judging experience. (0/45/0/0)

AGRI 1105 Issues in Agriculture I 1 credit

The purpose of this course is to expose students to the broad context of agriculture and critical issues facing the industry. A variety of experiences will provide an overview of agricultural and natural resources as well as the effects of human involvement. Connections will be made regarding coursework, experiences, and future expectations important for the development of an informed agricultural professional. (15/0/0/0)

AGRI 1115 Issues in Agriculture II 1 credit

The purpose of this course is to expose students to the broad context of agriculture and the critical issues facing the industry. Students will study the interrelationship and the impact of increased human involvement in agriculture and natural resources. Topics will include, but are not limited to, genetic engineering, food safety, ethics in animal agriculture, leadership, minority influences in the West, environmental issues such as endangered species and water, and other emerging issues. The course is intended to provide students with an appreciation of the divergent viewpoints of the stakeholders involved in the many issues confronting agriculture in Nebraska and the region. (15/0/0/0)

AGRI 1120 Food-Agriculture-Natural Resources Systems 3 credits

Exploration of careers in the agribusiness industry. Covers the various products available for agricultural use and the companies manufacturing these products. Includes numerous field trips to agricultural industries and visits with manufacturer's representatives as outside resources. (45/0/0/0)

AGRI 1130 Large Engine Maintenance 1 credit

Fundamentals of preventative maintenance of farm machines, including tune-ups, bearings and seals, belts and chains, tires and tracks, and belts and fasteners. (15/0/0/0)

AGRI 1131 Plant Science 3 credits

Study and evaluation of cultural practices, varieties, plant growth and development, planting rates, pests, and diseases, fertility and weather influences throughout the growing season. (45/0/0/0)

AGRI 1132 Plant Science Lab 1 credit

Plant growth and development of Monocot and Dicot plants, basic plant anatomy and growth stages, methods of plant reproduction and seed production, basic plant genetics and plant physiology, and identification of uses of crops grown in the Midwest. (0/45/0/0)

AGRI 1140 Large Engine Maintenance Lab 2 credits

Lab experience for AGRI 1130. Applications of preventative

maintenance of farm machines including: tune-ups, bearings and seals, belts and chains, tires and tracks, and belts and fasteners. Corequisites: AGRI 1130 (0/90/0/0)

AGRI 1145 Intro to Natural Resources 3 credits

An introduction to natural resources, and how they play an important part in the modern world. How resource management can assist with biodiversity and sustainability on the local/state/country/world platform will be evaluated. (45/0/0/0)

AGRI 1150 Entomology 3 credits

Basic course in entomology and pest management to include: life processes of insects, classification, life cycle, ecology, sampling, populations, and management theory as they relate to man, plants, and animals. (45/0/0/0)

AGRI 1180 Livestock Selection and Carcass

Judging II 2 credits

Evaluation, grading, and pricing, including beef, pork, and lamb carcass judging classes and retail cut identification. (30/0/0/0)

AGRI 1190 Livestock Selection and Carcass

Judging II Lab 2 credits

Experience in evaluation, grading, and pricing of livestock carcasses and retail cut identification. (0/90/0/0)

AGRI 1230 Feeds and Feeding 3 credits

Balancing livestock feed rations and determining the correct rations for all types of livestock using nutrient needs, digestive systems, and feed nutrient compositions. Includes use of programmable calculators to analyze livestock rations. (45/0/0/0)

AGRI 1240 Advanced Farm Welding 1 credit

Mechanically sound welds in the overhead position with shielded metal arc welding and oxyacetylene, including bronze and braze welding, hard facing, basic engine lathe, and milling machine operations. Prerequisites: AGRI 1050 (15/0/0/0)

AGRI 1250 Advanced Farm Welding Lab 2 credits

Application of knowledge to create mechanically sound welds with advanced electrodes in all positions and types including the overhead position with SMAW (shielded metal-arc welding) and OAW (oxyacetylene welding), tool shaping, tool tempering, and measuring with various measuring devices. Prerequisites: AGRI 1060 (0/90/0/0)

AGRI 1280 Crop Chemicals 2 credits

Use of herbicides, insecticides, fungicides, and nematocides, identification of pests, types of pesticide materials and selection, handling and use of pesticides, and application equipment. (30/0/0/0)

AGRI 1290 International Agriculture and Agribusiness 3 credits

An overview of agriculture worldwide and its impact on production agriculture in the United States. An examination of production agriculture and agribusiness from a global perspective. (45/0/0/0)

AGRI 1300 Cooperative Internship I 1-6 credits

Work-study program for in-depth instruction on the job.

The college gives both related and vocational instruction before and-or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and employers so that each contributes to the student's education and employability. (0/0/0/360)

AGRI 1310 Agricultural Marketing System 3 credits

This course will provide an introduction to agribusiness and food products marketing in the U.S. This course includes a background on the workings of the U.S. food marketing system and how this system affects farm producers, consumers, and middlemen such as processors, wholesalers, retailers, and food services. Students will gain an understanding of how food products move through a food marketing channel to the final point of consumption and how consumer demand, marketing, and information technology have shaped the agricultural food marketing industry over time. (45/0/0/0)

AGRI 1320 Animal Reproduction Physiology 3 credits

Study of the management of animal reproduction, breeding, genetics, natural conception, artificial insemination, and embryo transfer. (45/0/0/0)

AGRI 1340 Animal Science Lab 1 credit

Experience working with all types of livestock at the college farm. Includes branding, castration, vaccination, foot care, and semen collection. (0/45/0/0)

AGRI 1350 Tillage, Planting, and Spraying

Equipment 1 credit

Study of the fundamentals of setting and maintaining tillage, planting, and spraying equipment. Emphasizes the evaluation of different farming practices and methods used today to assist students in developing management tools leading to increased profitability and better soil and water conservation. (15/0/0/0)

AGRI 1360 Tillage, Planting, and Spraying Equipment

Lab 1 credit

Application of knowledge to set tillage equipment, set up planters, calibrate sprayers, and operate corn planters. Corequisites: AGRI1350 (0/45/0/0)

AGRI 1400 Farm and Environmental Safety 2 credits

Study of agriculture safety including farm and ranch safety, chemical safety, OSHA and Hazardous Occupation Laws, safe materials handling and CPR/AED certification. (30/0/0/0)

AGRI 1410 Introduction to the Economics of Agriculture 3 credits

Introductory course to help students develop a basic understanding and appreciation for the role of economics in agriculture at the farm, national, and international levels. Students will learn to apply various economic principles and concepts relating to production agriculture, business management, consumer behavior, market price analysis and equilibrium, and policy information. (45/0/0/0)

AGRI 1420 Interpersonal Skills 3 credits

Designed to help students understand how positive

interpersonal relationships contribute to the process of potentiality development. The course will include: self-awareness and awareness of others, values clarification, decision-making, appreciation for diversity, and development of healthy personal and professional relationships. (45/0/0/0)

AGRI 1430 Orientation to Irrigation 3 credits
Introductory course to help the student with familiarization of irrigation equipment, operations, and techniques in the Midwest with emphasis on pivot irrigation systems. (45/0/0/0)

AGRI 1450 Irrigation Troubleshooting I 2 credits
Fundamental electrical theory including electrical components and their effects on AC and DC circuits. Covers using Ohm's law and circuit testing equipment. (30/0/0/0)

AGRI 1460 Irrigation Troubleshooting I Lab 1 credit
Lab experience for AGRI 1450. Fundamental electrical theory including electrical components and their effects on AC and DC circuits. Covers using Ohm's law and circuit testing equipment. (0/45/0/0)

AGRI 1500 Microcomputer Applications in Agriculture 3 credits
This course covers basic applications of word processing, spreadsheet, data management, and online based programs and how they relate to agriculture. Students will utilize a variety of office and online programs to learn how to create, utilize, move, and manage data. (45/0/0/0)

AGRI 1520 Ag Electronics and Hydraulics 3 credits
The study of electrical and hydraulic systems used in agriculture. Covers the basics of electricity and the laws of hydraulics in farm equipment. Corequisites: AGRI 1525 (45/0/0/0)

AGRI 1525 Ag Electronics Hydraulics Lab 1 credit
Application of electrical and hydraulic law in relation to farm equipment. Includes assembly of these components and the basics of troubleshooting. Corequisites: AGR 11520 (0/45/0/0)

AGRI 1530 Intro to Water Resources 3 credits
Designed to help students develop an understanding and appreciation of the importance of water. The students will develop skills to analyze soil, plant, and water relationships; as well as understand water relationships to environmental, economic, and sociological impacts to the public. The course will begin with a historical perspective of how water resources were formed in Nebraska and the Great Plains. The course will continue by examining the process of water development historically by society through the current status of water including water quality, water quantity, water laws, and regulations. (45/0/0/0)

AGRI 1540 Precision Irrigation Management 3 credits
A study of the technology used to manage irrigation and preserve water. The course will provide an overview of the hardware and software used to operate Variable Rate Irrigation and soil moisture monitoring. (45/0/0/0)

AGRI 2000 Integrated Spreadsheet Applications 3 credits
A course that includes introductory through advanced spreadsheet applications, advanced word processing tools, and integrated software applications for agricultural business situations. (45/0/0/0)

AGRI 2005 Precision Agriculture Theory 3 credits
This course is a study of specific components that make precision agriculture work and how to apply them. Students will gain an understanding of these theories through hands-on and case study exercises. Prerequisites: AGRI 1005 (45/0/0/0)

AGRI 2010 Irrigation and Equipment 3 credits
Introduction to the management of irrigation systems. Includes water requirements, water resources, application methods, types and selection of irrigation equipment, application time and rates, irrigation well principles and operation, water rights and legal aspects, costs, and returns. (45/0/0/0)

AGRI 2015 Farm and Ranch Management 4 credits
Basic course in economic principles and business management concepts which are involved in the decision-making process when organizing and operating a farming-ranching operation. Includes production economics, record keeping systems, financial budgets and analysis, crop and livestock enterprise analysis, depreciation, farm business organizations, and farm investment analysis. Prerequisites: AGRI 1410 (60/0/0/0)

AGRI 2020 Crops and Irrigation 3 credits
Weed identification and control, cultivation and fertilization, tissue testing, monitoring pests and weeds, and record keeping for crops. Introduction to irrigation, crop water requirements, water resources, supply irrigation methods, surface sprinkler irrigation, water rights, and legal aspects of irrigation combining irrigation scheduling with field scouting. (45/0/0/0)

AGRI 2035 Intro to Agroecology 3 credits
An introduction to the relationship of natural ecosystems with agriculture on a local, state, nation, and world wide scale. How countries view and implement sustainable agriculture will be on the forefront of this class. Prerequisites: AGRI 1030 with min grade of C AND AGRI 1131 with min grade of C (45/0/0/0)

AGRI 2040 Livestock Production I 3 credits
The study of livestock management in the areas of selection, nutrition, reproduction, waste management, and marketing as it pertains to cattle, swine, and sheep management. Job opportunities in livestock management and the role of professional organizations in livestock production will also be analyzed. (45/0/0/0)

AGRI 2080 Small Farm Engines 1 credit
Knowledge of tune-ups, maintenance, and overhaul procedures of small Briggs and Stratton engines. (15/0/0/0)

AGRI 2090 Small Farm Engines Lab 1 credit
Application of knowledge to perform tune-ups, maintenance, and overhaul of small engines (0/45/0/0)

AGRI 2100 Farm Electricity and Wiring 1 credit
Utilization of electric energy in agricultural production and processing with an emphasis on safety. Includes wiring installations, selection of safe and adequate circuit devices, service equipment and conductors, electric motors and their control, and energy management. (15/0/0/0)

AGRI 2105 Farm Electricity and Wiring Lab 2 credits
Supplement to AGRI 2100. Includes exercises for wiring skills needed in agricultural production operations. Includes wiring installations, selection of safe and adequate circuit devices, service equipment and conductors, electric motors and their control, and energy management. Corequisites: AGRI 2100 (0/90/0/0)

AGRI 2115 Global Opportunities in Agriculture Leadership Studies 3 credits
The purpose of this leadership course is to develop prominent agriculture spokespersons. This travel study program will examine agricultural production, business, and trade in a designated country from a comparative point of view with the United States. The course will also discuss the history, culture, the arts, and leisure activities of citizens from the designated country. Prerequisites: AGRI 1115 (45/0/0/0)

AGRI 2140 Farm Welding Repair and Projects 1 credit
Study of gas metal arc welding-GMAW, steps of repairing metal objects, and designing a small project. Prerequisites: AGRI 1050 (15/0/0/0)

AGRI 2150 Farm Welding Repair Class and Projects Lab 2 credits
Application of knowledge to create mechanically sound welds with gas metal arc welding-GMAW in the flat, horizontal, vertical, and overhead positions. Making minor repairs to farm equipment. Layout and build a small project. Prerequisites: AGRI 1060 Corequisites: AGRI 2140 (0/90/0/0)

AGRI 2165 Value-Added Diversified Marketing 3 credits
A course in the basic planning and marketing of small-scale value-added products. This includes the inclusion of farmers markets, roadside-stands, and other small retail and wholesale operations. Focus will be on products that are considered niche. (45/0/0/0)

AGRI 2180 Livestock Selection and Carcass Judging III 1 credit
Continuation of the study of selecting beef, swine, sheep, and horses, including conformation and performance data. Instruction in livestock judging based on sound written and oral reasons. Prerequisites: AGRI 1180 (15/0/0/0)

AGRI 2190 Livestock Selection and Carcass Judging III Lab 1 credit
Continuation of the study of selecting beef, swine, sheep, and horses, including conformation and performance data. Instruction in livestock judging based on sound written and oral reasons in a lab situation. Prerequisites: AGRI 1190 (0/45/0/0)

AGRI 2200 Advanced Fertilizers 2 credits
Study of advanced formulations of fertilizers based on soil tests. Review of soils testing and evaluation, nutrient requirements. Includes use of programmable calculators where applicable. Prerequisites: AGRI 1030 (30/0/0/0)

AGRI 2210 Animal Health 3 credits
Fundamentals of animal and herd health, including beef and dairy cattle, swine sanitation, and animal drugs. (45/0/0/0)

AGRI 2250 Grain Harvesting and Handling 3 credits
Harvesting techniques, new and different methods of crop production, new grain varieties, and methods of storing and drying of crops. Prerequisites: AGRI 1131 (45/0/0/0)

AGRI 2260 Beef Feedlot Production Management 2 credits
A study of the beef cattle industry including the consumer, retailer, packer, and feeder. (30/0/0/0)

AGRI 2275 Crop Genetics 2 credits
Study of Mendelian crop genetics and plant breeding, and how genetics relate to crop improvement and production. The basics of crop genetic engineering will also be covered. (30/0/0/0)

AGRI 2285 Swine Production Management 2 credits
A study of the role of swine in the world and their functions. Methods of establishing a swine enterprise through selection and performance testing are also studied. Management as a factor in the cost and efficiency of production is given special attention. The importance of feed costs, nutrient requirements of swine, and processing of feeds are also demonstrated. (30/0/0/0)

AGRI 2290 Agricultural Commodities Marketing 3 credits
Introduction to the concepts of agricultural marketing including, but not limited to, the study of marketing alternatives (cash, contracts, futures, and options). Development of marketing plans and analysis of current industry trends will be utilized to enhance the concepts. (45/0/0/0)

AGRI 2300 Cooperative Internship II 4 credits
Continuation of Cooperative Internship I. (0/0/0/240)

AGRI 2400 Forage, Pasture, and Grassland Production 3 credits
Economical management and cultural practices used in hay, haylage, silage, pasture and range production. Theories and practices relating to variety selection, seeding rates, fertilization, establishment, weed control and harvesting of forages. (45/0/0/0)

AGRI 2410 Forage, Pasture and Grassland Production Lab 1 credit
Lab for AGRI 2400, including a hands-on approach to grass and legume morphology. Identification of forage seeds and plants. Adaption, use, and special management practices for various forage species. (0/45/0/0)

AGRI 2420 Hydraulic Components and Irrigation Pump Applications 3 credits
Study the design to analyze pump classes and types,

selection, and application. Includes pump curves, system curves, suction characteristics, piping systems, and pumping system economics. (45/0/0/0)

AGRI 2430 Irrigation Blueprints 3 credits
Provides familiarization and utilization of blueprints and schematics used in the irrigation industry. (45/0/0/0)

AGRI 2450 Modern Technologies in Agriculture 3 credits
A study of the principles and concepts involved with site specific management and the evaluation of geographic information systems for crop product practices. The course will focus on hands-on experience with the hardware and software necessary for successful application of the information affecting crop management. (45/0/0/0)

AGRI 2460 Resource Efficient Crop Management 3 credits
Integration of principles of crop and soil science, plant breeding, climatology, integrated pest management, and natural resource management in the development and evaluation of crop management practices. Efficient use of solar radiation, water, nutrients, heat, carbon dioxide and other resources in field crop management will be emphasized. Prerequisites: AGRI 1030 AND AGRI 1040 AND AGRI 1131 (45/0/0/0)

AGRI 2500 Data Collection Methodologies 3 credits
A study of advanced methods of collecting data and the technology required for collection. Methods will include the use of sensors, soil moisture probes, and Unmanned Aerial Vehicles (UAVs), as well as new and emerging technologies. (45/0/0/0)

AGRI 2510 Ag GIS Fundamentals 3 credits
A study of Ag GIS software and its applications in agriculture. Includes data management, working with map layers, and underlying attribute data. (45/0/0/0)

AGRI 2520 Ag GPS Applications 3 credits
A study of principles and components that make GPS work in relation to agriculture. Includes correction levels, hardware, guidance, and mapping. Prerequisites: AGRI 1005 Corequisites: AGRI 2525 (45/0/0/0)

AGRI 2525 Ag GPS Applications Lab 1 credit
An application of principles and components that make GPS work in relation to agriculture. Includes installation of hardware and guidance components, guidance calibrations, and mapping. Prerequisites: AGRI 1005 Corequisites: AGRI 2520 (0/45/0/0)

AGRI 2530 Precision Hardware 3 credits
A study of principles and components that make variable rate application in agriculture possible. Includes equipment for applying fertilizer, chemicals, and seed. Prerequisites: AGRI 1520 Corequisites: AGRI 2535 (45/0/0/0)

AGRI 2535 Precision Hardware Lab 1 credit
A study of principles and components that make variable rate application in agriculture possible. Includes equipment for applying fertilizer, chemicals, and seed. Prerequisites: AGRI 1520 Corequisites: AGRI 2530 (0/45/0/0)

AGRI 2810 Horsemanship and Horse Care 2 credits
Basic knowledge of horse skills including nutrition, daily care, horsemanship, and management. (30/0/0/0)

AGRI 2820 Equine Production Management 2 credits
Review and application of horse nutrition, horsemanship, and management. (30/0/0/0)

AGRI 2830 Advanced Animal Nutrition 2 credits
The study of nutrition of farm animals including selection of feedstuffs, feed preparation and processing, and ration formulation. Nutritional management of beef and dairy cattle, sheep, swine, horses, and poultry will also be covered. (30/0/0/0)

AGRI 2840 Cow Calf Production Management 2 credits
A study of beef cattle identification, management procedures for Beef AI, and forage management systems. Resource requirements for a cow herd are studied along with beef cow herd management calendars. Grazing management strategies are also dealt with. Basic consideration for cow nutrition are considered. (30/0/0/0)

AGRI 2850 Sheep Production Management 1 credit
A study of sheep identification, management procedures for lambing, shearing considerations, and financial and marketing considerations. Resource requirements for a sheep herd are studied along with sheep herd management calendars. Grazing management strategies are also dealt with. Sheep herd health including infectious diseases, parasites, and plant poisoning are also reviewed. Basic considerations for sheep nutrition are considered. (15/0/0/0)

AGRI 2860 Dairy Production Management 2 credits
This course is designed to provide applicable hands on instruction in fundamental dairy management tools to help the dairy technician attain the following: the ability to perform basic dairy-specific management procedures, the ability to identify the basic signs of a sick cow, and the skills to take the crucial first steps in correcting day-to-day operational problems. (30/0/0/0)

AGRI 2870 Agricultural Law 3 credits
The study of law that governs agriculture. Includes estate planning, contracts, leasing, personal and liability for the producer and agribusiness. (45/0/0/0)

AGRI 2880 Principles of Agricultural Selling 2 credits
A study of fundamental concepts and methods involving a combination of technical solutions to complex problems using sales and marketing tools to achieve mutual benefit for both the customer and the agribusiness. (30/0/0/0)

AGRI 2885 Agriculture Finance 3 credits
An analysis of capital investments, interpretation of financial statements, capital structure considerations of agricultural firms, and farm real estate pricing. Prerequisites: AGRI 1410 AND AGRI 2015 (45/0/0/0)

AGRI 2890 Agriculture Capstone Experience 1 credit
The course will provide students with an opportunity to reflect on previous coursework and synthesize the content and merit of their program of study while strengthening their competency level to enter the workforce upon

graduation. Students will improve critical thinking and communication skills through the development of professional presentations. Through a variety of examination and demonstration exercises, students will show competency in their subject areas. (15/0/0/0)

Drafting (ARCH)

ARCH 1100 Architectural Drafting I 2 credits

Basic techniques and fundamentals of architectural drafting with emphasis on line work, lettering, and basic technical drawing. Basic drafting skills are developed through projects devoted to acquiring knowledge of basic residential construction methods and their graphical representation. Emphasis is placed on industry standards. Corequisites: ARCH 1110 (30/0/0/0)

ARCH 1110 Architectural Drafting I Lab 2 credits

Lab experience for ARCH 1100. Corequisites: ARCH 1100 (0/90/0/0)

ARCH 1120 Materials of Construction 3 credits

As related to the architectural industry, the study of standards, codes, materials, and methods of construction. Raw materials and manufactured products are studied. (45/0/0/0)

ARCH 1130 Introduction to Construction Documents 3 credits

Basic plan reading skills are developed through use of both residential and commercial drawings and specifications. The student will become familiar with codes, bidding, and negotiation concepts. (45/0/0/0)

ARCH 1150 Introduction to Construction Lab 2 credits

Lab for ARCH 1140. Through group projects, students learn basic construction practices and will build a small structure. Corequisites: ARCH 1140 (0/90/0/0)

ARCH 1160 Fundamentals of Drafting 3 credits

A course that will provide a study into the basic concepts of drafting. The student will use traditional as well as computer aided drafting to create various drawings. Industry graphic standards will be emphasized through the creation of sketches, boards, and CAD drawings. (15/90/0/0)

ARCH 1170 Introduction to Construction 3 credits

Basic building construction theory, methods, and techniques, including site work, concrete, masonry, rough and finish carpentry, and structural calculation. Wood and steel building components are discussed. Through group projects, students learn basic construction practices and will build a small structure. (15/90/0/0)

ARCH 1200 Architectural Drafting II 4 credits

A sequence course to Architectural Drafting I that will provide a study into the basic design theories applied in the creation of residential structures both single and multi-unit and light commercial structures. Application of theory will be through projects designed to acquaint the student with the accepted structural methods used and the transformation of this knowledge into working drawings using dimension lumber, steel joists with

decking, and other material. Prerequisites: ARCH 1100 Corequisites: ARCH 1210 (60/0/0/0)

ARCH 1210 Architectural Drafting II Lab 6 credits

Lab experience for ARCH 1200. Corequisites: ARCH 1200 (0/270/0/0)

ARCH 1220 Estimating for Construction 3 credits

Sequence course to ARCH 1120 that provides further study into materials, quantity determination, and costs. (45/0/0/0)

ARCH 1230 Introduction to Revit 4 credits

Basic skills in 3-D Computer-Assisted Drafting (CAD) using REVIT ARCHITECTURE. Projects consist of various residential drawings. Students will plot and print drawings using CAD equipment. Emphasis is placed on following industry and office standards. (30/90/0/0)

ARCH 1250 Computer Assisted Drafting I Lab 2 credits

The development of basic skills in CAD using the microcomputer and AutoCAD. Students will plot and print drawings using CAD equipment and develop written documents with the word processor. Emphasis is placed on following industry and office standards. Corequisites: ARCH 1240 (0/90/0/0)

ARCH 1260 Architectural Concepts 5 credits

A study into the application of CAD in the creation of architectural drawings for residential and light commercial structures. Students will be introduced to the accepted structural methods used and the transformation of this knowledge into working drawings. Prerequisites: ARCH 1240 AND ARCH 1250 (30/135/0/0)

ARCH 1270 Computer Assisted Drafting I 4 credits

Basic skills in Computer-Assisted Drafting (CAD) by assigned problems and projects using keyboard and mouse entry, drawing and lettering with CAD, and printing finished work. Students work in model and paper space. Projects consist of various mechanical drawings. Students will plot and print drawings using CAD equipment. Emphasis is placed on following industry and office standards. (30/90/0/0)

ARCH 1280 Introduction to SolidWorks 4 credits

This course offers an introduction to 3D, parametric, solid modeling concepts, and practices through the use of SolidWorks. Students will develop an understanding and apply industry standards for the use of SolidWorks as a tool to design, model, and create documentation for parts and assemblies. Students will also utilize tools in Sheet Metal Fabrication, Weldments, and Simulation. At the end of the course, students will take the Certified SolidWorks Associate exam and, upon successful completion of the exam, earn the CSWA certification. Prerequisites: ARCH 1270 (30/90/0/0)

ARCH 1285 Geometric Dimensioning and Tolerancing 2 credits

This course offers an introduction to Geometric Dimensioning and Tolerancing. Students will develop an understanding of GD&T per the ASME Y14.5, standard.

The course will cover the basics of why and how to apply Geometric Tolerances for manufacturing quality parts. Prerequisites: ARCH 1160 (30/0/0/0)

ARCH 1295 Engineering Materials and Processes 2 credits

This course applies the design processes to solve hypothetical design problems using concurrent engineering models and product lifecycle management combined with the study of manufacturing processes and industrial materials. Students will develop critical thinking abilities to solve design and process problems typical in industry. Prerequisites: ENGR 1010 AND ARCH 1160 (30/0/0/0)

ARCH 1300 Cooperative Internship I 3 credits

Work study program for in-depth experience on the job. Cooperative internships are planned and supervised by the college and employers so that each contributes to the student's education and employability. Completion of the first year of coursework in the AAS Drafting degree program, a 2.0 minimum GPA, and Instructor/Program Advisor approval is required. (0/0/0/0)

ARCH 1400 Industrial Plant Layout and Manufacturing Process Flow 4 credits

A study of commercial and industrial layout and design, including the development of efficient flow of product and people through the facility, facility orientation, traffic patterns, employee parking, emergency access, and other site related issues. This course will also review how building codes, environmental regulations, ADA, and other government regulations can affect the facility site plan layout. (30/90/0/0)

ARCH 2010 Structural CAD Drafting I 6 credits

This theory and lab course covers the introduction of detailing structural systems utilizing steel, concrete, and timber. The main emphasis is on the how and why of engineering bidding documents and shop drawings for steel, concrete, and timber structural systems. The student technician will sketch and develop construction (shop) drawings from the text book. The student will produce all shop drawings using recent AutoCAD software. Drafting emphasis is placed on presentation, industry standards, labeling, and plotting. Prerequisites: ARCH 1230 (45/135/0/0)

ARCH 2020 Computer Assisted Drafting III 4 credits

A continuation of CAD Drafting II with theory and lab designed to develop a proper understanding of how the program functions and knowing the program limitations. The class will help in developing skills and procedures to draw a 3-D solid model. Prerequisites: ARCH 1230 (30/90/0/0)

ARCH 2100 Surveying and Site Planning 3 credits

A theory and lab course devoted to the study of plane surveying and the application to civil drafting and architectural site planning. The use of field surveying equipment and office aspects of plane surveying help to develop the skills needed to gather, record, and use information from the site. Prerequisites: MATH 1020 (30/45/0/0)

ARCH 2110 Architectural CAD I 4 credits

A course that will provide a study into the basic design theories applied in the creation of residential structures both single and multi-unit and light commercial structures. Application of theory will be through projects designed to acquaint the student with the accepted structural methods used and the transformation of this knowledge into working drawings using dimension lumber, steel joists with decking, and other material. Emphasis will be in 2-D working drawings using AutoCAD. Prerequisites: ARCH 1130 AND ARCH 1230 (30/90/0/0)

ARCH 2130 Mechanical Drafting I 4 credits

In this course, students will use parametric 3-D modeling software to design and plan drawings for a variety of parts including machined parts, plastic injection molded parts, castings, and turned parts. A focus will be applied on using appropriate geometry based on the manufacturing process, calculating appropriate hole sizes, applying GD&T, and applying industry standards to drawings. Students will virtually test part geometry using simulation and build prototype parts to validate their designs. Prerequisites: ARCH 1280 AND ARCH 1285 AND ARCH 1295 (30/90/0/0)

ARCH 2150 Civil Drafting 2 credits

A lecture and lab course devoted to the study of map drafting designed to present fundamental graphical concepts and related material as they apply to the field of civil technology. Course includes a lab segment devoted to the application of civil drafting and designed to practice fundamental graphical concepts and related material as they apply to site planning. The activity problems will be completed on the computer using a recent AutoCAD Version for Windows and Word for Windows. Prerequisites: MATH 1020 (15/45/0/0)

ARCH 2180 Process Piping CAD-P and ID 4 credits

This course is a detailed study of process piping and the various utility piping systems used in commercial and industrial facilities. Topics include piping types, piping materials, and connections used on different types of piping systems. The class reviews applicable codes related to the design and fabrication of piping systems. Also covered are the drafting standards that apply to the creation of schematic and detailed piping drawings needed for fabrication and installation. Prerequisites: ARCH 2300 (30/90/0/0)

ARCH 2200 Structural CAD Drafting II 6 credits

This course is a lecture and lab class that covers the detailing of structural systems utilizing steel and concrete. The main emphasis is on the how and why of engineering bidding documents and shop drawings for steel and concrete structural systems. The student technician will sketch and develop construction, shop, drawings from construction documents. The student will produce all shop drawings using recent AutoCAD software. Drafting emphasis is placed on presentation, industry standards, labeling and plotting. Prerequisites: ARCH 2010 (45/135/0/0)

ARCH 2210 Architectural CAD II 6 credits

This is a continuation course which uses the knowledge gained in previous classes. The student will work individually and in teams to create both 2-D and 3-D drawings using AutoCAD and Revit. Students will create both working and presentation drawings. Prerequisites: ARCH 2110 AND ARCH 1160 AND ARCH 1230 (45/135/0/0)

ARCH 2220 Computer Assisted Drafting IV 4 credits

This course incorporates theory and lab designed to develop a proper understanding of how the program functions and knowing the program limitations. The class will help in developing skills and procedures to draw 3-D Structural Steel models using Structural Steel CAD Software. Prerequisites: ARCH 1230 (30/90/0/0)

ARCH 2230 Mechanical Drafting II 6 credits

In this course, students will utilize all the concepts from Mechanical Drafting I and create 3-D models and drawings for assemblies including weldments, jig and fixture, consumer products, machinery, and medical devices. Students will be responsible for managing data, validating their work, and applying industry standards to their designs and drawings. Students will plan the manufacturing processes used, estimate the costs associated, and build prototypes of their projects. Prerequisites: ARCH 2130 (45/135/0/0)

ARCH 2240 Power Distribution and Electrical CAD Drafting 3 credits

This course is a detailed study of electrical power distribution, motor control centers, lighting, electrical panel room layout, and electrical safety regulations. Students will be introduced to the electrical power systems common to most commercial and industrial facilities. Students will study and apply current drafting standards to produce electrical layouts, design schematics, ladder-logic schematics, and single line electrical diagrams. Electrical service drawings needed for commercial and industrial facilities will also be studied. Prerequisites: ARCH 2300 (15/90/0/0)

ARCH 2250 Construction Documents 2 credits

This course is a theory and lab study of construction contract documents regarding the content, preparation, application, and interpretation of the AIA forms. These documents are part of the administration of the construction process. The student will study interrelationships of the front ends, technical specifications, and drawings. Prerequisites: ARCH 1200 (30/0/0/0)

ARCH 2260 Introduction to Inventor 3 credits

This course offers an introduction to basic drafting concepts and practices through the use of AutoDesk Inventor. The students will develop an understanding of how industry uses this software to quickly create 3-D objects. The student will learn the process of creating basic shapes to build solid models, create assemblies of multiple objects, create animations, and do final working drawings. Permission of instructor required. (15/90/0/0)

ARCH 2300 Computer Assisted Drafting II 4 credits

A continuation of CAD Drafting I with theory and lab designed to develop a proper understanding of how the program functions and knowing the program limitations. The class will help in developing skills and procedures to draw a three dimensional model of a commercial building using AutoDesk Architecture. Prerequisites: ARCH 1240 AND ARCH 1250 (30/90/0/0)

ARCH 2310 Plumbing, Water Treatment, and Wastewater 4 credits

This course is a detailed study of plumbing, water treatment and water supply systems, wastewater piping, and wastewater treatment systems common in commercial and industrial facilities. Students will be introduced to water supply systems ranging from private water treatment systems to municipal systems. Regulations regarding water supply and wastewater plumbing systems as detailed in the applicable codes will be reviewed. Drafting standards to produce water and wastewater piping drawings will be examined. Prerequisites: ARCH 2300 (30/90/0/0)

Art (ARTS)

ARTS 1000 Introduction to Photoshop 1 credit

Designed to introduce the student to Adobe Photoshop and use the software to repair damaged prints, combine images, improve images, and add text to photographs. The student will have the opportunity to use a digital camera, scanner, and inkjet printer. Students can bring their own photos to work on or use images provided by the instructor. (15/0/0/0)

ARTS 1005 Photoshop II 1 credit

A continuation of Introduction to Photoshop. This course covers additional selection and editing procedures. The student will be introduced to additional methods to add impact to their images and will create objects and modify text. Prerequisites: ARTS 1000 (may be taken concurrently) (15/0/0/0)

ARTS 1050 Intro to Art History and Criticism I 3 credits

A survey of major works of art in all media from Prehistory through the end of the 14th Century. Artistic styles will be discussed in relation to contemporary history, society, and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context. (45/0/0/0)

ARTS 1060 Intro to Art History and Criticism II 3 credits

A survey of major works of art in all media from the 14th Century to the present. Artistic styles will be discussed in relation to contemporary history, society, and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context. (45/0/0/0)

ARTS 1250 Drawing Logic I 3 credits

Fundamental principles of drawings and perspective based on observation and imagination. (30/30/0/0)

ARTS 1300 Design I 3 credits

Two-dimensional study of the structural use of line, form

and color, including color theory. (30/30/0/0)

ARTS 1350 Watercolor 3 credits

Introduction to the technical processes of the watercolor medium. Students will explore a variety of issues including form and expression. (30/30/0/0)

ARTS 1400 Ceramics 3 credits

Introduction to the varied processes and development of the skills needed to work in clay. The course covers different construction methods, hand building, and wheel throwing. Glazes and glazing, and steps in kiln firing and finishing will also be discussed. (30/30/0/0)

ARTS 1450 Graphic Arts I 3 credits

A concentrated study of the design process using commercial computer applications to create graphic design images. The student will develop design principles and applications that provide a foundation for advanced graphic design course work. (30/30/0/0)

ARTS 1500 Drawing Logic II 3 credits

Basic elements of drawing using a variety of media, including ink, watercolors, and charcoal. Prerequisites: ARTS 1250 OR GCAD 1250 (30/30/0/0)

ARTS 1600 Design II 3 credits

A continued investigation of spatial organization based on the principles of design. Exploration of art history will accent assignments. Individual interpretations of style and intent will develop. Prerequisites: ARTS 1300 OR GCAD 1300 (30/30/0/0)

ARTS 1700 Digital Photography 3 credits

This course is designed to introduce the student to digital photography as it relates to the graphic design industry. The student will use imaging hardware (cameras, scanners, and computers) and photo manipulation software to alter, combine, create, and recreate custom images to graphic design industry specifications. Class projects require specific knowledge and skill-set techniques. Group class critiques will be held to develop the student's professional level photography skills, visual aesthetic, and industry vocabulary. (30/30/0/0)

ARTS 1750 Painting I 3 credits

Introduction to oil painting with an emphasis on the study of forms existing in space. Issues of representational painting will be addressed. (30/30/0/0)

ARTS 2250 Elementary School Art 3 credits

Study of art activities related to the teaching of elementary school children. Provides a basis for evaluation of art in elementary grades. Five hours of volunteer service learning required. Prerequisites: EDUC 1110 with min grade of C (45/0/0/0)

ARTS 2450 Graphics Arts II 3 credits

Advanced application of graphic design principles and processes, as expressed through the development of advanced projects in advertising and product design which incorporate the use of industry-standard software. Prerequisites: ARTS 1450 OR GCAD 1450 (30/30/0/0)

ARTS 2750 Painting II 3 credits

Formal and technical concerns will be investigated. Subject matter will vary, yet figure study will be emphasized. Prerequisites: ARTS 1750 (30/30/0/0)

Audio Recording Technology (AUDR)

AUDR 1580 Physics of Sound 3 credits

Introduction to the physics of sound. The physical properties of sound, oscillation, and periodic movement are covered as a parallel development with math skills and problem solving. (45/0/0/0)

AUDR 1600 Audio Principles and Technology I 2 credits

Introduction to audio engineering topics and principles including psychoacoustics, hearing safety, microphones, signal processing, and digital audio technology. (30/0/0/0)

AUDR 1615 Audio Recording Techniques I Lab 1 credit

Introduction to hands-on techniques utilized in recording studios. Students will be involved in mock recording sessions while learning how to operate the various components found in recording studios such as microphones, mixing consoles, multi-track recorders, and two-track recorders. (0/45/0/0)

AUDR 1625 Audio Principles and Technology II 2 credits

An advanced study of audio principles and technology with greater detail of individual microphone characteristics and techniques, stereo microphone techniques, signal processing, psychoacoustics, and introductory acoustic principles of studio spaces. Prerequisites: AUDR 1580 (may be taken concurrently) AND AUDR 1600 (may be taken concurrently) AND AUDR 1615 (may be taken concurrently) (30/0/0/0)

AUDR 1635 Audio Recording and Techniques II Lab 3 credits

Continuation of instruction for hands-on techniques utilized in recording studios. Students will be involved in mock recording sessions while learning how to operate the various components found in recording studios such as microphones, mixing consoles, digital audio workstations (DAW), multi-track recorders, and two-track recorders. Prerequisites: AUDR 1615 (15/90/0/0)

AUDR 1665 Electronics for Audio I 3 credits

Comprehensive study of electronics from atomic structure through parallel and series circuits, magnetism, and alternating current. Ohm's law will be used to analyze current flow and voltages. Introductory analysis of various circuits and components including resistors, capacitors, inductors, transformers, and diodes. Use of electronic multimeters and oscilloscopes will be introduced. (45/0/0/0)

AUDR 1680 Electronics for Audio II 2 credits

Applicable study of audio system signal flow and electronics. Discussion will include patch bay schemes, switches, relays, and block diagrams. Discussion will also include the components of live sound systems as well as strategies for sound system operation and signal flow. Prerequisites: (AUDR 1660 AND AUDR 1670) OR AUDR 1665 (30/0/0/0)

AUDR 1760 Digital Audio Workstation I 1 credit

Introduction to concepts and techniques of video and audio editing and production using a non-linear, computer-based production system. This course will follow the Avid software training curriculum for Pro Tools 101. (15/0/0/0)

AUDR 1780 Digital Audio Workstation II 1 credit

Continuation of the concepts and techniques of audio editing and production using a non-linear, computer-based production system. This course will follow the Avid software training curriculum for Pro Tools 110. Students will be given the opportunity to take the Pro Tools user-level certification exam. Prerequisites: AUDR 1760 (15/0/0/0)

AUDR 1800 Electronic Soldering 1 credit

This course will instruct students to make electronic connections using a pencil-style soldering iron. These connections will mostly consist of audio connections such as XLR, TRS, TS, and RCA. Students will also be building a direct input (D.I.) box. (0/45/0/0)

AUDR 2000 Advanced Audio Principles I 3 credits

Continuation of audio engineering topics and principles including electronics, signal processing, metering, and equipment wiring. Prerequisites: AUDR 1600 AND AUDR 1615 (45/0/0/0)

AUDR 2010 Audio Systems and Live Sound Lab 2 credits

This course is designed to give students the background and skills necessary to enter the field of live sound production. In this course, students will apply the skills and knowledge acquired from previous Audio Recording classes to the practice of live sound setup, live mixing, and troubleshooting. Prerequisites: AUDR 1600 (may be taken concurrently) AND AUDR 1615 (may be taken concurrently) (22.5/22.5/0/0)

AUDR 2020 Advanced Audio Principles II 3 credits

Continuation of audio engineering topics and principles including recording studio procedures, copyright, physics of sound, and acoustics. Prerequisites: AUDR 2000 AND AUDR 1635 (45/0/0/0)

AUDR 2500 Fundamentals of Digital Audio 1 credit

Study of the underlying fundamentals of modern digital audio systems. Covers basics of the binary number system and digital logic gates. Students will discuss sampling, aliasing, bit resolution, quantization, and dither. Prerequisites: AUDR 1660 AND AUDR 1670 AND AUDR 1680 AND AUDR 1690 (15/0/0/0)

AUDR 2600 Audio Principles and Technology III 3 credits

Advanced study of audio principles technology with additional emphasis on recording session set up and operation in digital and analog environments. Study of acoustic analysis of recording and mixing spaces as well as techniques of hardware and software in the recording and monitoring chain. Students will explore advanced stereo capture techniques and approaches based on ensemble type and delivery medium. Live sound system goals, components, connectivity, and setup will be discussed. Prerequisites: AUDR 1625 AND AUDR 1635 AND AUDR

1680 (45/0/0/0)

AUDR 2610 Audio and Recording Techniques III

Lab 3 credits

Lab for AUDR 2600. Prerequisites: AUDR 2000 AND AUDR 1635 (0/135/0/0)

AUDR 2620 Audio Principles and Technology IV 3 credits

An advanced study of audio principles and technology with an emphasis on studio/post-production design and equipment utilization within the recording studio environment. Implementation and integration of the common building blocks common in studio and post-production environments will reflect the type of facility and market appropriate to that facility. An overview of legacy equipment and technology will include basics of tape and linear technology, as well as pros and cons of each type of technology. Prerequisites: AUDR 2600 (45/0/0/0)

AUDR 2630 Audio and Recording Techniques IV

Lab 3 credits

Lab for AUDR 2620. Prerequisites: AUDR 2600 AND AUDR 2610 (0/135/0/0)

AUDR 2760 Digital Audio Workstation III 1 credit

An advanced study of Digital Audio Workstation including concepts and techniques of audio editing, mixing, and production using a non-linear, computer-based production system. This course will follow the Avid software training curriculum for Pro Tools 201. Prerequisites: AUDR 1780 (may be taken concurrently) (15/0/0/0)

AUDR 2770 Digital Audio Workstation IV 1 credit

An advanced study of Digital Audio Workstation including concepts and techniques of audio editing, mixing, and production using a non-linear, computer-based production system. This course will follow the Avid software training curriculum for Pro Tools 210M, which focuses on music production. Prerequisites: AUDR 2760 (15/0/0/0)

AUDR 2775 Digital Audio Workstation V 1 credit

An advanced study of Digital Audio Workstation including concepts and techniques of audio editing, mixing, and production using a non-linear, computer-based production system. This course will follow the Avid software training curriculum for Pro Tools 210P, which focuses on audio-for-video post production. (15/0/0/0)

AUDR 2780 Digital Audio Workstation VI 1 credit

An advanced study of Digital Audio Workstation including concepts and techniques of audio editing, mixing, and production using a non-linear, computer-based production system. This course will follow the Avid software training curriculum for Pro Tools 310M, which focuses on advanced music production. Prerequisites: AUDR 2770 (15/0/0/0)

AUDR 2800 Audio and Recording Projects I 2 credits

Includes all aspects of a recording project. Depending on the nature of project preparation, it may include song and talent selection, recording and overdub sessions, mixdown sessions, and editing the master tape for mastering and pressing. Student must have sophomore standing in the

audio and recording program. Prerequisites: CINE 1020 OR CINE 1030 AND AUDR 1600 AND AUDR 1615 (15/45/0/0)

AUDR 2820 Audio and Recording Projects II 2 credits
Continuation of AUDR 2800. Prerequisites: AUDR 2800 (15/45/0/0)

AUDR 2840 Production Lab I 1 credit
Continuation of self-guided lab intended for the further development of recording, mixing, editing, and post production skills. Prerequisites: AUDR 2630 (0/45/0/0)

AUDR 2850 Production Lab II 1 credit
Continuation of self-guided lab intended for the further development of recording, mixing, editing, and post production skills. Prerequisites: AUDR 2630 (0/45/0/0)

AUDR 2860 Production Lab III 1 credit
Continuation of self-guided lab intended for the further development of recording, mixing, editing, and post production skills. Prerequisites: AUDR 2630 (0/45/0/0)

AUDR 2870 Production Lab IV 1 credit
Continuation of self-guided lab intended for the further development of recording, mixing, editing, and post production skills. Prerequisites: AUDR 2630 (0/45/0/0)

AUDR 2880 Production Lab V 1 credit
Continuation of self-guided lab intended for the further development of recording, mixing, editing, and post production skills. Prerequisites: AUDR 2630 (0/45/0/0)

AUDR 2890 Production Lab VI 1 credit
Continuation of self-guided lab intended for the further development of recording, mixing, editing, and post production skills. Prerequisites: AUDR 2630 (0/45/0/0)

AUDR 2900 Legal Protection of Musical Material 2 credits
Study of copyright laws and how they apply to today's musical situations. (30/0/0/0)

Auto Body Repair Technology (AUTB)

AUTB 1015 Glass, Trim, and Welding Theory 2.5 credits
Course includes the study of glass installation, servicing, automotive trim, and a study of MIG welding procedures. Course also emphasizes the theory of expansion, contraction, and distortion of sheet metal along with problems and control. (37.5/0/0/0)

AUTB 1025 Glass, Trim, and Welding Lab 3.5 credits
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural glass, non-structural glass, and auto trim. Upon completion, the student should be able to remove and replace automotive trim and glass. Students further experience in the effects of heat when welding and working with sheet metal including problems commonly encountered and methods of control. Corequisites: AUTB 1015 (0/157.5/0/0)

AUTB 1045 Beginning Paintless Dent Repair 2 credits
Beginning look at the art of paintless dent repair (PDR). The course covers specialized tools, techniques, and strategies, including metal characteristics and corrosion

protection, commonly used by industry in dent repair without the need for refinishing or repainting. (30/0/0/0)

AUTB 1050 Panel Adjustment and Metalworking Theory 2.5 credits
Course includes study of basic metalworking procedures, terminology, and metallurgy. Also includes the effect of impact on automobile sheet metal, its classification, analysis, repair procedures, and proper adjustments of all body bolts on panels. Prerequisites: AUTB 1015 (may be taken concurrently) (37.5/0/0/0)

AUTB 1055 Panel Adjustment and Metalworking Lab 3.5 credits
Provides a laboratory experience for panel replacement and adjustment techniques include replacement and alignment of bolt-on body panels, fasteners, and trim. Metalworking practice opportunities are provided for minor collision damage repair including shaping, straightening, and proper adjustment techniques. Corequisites: AUTB 1050 (0/157.5/0/0)

AUTB 1210 Major Body Damage Repair Theory 5 credits
Includes instruction in car body design, the use of plastic body filler, body lead, and various auto body materials. Also includes fiberglass repair, plastic welding, MIG welding, portapowers and alignment equipment, power tools and equipment, and basic electricity and chassis electrical systems. Prerequisites: AUTB 1050 AND AUTB 1060 (75/0/0/0)

AUTB 1225 Major Damage and Metalworking Lab 7 credits
Provides a hands-on experience in major panel replacement and repair including working with weld-on panels and sections. Experience is further gained through the repair of basic automotive electrical systems. Corequisites: AUTB 1210 (0/315/0/0)

AUTB 1300 Cooperative Internship I 1-6 credits
Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the employers so that each contributes to the student's education and employability. First year completion of the Auto Body Repair Technology program or permission of instructor required. (0/0/0/360)

AUTB 2015 Paint Care and Refinishing Theory 5 credits
Extensive study of detailing procedures, automotive refinishing, surface preparation, undercoats, and automotive colors. Course also includes proper use of refinishing tools and equipment required in minor spot repair to major auto refinishing projects. Prerequisites: AUTB 1210 AND AUTB 1225 (75/0/0/0)

AUTB 2035 Paint Care and Refinishing Lab 7 credits
Practice in automotive refinishing of various automotive paint finishes with emphasis on proper use of materials, paint preparation, equipment selection and care, and refinishing techniques. Corequisites: AUTB 2015 (0/315/0/0)

AUTB 2045 Advanced Collision Repair Lab 3 credits

This course introduces advanced hands-on experiences involving high production practices used by industry collision repair technicians in real world shop situations. (0/135/0/0)

AUTB 2055 Auto Body Restoration Theory 0.5 credits

A look at autobody restoration as it applies to older and newer vehicles alike. Classroom theory include rust repair, panel straightening and replacement, glass and refinishing. (7.5/0/0/0)

AUTB 2065 Auto Body Restoration Lab 0.5 credits

A hands on look at auto body restoration. Practice of classroom theory including welding and straightening of panels as it relates to the students restoration project. (0/22.5/0/0)

AUTB 2215 Frame and Heavy Collision Theory 5 credits

A study of frame and unitized body terminology and measuring including the effects of impact, its classification, analysis, and repair procedures. All phases of collision repair including methods and procedures of estimating collision damage and calculating estimates according to local standards on live projects. As well as business practices involved in estimating and acquainting students with the shop manager's role in organizing the shop and its equipment, along with customer relations, and employer-employee relations. Prerequisites: AUTB 2035 (75/0/0/0)

AUTB 2235 Frame and Heavy Collision Lab 3.5 credits

Provides experiential learning in the identification and calculation of vehicle damage including the use of mechanical and computer assisted measuring systems to analyze and develop repair procedures on frame and unibody vehicles to enable the vehicle to be restored to industry standards. Corequisites: AUTB 2215 (0/157.5/0/0)

AUTB 2245 Applied Body Repair Lab 3.5 credits

Provides hands-on experience in complex and advanced repair and refinishing processes used in auto body repair. Allows students hands-on practice skills required to return a vehicle to service under typical auto body shop conditions. Corequisites: AUTB 2215 (0/157.5/0/0)

Automotive Technology (AUTT)

AUTT 1010 Suspension, Steering, and Brake Systems Theory 2.5 credits

Study of various suspension and steering systems along with the functions and purpose of related members of the system. Covers front-end and rear-end alignment angles and their effects on the system. Emphasizes hydraulics and components of modern automotive brake systems. (37.5/0/0/0)

AUTT 1015 Suspension, Steering, and Brake Systems Lab 3.5 credits

Involves practical shop experiences, analyzing and correcting various suspension and steering problems, front-end and rear-end alignment and steering systems repair. Includes diagnosis of brake system problems, repair, and service of brake systems using the proper procedures, methods, tools,

and equipment. Corequisites: AUTT 1010 (0/157.5/0/0)

AUTT 1110 Electrical Systems Theory 2.5 credits

Study of basic electricity, automotive circuitry, and wiring diagrams. Complete coverage of batteries, starting, charging, and accessory systems including application, testing, diagnosis, and repair. (37.5/0/0/0)

AUTT 1125 Electrical Systems Lab 3.5 credits

Practical application, analysis, and repair of areas and systems covered in the electrical systems theory class, AUTT 1110. Involves use of proper methods, tools, specifications, and equipment. Corequisites: AUTT 1110 (0/157.5/0/0)

AUTT 1150 Automotive Welding and Repair Lab 1 credit

This course will cover safe and proper use of oxyacetylene cutting and heating equipment, MIG welding, and aluminum spool gun use. (0/45/0/0)

AUTT 1210 Electrical Tune-Up and Fuel Systems Theory 2.5 credits

This course covers standard and transistorized ignition systems, including tanks, pumps, filters and fuel system designs; as well as the purpose, application, testing, diagnosis, service and repair of the ignition and fuel systems. Prerequisites: AUTT 1110 (37.5/0/0/0)

AUTT 1225 Electrical Tune-Up and Fuel Systems Lab 3.5 credits

Lab experience corresponds to the material covered in AUTT 1210. The proper use of test equipment, procedures, and specification to diagnose, repair, adjust, and overhaul components of the engine's ignition and fuel systems. Corequisites: AUTT 1210 (157.5/0/0/0)

AUTT 1300 Cooperative Internship I 1-6 credits

Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and-or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the employers so that each contributes to the student's education and employability. First year completion of the Automotive Technology program or permission of instructor required. (0/0/0/360)

AUTT 1310 Automotive Electronics Theory 2.5 credits

The study of the complete electronics systems including microprocessors, sensors, and controllers of the computerized ignition and fuel injection systems. Covers the computers, sensors, and controllers, their circuits, application, operation, and the testing and diagnosing of these systems. Prerequisites: AUTT 1210 (may be taken concurrently) (37.5/0/0/0)

AUTT 1325 Automotive Electronics Lab 3.5 credits

Lab experiences correspond to the material covered in AUTT 1310. Includes the proper use of tools, scanners, and other test equipment to diagnose the computers, sensors and controllers, along with the repair and adjustment of the ignition and fuel injection systems. Corequisites: AUTT 1310 (0/157.5/0/0)

AUTT 2010 Clutch, Manual Transmission and Transaxle, Drive Shaft, and Differential Theory 2.5 credits

Explanation of automotive clutch purposes, design, and function along with the working of various modern three, four, and five-speed standard transmissions. Includes discussion of drive shaft assemblies along with differential and front wheel drive types. (37.5/0/0/0)

AUTT 2015 Clutch, Manual Transmission and Transaxle, Drive Shaft, and Differential Lab 3.5 credits

Lab work relative to all these systems. Includes use of correct diagnostic, reconditioning, and overhaul procedures. Corequisites: AUTT 2010 (0/157.5/0/0)

AUTT 2110 Automatic Transmission and Transaxle Theory 2.5 credits

Fundamentals of hydraulics, planetary gears, holding devices, and their application to automatic transmissions. Includes introduction to the various components and their functions along with rebuilding the power flows of various present-day automatic transmissions. Including four-speed overdrives and front wheel drive systems. (37.5/0/0/0)

AUTT 2125 Automatic Transmission and Transaxle Lab 3.5 credits

Includes complete servicing and adjustment procedures, troubleshooting, diagnosis, repair, and overhaul of various present-day automatic transmissions in a live shop. Provides maximum supervision and guidance for completion of this very complex and exacting work. Corequisites: AUTT 2010, AUTT 2110 (0/157.5/0/0)

AUTT 2210 Major Engine Theory 2.5 credits

Includes the complete theory and techniques of rebuilding, servicing, and diagnosing of the internal combustion engine and its related parts and systems. Prerequisites: AUTT 1310 (37.5/0/0/0)

AUTT 2215 Major Engine Lab 3.5 credits

Practical application of the techniques of rebuilding and servicing the automotive engine and its related systems using the proper procedures, tools, and testing equipment. Corequisites: AUTT 2210 (0/157.5/0/0)

AUTT 2310 Automotive Environmental System Theory 2.5 credits

Covers principles of evaporation, heat transfer, temperature, and pressure. Study of various systems in regard to circuits, components, and their operation in each application. Includes explanation of heating and air conditioning systems as presently used in today's automobiles, including integrated and isolated installation, and their corresponding control systems. Prerequisites: AUTT 1110 (37.5/0/0/0)

AUTT 2325 Automotive Environmental System Lab 3.5 credits

Includes diagnosis, service, repair, installation, and overhaul of live environmental systems. Covers custom, factory, and automatic systems of the popular makes and models used in present-day automobiles. Corequisites: AUTT 2310 (0/157.5/0/0)

AUTT 2410 Automotive High Performance 2 credits

A study of the fundamentals of applying high performance techniques to the various systems of the automobile, including suspension, steering, brakes, engine, and drive train. (30/0/0/0)

AUTT 2415 Automotive Performance Drive Train 1 credit

A study of the fundamentals of applying high performance techniques to the various systems of the automobile, including suspension, steering, brakes, engine, and drive train. (15/0/0/0)

Biology (BIOS)**BIOS 1005 Science Laboratory Techniques 1 credit**

This course will familiarize students with the scientific method through the conducting of experiments related to everyday living. Students will apply critical thinking skills in the implementation and analysis of basic laboratory experiments and effectively record their results in lab reports. (0/30/0/0)

BIOS 1010 General Biology 4 credits

This course covers fundamental processes of cells and organisms, cell structure, genetics, evolution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystems, and biosphere level. It is designed as both a course for non-majors and as a foundation course for those planning additional work in biology. Includes a lab. (45/30/0/0)

BIOS 1050 General Botany 4 credits

Survey of the plant kingdom with a study of representative plants from each of the major plant groups. Emphasis on local flora and economic botany where possible. Prerequisites: BIOS 1010 OR HORT 1010 OR Appropriate Placement Score(s) (45/30/0/0)

BIOS 1090 General Zoology 4 credits

Introductory survey of the morphology, anatomy, physiology, evolution, and distribution of the major animal groups. Prerequisites: BIOS 1010 OR Appropriate Placement Score(s) (45/30/0/0)

BIOS 2020 Intro to Environmental Issues 4 credits

This course examines the interrelationships between humans and the environment and how humans apply different ethics toward their relationship with the natural world. Explores the functionality of the different ecosystems of the world and how human interactions have changed those ecosystems along with its biodiversity. Introduces the basics of soil quality, water quality, and air quality and how agriculture and industry has affected the functionality of those natural resources. Using experiences in the course, students will summarize how human activity has caused global climate change and how that impacts the biosphere. (45/30/0/0)

BIOS 2170 Principles of Heredity and Genetics 4 credits

Introduction to the fundamental principles of genetics including Mendelian and non-Mendelian genetics, molecular genetics, gene frequency and distribution, probabilities and statistics, and applied human genetics. Prerequisites: BIOS 1010 (45/30/0/0)

BIOS 2250 Introduction to Human Anatomy and Physiology I **4 credits**

A course focusing on the form and function of the human body, including homeostatic mechanisms, organization, biochemistry, cells, tissues, integumentary system, skeletal system, muscular system, nervous system, and an introduction to the special senses. Includes Lab. Prerequisites: BIOS 1010 with min grade of C OR Appropriate Placement Score(s) (45/30/0/0)

BIOS 2260 Introduction to Human Anatomy and Physiology II **4 credits**

This course focuses on form, function, and homeostasis of the following human body systems: overview of the nervous system and special senses, endocrine system, blood and cardiovascular system, lymphatic system and immunity, respiratory system, digestive system, metabolic system urinary system, and reproductive system, as well as balance of fluids, electrolytes, and pH. Includes Lab. Prerequisites: BIOS 2250 OR BIOS 2110 (45/30/0/0)

BIOS 2460 Microbiology **4 credits**

Study of microbiology with emphasis on structure of microbial cells, their nutrition and growth, control of growth including the immune system, genetics and genetic engineering, metabolic and biosynthetic activity, and host-parasite interactions. Accompanying laboratory study emphasizes microbiological techniques including microbial control and manipulation. Prerequisites: Appropriate Placement Score(s) OR BIOS 1010 with min grade of C (45/30/0/0)

Broadcasting (BRDC)**BRDC 1010 Introduction to Mass Media** **3 credits**

An introduction to the history and technology of mass media. The history of print, radio, television, recorded music, and the internet will be introduced along with a study of advertising, ethics, social impact, new technologies, government regulation, and the future of media. Students are also introduced to audio and video editing tools in an effort to create projects such as podcasts and music videos. (45/0/0/0)

BRDC 1110 Radio Production Performance **3 credits**

Theory and application of radio production and announcing techniques beginning with control board operation, audio players and recorders, routing signals, audio signal flow, radio automation, and editing software and microphones. Students finish the semester by learning and developing announcing skills including reading, interpreting copy, pronunciation, voice development, announcing music, reading commercials, and interviewing. Jobs in radio are also discussed. (30/45/0/0)

BRDC 1120 Broadcast News **3 credits**

Principles of news writing for radio and TV, plus techniques of news gathering are studied and practiced. Some assignments will be based on actual wire service copy and news stories from local stations. During the semester, students will be scheduled to write news stories for the college's cable channel. (45/0/0/0)

BRDC 1210 Television Production and Performance **3 credits**

Knowledge and skill development in studio camera operation, television audio, lighting for video, set design, video editing techniques, electronic field production, and principles of television production are featured. Also included are remote productions, television studio, and control room use. Jobs in TV are discussed. (30/15/0/0)

BRDC 1220 Television Production and Performance II **3 credits**

Planning, shooting, and editing TV news reports and longer feature segments are covered along with television performing, producing, and directing. Students also deliver a TV weather segment, conduct a studio interview, and produce a video announcement. Prerequisites: BRDC 1210 (may be taken concurrently) (30/45/0/0)

BRDC 1235 Broadcast Scripts **1 credit**

Writing principles for radio and television are introduced. Additional topics covered are: formats of scripts, writing public service announcements and promotional announcements, and working with advertisers to write commercials. (15/0/0/0)

BRDC 1240 Voice and Diction **3 credits**

Learn how the voice works and how articulators are used in speech. Explore the voice-over industry and how to with just your voice. Create character voices and tell stories so your audience understands them better and can imagine the scene and characters clearly. (45/0/0/0)

BRDC 1250 Applied Radio Production I **0.5-3 credits**

Practical experience as a staff member of KHWK, the college cable access channel. Duties will include disc jockey shifts, writing and announcing news, and producing public service announcements. Night work will be included. Prerequisites: BRDC 1110 (0/135/0/0)

BRDC 1600 Drone Operations **1 credit**

This course is designed to introduce students to the rules of small UAS (drone) operations as required by the Federal Aviation Administration. It is also intended to help students learn and understand the interworkings of drones and proper flight planning and protocol for various drone missions. Another goal of this course is to prepare the student for the successful completion of the FAA Part 107 UAS Remote Pilot certification. This course is designed for those who want to become commercially licensed drone pilots, but also includes useful rules and information for the drone hobbyist. Corequisites: BRDC 1610 (15/0/0/0)

BRDC 1610 Drone Operations Lab **1 credit**

Students will learn how to safely operate and pilot small UAS (drones) owned and insured by Northeast Community College in controlled environments. This course will also cover proper mission planning. In addition, students will learn how to take aerial photos and videos and use them to relay data. They will learn to think critically and responsibly about drone use. This course should be taken together with the Drone Operations classroom function or in a subsequent

semester. It's vital that rules are understood before flying a drone. This course will be instructed by an FAA certified commercial drone pilot. Corequisites: BRDC 1600 (0/45/0/0)

BRDC 2150 Applied Radio Production II **0.5-3 credits**
Additional practical experience as a staff member of KHWK. Operations duties, management responsibilities, and scriptwriting are added to the list of duties from Applied Radio Production I. Prerequisites: BRDC 1235 AND BRDC 1250 (0/135/0/0)

BRDC 2160 Broadcast Operations **3 credits**
Radio and TV station functions other than production and performance are studied, including programming, log preparation, music cataloging, station promotion, directing the news department, maintaining station equipment, and assigning production work. Students are assigned to fill operations functions for KHWK, the college cable channel. Prerequisites: BRDC 1110 AND BRDC 1120 AND BRDC 1210 (45/0/0/0)

BRDC 2170 Applied TV Production I **0.5-3 credits**
Practical experience in producing and performing television programs on Hawk TV, including regular programs about the college, remote coverage of college sports events, special college events, and special projects. Prerequisites: BRDC 1210 (0/135/0/0)

BRDC 2180 Digital Storytelling I **1 credit**
After getting an overview and understanding of storytelling, students will use a mix of writing, video and audio production skills, and techniques to produce and present feature-length television stories. Unlike regular news stories, which are typically under two minutes and give a broad overview, stories created in this course will be five minutes long and be more specific. Prerequisites: CINE 1700 (0/45/0/0)

BRDC 2250 Applied Radio Production III **0.5-3 credits**
A final semester of practical experience as a KHWK radio staff member. Students will be rotated through all operations and on-air functions for which they are qualified. Prerequisites: BRDC 2150 (0/135/0/0)

BRDC 2260 Broadcast Sales **3 credits**
Marketing principles, basic sales skills, advertising fundamentals, attitude and motivation, and opportunities in broadcast and cable sales are included. The course introduces broadcast and cable sales information and skills, then checks them with a final project where students make a sales presentation. Students will also continue management roles begun in BRDC 2160. Prerequisites: BRDC 2160 (45/0/0/0)

BRDC 2265 Media Sales and Copywriting **3 credits**
Marketing principles, basic sales skills, advertising fundamentals, consumer attitudes and motivation, and opportunities in broadcast and online media are all included. This course will introduce media sales strategies and approaches, then check the student with a final project where they will make a sales presentation to a local business. In addition, students will be instructed how to write commercial copy for use across all media platforms

based on client needs. Commercials will be written to accompany the final project presentation. (45/0/0/0)

BRDC 2270 Applied TV Production II **0.5-3 credits**
Additional practical experience in production of television programs for Hawk TV. If preparatory courses are complete, students may take role of producer or director for some productions. Prerequisites: BRDC 1210 (0/135/0/0)

BRDC 2280 Digital Storytelling II **1 credit**
An advanced course that takes digital storytelling to the next level. Students will use a mix of writing, video and audio production skills, and techniques to produce and present feature-length television stories. Prerequisites: BRDC 2180 (may be taken concurrently) (0/45/0/0)

BRDC 2980 Broadcasting Capstone **3 credits**
The Broadcasting Capstone will help the student create an appealing resume portfolio before leaving Northeast. The course will also provide the student with an opportunity to assess and showcase their skills in creating a project that will encapsulate their Northeast broadcasting experience. Sophomore standing required. Course is to be taken during the student's final semester, prior to the completion of their AAS Degree. (15/90/0/0)

Business (BSAD)

BSAD 1000 Human Relations and Ethics **3 credits**
Study of modern methods and procedures used in effective human relations and ethics including information on the following: definition and history of human relations, ethics, diversity, self-esteem, motivation, communication and personality styles, conflict management and resolution, and team building and rapport, as well as self expression and effective listening skills. (45/0/0/0)

BSAD 1005 Investing in Strengths **1 credit**
This course promotes greater self-awareness and understanding of others through strengths discovery and development. Students will develop a growth mindset and learn how to leverage strengths to achieve college, career, and life aspirations. (15/0/0/0)

BSAD 1040 Personal Finance **2-3 credits**
This course will cover the basic principles needed for effective personal financial management, including the practical applications of money management, budgeting, taxes, credit, insurance, housing, investments, and retirement planning. (45/0/0/0)

BSAD 1050 Introduction to Business **3 credits**
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 a small business. Business vocabulary used to understand and interpret business news and information. (45/0/0/0)

BSAD 1070 Business Math 3 credits

This course will develop and apply mathematical skills to solve problems related to business occupations. Topics include application, basic mathematics related to cash and trade discounts, markup and markdowns, interest, payroll, annuities, stocks and bonds, installment buying, mortgages, taxes, insurance, banking, payroll, and business statistics. (45/0/0/0)

BSAD 1200 Intro to Electronic Commerce 3 credits

An introduction to electronic commerce and the technology infrastructure needed to successfully operate a business online. The course explores electronic storefronts, auctions, virtual communities, and web portals. The principles related to building a web presence, marketing and selling on the web, legal, ethical, and tax issues, security considerations, and payment systems will be covered. Current issues in e-commerce will be discussed. (45/0/0/0)

BSAD 1300 Cooperative Internship 3 credits

Work-study program for in-depth experience on the job. Cooperative internships are planned and supervised by the college and employers so that each contributes to the student's education and employability. Prerequisite: completion of the first year coursework in the applicable AAS degree with a 2.0 minimum GPA and/or permission of instructor. (0/0/0/180)

BSAD 1310 Cooperative Internship 3 credits

Work-study program for in-depth experience on the job. Cooperative internships are planned and supervised by the college and employers so that each contributes to the student's education and employability. Prerequisite: Completion of the first year coursework in the applicable AAS degree with a 2.0 minimum GPA and/or permission of the instructor. (0/0/0/180)

BSAD 1320 Cooperative Internship 3 credits

Work-study program for in-depth experience on the job. Cooperative internships are planned and supervised by the college and employers so that each contributes to the student's education and employability. Prerequisite: completion of the first year coursework in the applicable AAS degree with a 2.0 minimum GPA and/or permission of instructor. (0/0/0/180)

BSAD 1600 Real Estate Principles and Practices 3 credits

Introduction to real estate with reference to estates in land, acquisition of title, legal instruments used in real estate transactions, real estate markets, ownership, interests, contracts, closing transfers, financing brokerage, management, appraising, developing, and government influences in real estate. (45/0/0/0)

BSAD 1620 Real Estate Finance 3 credits

Study of the methods of financing various types of real estate, lending institutions involved in making mortgage loans, and the institutions that are the permanent investors in real estate loans. Examines sources of funds and the factors affecting the supply of money available for mortgage loans. (45/0/0/0)

BSAD 2010 Personal Insurance 3 credits

Students in the personal insurance course will explore property and casualty insurance in three segments: automobile insurance, homeowner's and residential insurance, and personal-human loss prevention. Students will collaborate on group projects for a deeper understanding of personal insurance principles. Resources will be provided for additional independent study at the interest of the student. Prerequisites: BSAD 2240 (may be taken concurrently) (45/0/0/0)

BSAD 2020 Commercial Insurance 3 credits

This course will explore the fundamentals of commercial insurance and its application. Students will gain knowledge of commercial coverage forms and endorsements. Topics covered are commercial property, business income, commercial crime, equipment breakdown, commercial general liability, commercial auto, business owners, farm, workers' compensation, and employers' liability. Prerequisites: BSAD 2240 (may be taken concurrently) (45/0/0/0)

BSAD 2050 Business Communications 3 credits

Development of both oral and written communication skills. Students will be able to organize and present effective presentations gaining audience rapport and sending appropriate nonverbal messages as well as formulate effective letters, memos, and reports for business and industry. Prerequisites: Appropriate Placement Score(s) OR ENGL 0900 with min grade of C OR ENGL 0905 with min grade of C (45/0/0/0)

BSAD 2130 Salesmanship 3 credits

Deals with sales as a career and the application of professional selling techniques. Topics include the duties and responsibilities of a professional salesperson, the development, planning and implementation of a sales presentation, role-playing activities, and the various techniques and methods involved in making a sale. Prerequisites: BSAD 2050 (45/0/0/0)

BSAD 2140 Principles of Banking 3 credits

This course is to provide entry-level bankers with information they need to provide effective service to their customers, thereby having an impact on banking profitability. This information includes how banks affect the economy, why they are in business, what services they provide, and how they provide them. Students also get a basic understanding of the interrelationships of various departments within a bank. (45/0/0/0)

BSAD 2160 Customer Service and Business**Etiquette 3 credits**

Emphasis on the importance of customer service in an overall business setting. Topics include recognizing the importance of customer service, identification of customer needs, handling of routine and difficult situations, and emphasis of long lasting customer relationships. Students will also develop knowledge and practical experience to exercise good manners, project a professional image, and confidently respond to most business situations. (45/0/0/0)

BSAD 2170 Applied Statistics 3 credits

The course is an introduction to basic probability and statistical methods that are used in a wide variety of disciplines. Topics include descriptive statistics, probability distributions, sampling distributions, methods of statistical inference, and bivariate relationships. Prerequisites: Appropriate Placement Score(s) OR MATH 1140 with min grade of C OR MATH 1150 with min grade of C OR MATH 1075 with min grade of C OR MATH 1100 with min grade of C (45/0/0/0)

BSAD 2180 Advertising 3 credits

Utilizes marketing concepts to recognize and develop an effective advertising campaign. Activities include creating simulated advertisements using various print and broadcast media. Prerequisites: BSAD 2520 (45/0/0/0)

BSAD 2190 Principles of Lending 4 credits

Principles of lending will cover three categories of lending: consumer, real estate, and agricultural. This course is designed for the student to gain an understanding of these regulations governing mortgage lending, their requirements and penalties, the technical requirements of lending, and industry history. Students will also explore how lending decisions will impact the consumer, bank, industry, and nation's economy. (60/0/0/0)

BSAD 2230 Retail Management 3 credits

An exploration of the retail environment. Topics include buying, store design and layout, visual merchandising, financial strategies including sales, hot tickets, slow movers, pricing, mark-ups, and markdowns. Prerequisites: BSAD 2520 (45/0/0/0)

BSAD 2240 Principles of Insurance 3 credits

This course will examine the field of insurance, risk and risk management, and the basic provisions of various types of insurance including accident, casualty, health, and life. (45/0/0/0)

BSAD 2250 International Business 3 credits

Designed to assist students in development of appreciation, knowledge, skills, and abilities needed to live and work in a global marketplace. (45/0/0/0)

BSAD 2260 Introduction to Claims 3 credits

This course will explore insurance basics including factors affecting the claim environment, the claim process, and first party automobile and property claims, in addition to liability claims for worker's compensation. Students will learn to improve claim handling by exploring effective and proven liability claim investigation, evaluating, valuing, and settlement techniques. Prerequisites: BSAD 2010 AND BSAD 2020 (45/0/0/0)

BSAD 2320 Agency Operations 3 credits

The course focuses on the producer's office environment and the ability to use sales management techniques as a means to identify and sell to selected markets. Students learn to apply management principles to the business of running an agency. (45/0/0/0)

BSAD 2340 Introduction to Underwriting 3 credits

This course is designed to provide students with a broadened overview of underwriting. Students will explore underwriting as a decision making tool and analyze personal lines underwriting for auto and homeowners, commercial lines underwriting for property and general liability, and the measurement of underwriting results. Prerequisites: BSAD 2260 (may be taken concurrently) (45/0/0/0)

BSAD 2350 Security and Loss Prevention 3 credits

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)

BSAD 2520 Principles of Marketing 3 credits

A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies. (45/0/0/0)

BSAD 2530 Advanced Marketing 3 credits

Application of marketing principles and knowledge using case study and project based learning to simulate decisions made by marketing managers utilizing marketing research and analytic based statistics. Course will thoroughly explore strategies to deal with opportunities and challenges of evolving technology in marketing, including social media and mobile marketing. An Integrated Marketing Campaign will be created and evaluated. Prerequisites: BSAD 2520 (45/0/0/0)

BSAD 2540 Principles of Management 3 credits

Introduction to management theory and practice for supervisors of employees or managers of organizations. Topics include the functions of planning, organizing, directing, controlling, and supervising, along with new and rapidly developing areas of management. (45/0/0/0)

BSAD 2550 Advanced Management 3 credits

This course provides an application-based study of management theory and fundamentals related to first-line supervisory positions and helps students to develop a framework for decision making, motivation, leadership, human resources management, and conflict resolution. Prerequisites: BSAD 2540 (45/0/0/0)

BSAD 2600 Real Estate Law 3 credits

Study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights of obligations of parties, and state and federal regulation thereof. (45/0/0/0)

BSAD 2620 Fundamentals of Real Estate Appraisal 3 credits

Provides instruction in real estate appraisal. Examines the nature of different values, the function and purpose of an appraisal, and the methods of establishing value with emphasis on residential market value. (45/0/0/0)

BSAD 2630 Advanced Real Estate Appraisal 3 credits

Examines different values, functions and purposes of an

appraisal, methods of establishing value with emphasis on capitalization rates, income analysis, and the narrative appraisal report on all types of real estate properties. Permission of instructor required. Prerequisites: BSAD 1600 AND BSAD 2620 (45/0/0/0)

BSAD 2640 Real Estate Investments 3 credits

Study of the feasibility and the analysis of long-term investment characteristics of condominiums, dormitories, apartments, housing complexes, office buildings, shopping centers, industrial properties, and subdivisions. Prerequisites: BSAD 1600 (45/0/0/0)

BSAD 2660 Real Estate Brokerage 3 credits

Study of the nature of the real estate business. Emphasizes the functions of the real estate salesperson and broker. Prerequisites: BSAD 1600 (45/0/0/0)

BSAD 2670 Farm and Ranch Brokerage 3 credits

Designed for those interested in the field of rural real estate. Examines the nature and business of farm and ranch operations, purchasing, selling, and owning rural real estate, and the tax considerations of all phases of rural real estate. Prerequisites: BSAD 1600 (45/0/0/0)

BSAD 2680 Real Estate Management 3 credits

Introduction to property management as a specialized activity pertaining to residential, commercial, and industrial real estate, leases, tenant-landlord rights, feasibility analysis of ownership, the marketing aspect, the administrative process, governmental involvement in real estate, maintenance, and the management contract. Prerequisites: BSAD 1600 (45/0/0/0)

BSAD 2700 Business Law I 3 credits

Practical course regardless of the subsequent occupation of the student, covering contracts, negotiable instruments, sales, and mortgages of personal property. (45/0/0/0)

BSAD 2710 Business Law II 3 credits

Study of negotiable instruments, business organizations including partnerships and corporations, and agencies. Prerequisites: BSAD 2700 (may be taken concurrently) (45/0/0/0)

BSAD 2760 Applied Business Projects 3 credits

Designed as a capstone experience, this project based course requires students to apply knowledge from the marketing, accounting, management, business communications, and sales disciplines. Students will create projects designed to implement their knowledge into real world applications using problem solving and creative thinking skills. Prerequisites: BSAD 2520 AND BSAD 2540 AND BSAD 2050 AND BSAD 2160 AND (ACCT 1100 OR ACCT 1200) AND (OFFT 1500 OR INFO 1100) (45/0/0/0)

Career Planning (CAPL)

CAPL 1150 Career Planning 1 credit

Provides assistance in making career decisions through interest and aptitude testing. Examines occupations via research and explorations. Includes identification of goals and steps necessary to achieve goals. (15/0/0/0)

CAPL 1290 Intro to Job Search Employment 1 credit

Basic course in analysis of qualifications and operation of cooperative internship programs, locating and researching a prospective business or company, developing a resume and cover letter, and preparing for an employment interview. (15/0/0/0)

Chemistry (CHEM)

CHEM 1020 Survey of Chemistry 3 credits

Fundamental principles of chemistry including atomic structure, basic inorganic and organic nomenclature, and selected chemical reactions, as well as techniques in handling laboratory equipment. (45/0/0/0)

CHEM 1090 General Chemistry I 4 credits

This is the first course of a comprehensive chemistry sequence. Topics include nomenclature, atomic structure, chemical reactions, essentials of bonding, periodic properties, Valence Shell Electron Pair Repulsion (VSEPR) theory, modern bonding theories, stoichiometry, thermochemistry, and the chemistry of solids, liquids, and gases. (45/30/0/0)

CHEM 1100 General Chemistry II 4 credits

This is the second course of a comprehensive chemistry sequence. Topics include solutions, kinetics, equilibrium, acid-base reactions, solubility, thermodynamics, and electrochemistry. (45/30/0/0)

CHEM 1140 General Chemistry I for Majors 5 credits

Study of general principles including atomic structure, nomenclature, reactions, and compounds. (60/30/0/0)

CHEM 1160 General Chemistry II Majors 5 credits

The study of interactions of substances and the effects of temperature, pressure, and concentrations as it applies to solubility, reaction rate, pH, kinematics, thermodynamics, and electrochemistry. It is also an introduction to nuclear chemistry and organic chemistry. Prerequisites: CHEM 1140 (60/30/0/0)

CHEM 2030 Introductory Organic Chemistry 4 credits

Introduction to properties, syntheses, uses, and nomenclatures of the aliphatic and aromatic compounds. Prerequisites: CHEM 1160 (45/30/0/0)

CHEM 2510 Organic Chemistry I 4 credits

Topics in this course include the structure and properties of carbon compounds including acid-based chemistry as it relates to organic chemistry, the classification of organic molecules by functional groups, structure, nomenclature, properties, stereochemistry, radicals, substitution, and elimination reactions. Topics may also include spectroscopy. Students registering for this course must also register for the laboratory component of the course. Prerequisites: CHEM 1090 with a min grade of C. (45/30/0/0)

CHEM 2520 Organic Chemistry II 4 credits

A continuation of CHEM 2510. Topics in this course include the structure and properties of carbon compounds including nomenclature, stereochemistry

and spectroscopy of alcohols, phenols, ethers, epoxides, aromatic compounds, aldehydes, ketones, carboxylic acids and their derivatives, and amines. Students registering for this course must also register for the laboratory component of the course. Prerequisites: CHEM 2510 with a min grade of C (45/30/0/0)

Cinema (CINE)

CINE 1000 Camera and Lighting I **2 credits**

An introductory course in the basics of camera functions, lighting, and film style production principals for film and cinema production. Corequisites: CINE 1010 (30/0/0/0)

CINE 1010 Camera and Lighting I Lab **1 credit**

An application of the introductory practice of basic camera functions, lighting, and film style production techniques for film and cinema production. Corequisites: CINE 1000 (0/45/0/0)

CINE 1020 Camera and Lighting II **2 credits**

An intermediate course in camera and lens selection, configuration, and lighting for dramatic impact and corporate/commercial production. Analysis and study of select existing films and shot sequences will be used to further define production styles and approaches in film and video. Sound techniques relevant to these styles and music videos will be introduced Prerequisites: CINE 1000 AND CINE 1010 Corequisites: CINE 1030 (30/0/0/0)

CINE 1030 Camera and Lighting II Lab **1 credit**

An application of film and videography concepts that focus on camera and lens selection, configuration, and lighting for dramatic impact and corporate/commercial production. Sound capture techniques relevant to these styles and music videos will be practiced. Prerequisites: CINE 1000 AND CINE 1010 Corequisites: CINE 1020 (0/45/0/0)

CINE 1100 Script Writing and Analysis **3 credits**

Script writing and analysis is designed to present students with a practical approach to scriptwriting techniques and formats. Writers will explore the various elements, structure, and styles used in crafting all types of television script genres and motion picture screenplays. They will experience this process while writing news, commercials, corporate video scripts, long form features, documentaries, short films, and the first act of a feature-length script. Students will work in small groups to discuss script assignments and proposals. Writers' work will be shared and discussed regularly in class, and short film scripts will be implemented by the Digital Cinema Film & Video Lab. (45/0/0/0)

CINE 1200 Media Graphics **3 credits**

This course is designed to help students develop proficiency in and knowledge of digital graphics used in broadcasting, film, and web-based media production. Students will learn raster and vector based graphics design programs including Adobe Photoshop, Illustrator, and InDesign, and gain hands-on experience in the integration of graphic design into video and motion graphics projects. Students will design graphics packages for broadcast, movie titles,

full screen graphics, and lower-third templates and understand image compression and manipulation for television, film, and the web. (45/0/0/0)

CINE 1700 Post Production I **1 credit**

Introduction to concepts and techniques of video and audio editing and post-production using a non-linear, computer-based production system. (15/0/0/0)

CINE 1720 Post Production II **3 credits**

Continuation of concepts and techniques of video and audio editing and production using a non-linear, computer-based production system. The student will demonstrate comprehension of basic editing techniques to enhance visual storytelling. The student will learn to critically analyze shot construction, motion, and composition in storytelling. The student will be introduced to motion graphics, effects, and color correction techniques that will support their creativity and enhance their digital skill-set. (45/0/0/0)

CINE 2000 Camera and Lighting III **2 credits**

An advanced class that explores set design, continuity, set etiquette, and set dressing for drama, corporate, and feature-product style production. Use of specialized lenses and lighting for commercial and music videos as well as 3-D moving camera techniques discussed. Analysis and study of select existing films and shot sequences will be used to further define production styles and approaches relevant to student film and video techniques. Prerequisites: CINE 1020 AND CINE 1030 Corequisites: CINE 2010 (30/0/0/0)

CINE 2010 Camera and Lighting III Lab **1 credit**

An applied lab class that practices techniques and applications of set design, continuity, set etiquette, and set dressing for drama, corporate, and feature-product style production. Use of specialized lenses and lighting for commercial and music videos, as well as 3-D moving camera techniques practiced. Prerequisites: CINE 1020 AND CINE 1030 Corequisites: CINE 2000 (0/45/0/0)

CINE 2700 Post Production III **3 credits**

Advanced video and audio editing using industry standard television and film non-linear, computer-based production software. This class builds upon enhanced digital storytelling techniques and concepts. The student will video edit and audio sweeten short films, music videos, documentary projects, long form features, and student directed movies created in the digital cinema program. Prerequisites: CINE 1720 (45/0/0/0)

CINE 2720 Post Production IV **3 credits**

Professional level video and audio editing and 2-D/3-D motion graphics animation. The student will function as the online video editor, colorist, and motion graphics specialist for Digital Cinema Film & Video lab short films, music videos, documentary projects, long form features, and student directed movies. Prerequisites: CINE 2700 (45/0/0/0)

CINE 2982 Digital Cinema and Media Capstone **4 credits**

Students will produce professional-level projects appropriate to their individual areas of interest.

Projects can include, but are not limited to, short films, documentaries, long form features, corporate videos, PSAs, and commercials. Students will end the semester with an industry ready resume and demo reel. Sophomore standing required. Course is to be taken during the student's final semester, prior to the completion of their AAS degree. Prerequisites: CINE 2000 (15/135/0/0)

Building Construction (CNST)

CNST 1000 Building Construction Fundamentals 1.5 credits

This course provides an introductory overview of the various materials, components, methods, and sequences used in residential construction. Students further gain exposure to the properties of wood and wood-based products used in structural systems. Students are also introduced to the various tools used in construction and their proper usage and care. (22.5/0/0/0)

CNST 1005 Building Construction Fundamentals

Lab 2.5 credits

This course is the practical application of basic building materials, components, methods, and sequences in residential construction. It is designed to provide students with basic, hands-on experience in entry level construction and related trades. Emphasis is placed on safety and the proper use of both hand and power tools. This course provides students the experience of participating in the building of a construction project. (0/112.5/0/0)

CNST 1030 Construction Drafting 2 credits

Theory of freehand sketching and lettering using proper drawing instruments and techniques. Includes identification of basic house design, proper room design, and identification of different types of architecture. (30/0/0/0)

CNST 1035 Construction Safety 1 credit

This course covers OSHA policies, procedures, and standards for the construction industry, as well as safety and health principles. Sections of the OSHA construction standards are covered with special emphasis placed on more hazardous areas, while using OSHA standards as a guide. (15/0/0/0)

CNST 1040 Construction Drafting Lab 1 credit

Course includes sketching and dimensioning different types of houses and various other projects using the proper dimensioning and lettering techniques. Corequisites: CNST 1030 (0/45/0/0)

CNST 1050 Residential Blueprint Reading 3 credits

The study and practice of blueprint reading, identifying lines and symbols, using construction math, and identifying proper dimensioning procedures. (45/0/0/0)

CNST 1060 Basic Woodworking Theory 0.5 credits

Theory of small wood project design and construction. Includes materials and cost estimating along with safe working practices using hand and power tools. (7.5/0/0/0)

CNST 1065 Principles of Light-Frame Structure

Technology 1.5 credits

This course provides students with an understanding of the construction industry, processes, and building

materials used in residential and light-frame construction. Students are introduced to the entire framing process; from regulation and design through site preparation, and ultimate delivery of a completed structure. Students gain exposure to laying out foundations, floors, walls, ceilings, and roofing systems. (22.5/0/0/0)

CNST 1070 Basic Woodworking Lab 0.5 credits

Practical application of construction techniques used in the construction of small wood projects. Emphasizes safety in use of hand and power tools. Corequisites: CNST 1060 (0/22.5/0/0)

CNST 1075 Principles Light-Frame Structure Technology Lab 2.5 credits

This course is practical application of residential and light-frame construction. It is designed to provide students with basic, hands-on experiences in framing techniques used in flooring, walls, and ceiling components. Students will apply these techniques as they lay out and begin building the structural components of a student design home. Corequisites: CNST 1065 (0/112.5/0/0)

CNST 1210 Building Construction II 3 credits

Study of the procedures used in closing in a house and in preparing the inside of a house for finish carpentry. Develop skills in proper floor, wall, ceiling, and roof framing procedures using appropriate hand and power tools in a safe manner. Prerequisites: CNST 1000 AND CNST 1065 (45/0/0/0)

CNST 1220 Building Construction II Lab 5 credits

Hands-on experience in closing in a house in preparation for finish carpentry. Safely operating hand and power tools in framing floors, exterior and interior walls, ceilings and roof systems in a teamwork environment. Prerequisites: CNST 1005 AND CNST 1075 Corequisites: CNST 1210 (0/225/0/0)

CNST 1230 Construction and Architectural Drafting 2 credits

The theory of plot plans, footing details, foundation plans, floor plans, interior and exterior elevations, window and door schedules, section drawings, and construction details. Prerequisites: CNST 1030 (30/0/0/0)

CNST 1240 Construction and Architectural Drafting Lab 1 credit

Design, draw, dimension, and letter a house floor plan incorporating proper room design and completing a set of house plans. Corequisites: CNST 1230 (0/45/0/0)

CNST 1250 Materials Estimating 2 credits

Study of types, amounts, and costs of building products used in modern construction. Corequisites: CNST 1210 (30/0/0/0)

CNST 1300 Cooperative Internship I 1-6 credits

Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the

employers so that each contributes to the student's education and employability. First year completion of the Building Construction program or permission of instructor. (0/0/0/360)

CNST 2010 Concrete Construction 2 credits
Principles involved in concrete forms, concrete materials, and concrete finishing. Stresses concrete wall forms prefabricated and job site built, and flatwork such as driveways, sidewalks, and floor forming and placement. Prerequisites: CNST 1220 (30/0/0/0)

CNST 2020 Concrete Construction Lab 1 credit
Provides a working knowledge of concrete materials, wall forms, flatwork, and finishing. Emphasis on placement of forms, concrete, and finishing through assigned lab projects. Corequisites: CNST 2010 (0/45/0/0)

CNST 2030 Cabinet and Finish Construction I 3 credits
Theory and practical application of cabinet construction and millwork covering the design, construction, and placement of cabinets with proper methods of joinery, construction, and finishes. Prerequisites: CNST 1220 (45/0/0/0)

CNST 2040 Cabinet and Finish Construction I Lab 4 credits
Designed to introduce the construction practices of cabinetry and all related millwork by the construction and placement of cabinets, millwork, and finish materials in related projects. Corequisites: CNST 2030 (0/180/0/0)

CNST 2050 Blueprint Reading and Estimating I 2 credits
Designed for theory of blueprint reading, estimating, and drawing for residential and some light commercial building. Emphasis on specifications, schedules, elevations, floor plans and site plans. (30/0/0/0)

CNST 2060 Blueprint Reading and Estimating I Lab 1 credit
Course provides an opportunity to properly use drafting equipment and read existing construction drawings and specifications to accurately implement construction. Corequisites: CNST 2050 (0/45/0/0)

CNST 2230 Millwork and Finish Construction II 4 credits
Advanced theory of finish materials used in construction. Covers the selection and application of paints and other finishes and other finishing materials for decoration and redecoration of homes. Prerequisites: CNST 2030 (60/0/0/0)

CNST 2240 Millwork and Finish Construction II Lab 5 credits
Lab experience for CNST 2230 with application of interior doors, trim work, and related finishing practices. Corequisites: CNST 2230 (0/225/0/0)

CNST 2250 Blueprint Reading and Estimating II 2 credits
Continuation of theory of print reading, estimating, and drawing for residential and some light commercial building. Emphasis on specifications, schedules, floor plans, elevations, site plans, and construction management. Prerequisites: CNST 2050 (30/0/0/0)

CNST 2260 Blueprint Reading and Estimating II Lab 1 credit
Course provides practice in the proper use of drafting

equipment, how to accurately read construction drawings and specifications to develop working drawings used in construction projects. Corequisites: CNST 2250 (0/45/0/0)

CNST 2270 Construction Management 1 credit
Basic knowledge of contract preparation, construction financing, liens, construction insurance, and other construction legalities. (15/0/0/0)

Criminal Justice (CRIM)

CRIM 1010 Intro to Criminal Justice 3 credits
Provides an overview of the history, development, and philosophies of the criminal justice system within the United States. Areas covered include crime and the criminal justice system, the police, the courts, corrections, and the juvenile justice system. (45/0/0/0)

CRIM 1020 Introduction to Corrections 3 credits
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 and Judicial Process 3 credits
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 1270 Introduction to Forensic Crime Scene Investigation 3 credits
This course provides an overview of the basic concepts of forensic crime scene investigations. The course reviews the basic principles used by crime scene investigators. Topics include protecting the crime scene as a first responder, processing and establishing evidence, and understanding personnel disciplines that aid in the investigation to include special physical evidence handling. (45/0/0/0)

CRIM 1800 Criminal Justice Practicum 3 credits
Under faculty and agency supervision, students will work at a criminal justice agency in all appropriate facets of that agency and apply acquired skills and principles studied in the classroom. (0/0/135/0)

CRIM 2000 Criminal Law 3 credits
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 such as arrest, search and seizure, and confessions; the development, application, and enforcement of laws; constitutional issues; and sentencing. (45/0/0/0)

CRIM 2030 Police and Society 3 credits
Examines the role of the police in relationship to law enforcement and the society of the United States. Topics include, but are not limited to, the role and function of police, the nature of police organizations and police work, and the patterns of police-community relations. (45/0/0/0)

CRIM 2080 Criminal Procedures 3 credits

This course is a study of the legal limitations on criminal investigative practices contained in the Fourth, Fifth, and Sixth Amendments to the Constitution. Topics include probable cause, reasonable suspicion, warrants (arrest and search), search and seizure of persons and things, motor vehicle stops, arrest and detention, the exclusionary rule, stop and frisk, electronic surveillance and evidence, lineups and show ups, interrogations, confessions, the right to counsel, and legal liabilities of public officers. (45/0/0/0)

CRIM 2100 Juvenile Justice 3 credits

Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to, causation of crime such as race and gender, socioeconomic relevance, and victimization, the juvenile court system, the law enforcement approach, corrections, and prevention. (45/0/0/0)

CRIM 2200 Criminology 3 credits

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 2250 Community-Based Corrections 3 credits

Emphasizes the correctional process as applied in a community setting. Focuses on probation, parole, and other current community-based strategies for dealing with the offender. Prerequisites: CRIM 1020 (45/0/0/0)

CRIM 2260 Criminal Investigation 3 credits

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; basic investigative tools; examining the primary sources of information; analysis of the importance of writing skills; and reviewing of the constitutional, specifically legal, limitations of the investigation. (45/0/0/0)

CRIM 2300 Sociology of Deviant Behavior 3 credits

Theoretical analysis of the relation of deviant behavior including crime, vice, innovation, individual pathology, and deviant subgroups to community standards of conventional behavior as expressed in law and norms. (45/0/0/0)

CRIM 2330 Management of Behavioral Issues in Criminal Justice 3 credits

This course examines the various and complex ways mental health and the criminal justice system are intertwined. Students will explore the criminalization of mental health and interactions with law enforcement, mental health care in the correctional system, and community mental health care as it connects with the criminal justice system. Civil and criminal law addressing competency and mental illness will also be addressed. (45/0/0/0)

CRIM 2350 Security and Loss Prevention 3 credits

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 2400 Jail Management Certification**Training****5.5 credits**

Provides applicants with skills and instruction in accordance with Nebraska Jail Standards regulations. Upon successful completion of the course, the student will be certified to work in Nebraska county and local jails. (82.5/0/0/0)

CRIM 2580 Communication Skills in Criminal Justice 3 credits

This course will address communication skills that are essential in today's criminal justice environment. Concentration will be on enhancing speaking skills, understanding body language, interview and interrogation techniques, and developing listening skills. Additionally, a portion of the class will concentrate on report writing for both law enforcement and corrections. (45/0/0/0)

CRIM 2700 Issues in Criminal Justice 3 credits

This capstone course serves to synthesize the knowledge gained from each course taken within either concentration of the criminal justice curriculum. In addition to exploring issues in criminal justice, the student will develop job-seeking skills. 18 credit hours of criminal justice coursework required. Prerequisites: CRIM 1010 (45/0/0/0)

Diesel Technology (DESL)**DESL 1000 Basic CDL Driver Training 1 credit**

The Basic CDL Training program at Northeast Community College is designed to prepare each student for completing the minimum requirements necessary to acquire their Commercial Drivers License. Students enrolling in this CDL course must have their CDL learners permit prior to the start of the course. (15/0/0/0)

DESL 1005 Basic CDL Driver Training Lab 1 credit

The Basic CDL Training program at Northeast Community College is designed to prepare each student for completing the minimum requirements necessary to acquire their Commercial Drivers License. (0/45/0/0)

DESL 1010 Ag Electrical Systems Theory 2.5 credits

The study of basic electricity, circuitry, and wiring diagrams used on farm equipment. Complete coverage of batteries, starting circuits, charging circuits, multi-meters, and accessory circuits including operation, testing, and diagnostic procedures. (37.5/0/0/0)

DESL 1015 Ag Electrical Systems Lab 3.5 credits

A practical application of the analysis, repair, and testing of the material covered in DESL 1010. This lab involves the use of proper methods, tools and service materials to complete work requirements. (0/157.5/0/0)

DESL 1055 Ag Power Trains and Farm Machines Theory 5 credits

Study of the practical operations of bearings, bushings,

gears, and the systems of power trains incorporated in farm tractors. Includes the fundamentals of mechanical steering, gear repair and adjustment, and the basic study of farm machinery used in modern farming, this includes a study of a variety of farm machinery operations, tests, and troubleshooting of farm machinery. Prerequisites: DESL 1082 Corequisites: DESL 1085 (75/0/0/0)

DESL 1065 Ag Air Conditioning Theory 2.5 credits
An introduction to the fundamentals of air conditioning and basic refrigeration principles including the study of different types of compressors, evaporators, controls, and condensers used on today's farm equipment. Gauge reading as a diagnostic tool, environmental issues, and preparation for certification to handle refrigerants is also covered. (37.5/0/0/0)

DESL 1072 Ag Air Conditioning Lab 3.5 credits
A practical application of the diagnosis, service, repair installation, and overhaul of the systems covered in DESL 1065. Lab projects emphasize the proper use of gauges and other tools to diagnose and repair the system. Corequisites: DESL 1065 (0/157.5/0/0)

DESL 1082 Ag Power Trains and Farm Machines Lab 7 credits
Practical experience in repair, troubleshooting, and testing of various power trains and farm machinery used in today's farm equipment. Students are required to disassemble, analyze, troubleshoot, repair, and assemble farm machinery. Corequisites: DESL 1055 (0/315/0/0)

DESL 1095 Shop Processes and Safety 2 credits
This course covers basic shop processes, tools, fasteners, and equipment including the identification, use, inspection, and care of those tools and equipment. The course also addresses OSHA regulations as it pertains to shop safety. Students have the opportunity to earn both a shop safety certificate and forklift operator certification upon successful completion of the curriculum. (30/0/0/0)

DESL 1110 Truck Electrical Systems Theory 2.5 credits
The study of basic electricity, circuitry, and wiring diagrams used on trucks. Complete coverage of batteries, starting circuits, charging circuits, ignition circuits, and accessory systems. Includes operation, testing, diagnosis, and repair procedures. (37.5/0/0/0)

DESL 1115 Truck Electrical Systems Lab 3.5 credits
A practical application of the analysis, repair, and testing of the material covered in DESL 1110. Involves the use of proper methods, tools, and service materials to complete work requirements. Corequisites: DESL 1110 (0/157.5/0/0)

DESL 1145 Truck Hydraulic Systems 2 credits
This course will start with the basics of hydraulics and the various components necessary for hydraulic operation. Students will then learn how these components come together to build hydraulic systems including the basics of maintaining and diagnosing these systems. (30/0/0/0)

DESL 1165 Truck Air Conditioning Theory 2.5 credits
An introduction to the fundamentals of air conditioning and basic refrigeration principles including the study of

different types of compressors, evaporators, controls, and condensers used on today's trucks. Gauge reading as a diagnostic tool, environmental issues, and certification to handle refrigerants is also covered. (37.5/0/0/0)

DESL 1168 Truck Air Conditioning Lab 3.5 credits
A practical application of the diagnosis, service, repair, installation, and overhaul of the systems covered in DESL 1165. Lab projects emphasize the proper use of gauges and tools to diagnose and repair the system. Corequisites: DESL 1165 (0/157.5/0/0)

DESL 1172 Truck Brakes, Suspension, and Steering Systems Theory 5 credits
The study of heavy-duty truck brake systems, suspension, and steering systems, their components, their function, diagnosis, repair, and preventative maintenance. The course covers tires and wheels systems, steering components, suspension types and hydraulic and air brake systems. ABS, stability control, collision mitigation systems, and DOT annual inspection requirements will also be covered. Corequisites: DESL 1182 (75/0/0/0)

DESL 1182 Truck Brakes, Suspension, & Steering Systems Lab 7 credits
The hands-on application of heavy-duty truck brake systems, suspension, and steering system inspections, measurements, diagnostics, and repairs. Students will remove, disassemble, repair, assemble, and reinstall steering and suspension components and perform wheel alignments using modern computerized equipment. The course also provides a hands-on introduction to air and hydraulic braking systems types, functions, and their diagnostics and repair procedures. Experience will also be gained in ABS, ATC, and ESC systems. Corequisites: DESL 1172 (0/315/0/0)

DESL 1300 Cooperative Internship I 1-6 credits
Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the employers so that each contributes to the student's education and employability. First year completion of the Diesel Technology program or permission of instructor required. (0/0/0/360)

DESL 2015 Ag Electronics Theory 2.5 credits
The study of electronic systems used on today's farm equipment including microprocessors, sensors, monitors, controllers, emergency shutdown systems, and GPS systems. Also includes operation, set-up, testing, and diagnosing of these systems. Prerequisites: DESL 1010 AND DESL 1020 Corequisites: DESL 2025 (37.5/0/0/0)

DESL 2030 Ag Engine and Fuel Systems Theory 5 credits
A study of the various types of diesel engines including both two and four-stroke cycle and direct and indirect injection styles. Includes diagnosis, service, and repair procedures for the basic engine as well as air induction, fuel, lubrication, and cooling systems. Must have completed first year of the DESL program or permission of instructor. (75/0/0/0)

DESL 2035 Ag Electronics Lab 3.5 credits

Includes proper use of tools, scanners, and other test equipment required to service electronic circuits on farm equipment. Also covers proper installation, calibration, set-up, testing, and diagnosing of various types of electronic devices. Prerequisites: DESL 1010 AND DESL 1015 Corequisites: DESL 2015 (0/157.5/0/0)

DESL 2045 Ag Engines and Fuel Systems Lab 7 credits

The course includes disassembly, repair, measurement, and assembly procedures for diesel engines and diesel fuel systems. Emphasis on diagnosis, testing, and repairing of diesel engines and related systems including fuel systems. Corequisites: DESL 2030 (0/315/0/0)

DESL 2070 Hydraulic Theory 2.5 credits

Practical application of basic laws of hydraulics and schematics of farm tractors and industrial hydraulics. Includes the theory and operations of hydraulic components, testing, and troubleshooting used in today's equipment. Prerequisites: DESL 1010 AND DESL 1015 Corequisites: DESL 2085 (37.5/0/0/0)

DESL 2085 Hydraulics Lab 3.5 credits

Practical experience in repair, troubleshooting, and testing various hydraulic components used in today's farm tractors and industrial equipment. Students are required to disassemble, analyze, troubleshoot, repair, and assemble hydraulic components. Prerequisites: DESL 1010 AND DESL 1015 Corequisites: DESL 2070 (0/157.5/0/0)

DESL 2110 Diesel Truck Electronics Theory 2.5 credits

The study of the electronics systems used on today's trucks including sensors, microprocessors, components, and harnesses. Operation testing and diagnosing of these systems are covered including some programming. Prerequisites: DESL 1110 AND DESL 1120 (37.5/0/0/0)

DESL 2115 Truck Power Trains System Theory 2.5 credits

The study of heavy truck power train components and their function. The course covers inspections, diagnosis, repair, and preventative maintenance of power train systems including clutches, manual and automated transmissions, drive shafts, and differentials. Prerequisites: DESL 1110 AND DESL 1115 (37.5/0/0/0)

DESL 2125 Truck Power Trains System Lab 3.5 credits

Learn to troubleshoot, diagnose, maintain, and repair power train systems including clutches, manual and automated transmissions, drive shafts, and differentials through hands-on training in a lab setting working on trainers, simulators, and/or a variety of vehicles and equipment Corequisites: DESL 2110 (0/157.5/0/0)

DESL 2132 Truck Engines and Fuel Systems Theory 5 credits

A study of various types of internal combustion engines specific to the trucking industry. Includes the study of internal components, cooling, lubrication, intake, exhaust systems, emission controls, engine brakes, electronic controls, and fuel systems. The course will also address preventative maintenance, troubleshooting techniques, failure analysis, parts inspection, overhaul, and tune up techniques. Student must have completed the first year

of the DESL program to enroll or have permission of the instructor. (75/0/0/0)

DESL 2135 Truck Engines and Fuel Systems Lab 7 credits

A practical application of disassembly, measurement, and repair of diesel engines used in the trucking industry. Includes the inspection, troubleshooting, and repair of internal components, cooling, lubrication, intake, exhaust systems, emission controls, engine brakes, electronic engine and fuel system controls, cooling systems, lubrication systems, air intake systems, exhaust systems, and emission control devices. Hands-on experience will further be gained in preventative maintenance and troubleshooting techniques, failure analysis, parts inspection, overhaul, and tune up techniques. Student must have completed the first year of the DESL program to enroll or have permission of the instructor. Corequisites: DESL 2132 (0/315/0/0)

DESL 2170 Transportation Refrigeration Theory 2.5 credits

The study of the fundamentals of refrigeration trailer operation and maintenance. Prerequisites: DESL 1165 AND DESL 1175 (37.5/0/0/0)

DESL 2185 Transportation Refrigeration Lab 3.5 credits

The practical application of the theories learned in DESL 2170 with hands-on experience in the function, diagnosis, and repair of refrigeration trailers. Corequisites: DESL 2170 (0/157.5/0/0)

Early Childhood (ECED)

ECED 1050 Expressive Arts 3 credits

This course focuses on the development and application of materials, activities, and experiences that encourage the young child's (birth-eight years olds') creativity and aesthetic appreciation through visual arts, music, body movement, creative/open-ended thinking, dramatic arts, and play. (45/0/0/0)

ECED 1060 Observation, Assessment, and Guidance 3 credits

This course introduces a variety of observation, assessment, and guidance strategies used in early childhood education settings birth through age eight. (45/0/0/0)

ECED 1110 Infant/Toddler Development 3 credits

This course 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 across diverse settings. (45/0/0/0)

ECED 1120 Preschool Child Development 2 credits

This course focuses on typical-atypical development of the child ages three through five years, in the domains of physical growth and motor skills, cognition and language, and social-emotional development across diverse settings. (30/0/0/0)

ECED 1150 Intro to Early Childhood Education 3 credits

This course provides an overview of the history, trends,

and philosophies of early childhood education. Diversity, inclusion, licensing standards, current legislation, professionalism, and advocacy are examined. (45/0/0/0)

ECED 1160 Early Language and Literacy 3 credits

This course focuses on the development of literacy and language skills from birth to age eight including typical/atypical and dual/multiple language learners. (45/0/0/0)

ECED 1220 Pre-Practicum 1 credit

This course is designed to provide an orientation to practicum experiences in the early childhood education program. Students will review the process for setting up a practicum, review forms used during practicum, understand childcare licensing requirements for their state, 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 and Programming 2 credits

This course focuses on typical-atypical development of the children ages five through eight years. The course will examine program design in out of school care that addresses the domains of physical growth and motor skills, cognition, and language, and social/emotional development. (30/0/0/0)

ECED 1260 Health, Safety, and Nutrition 3 credits

This course addresses the interrelatedness of health, safety, and nutrition in the life of a young child, birth through age eight. Practices that assess and promote good health are introduced. Effective control of communicable diseases and acute illnesses found in the early childhood years and early education settings is addressed. Safety management and the handling of child abuse and neglect are examined. Students learn appropriate nutritional guidelines and practices for planning meals and snacks in the classroom. (45/0/0/0)

ECED 1610 Infant Practicum 1 credit

This course is designed to provide an understanding of the developmental stages of children from birth through 18 months-of-age by participating in hands-on learning experiences in diverse early childhood care and education 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 are presented. Students are required to complete a minimum of 45 clock hours of practical work experience. A passing grade of C or better is required for ECED majors. Prerequisites: ECED 1220 with min grade of C AND ECED 1110 with min grade of C (0/0/45/0)

ECED 1620 Toddler Practicum 1 credit

This course is designed to provide an understanding of the developmental stages of children 18 months through 36 months-of-age by participating in hands-on learning experiences in diverse early childhood care and educational 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 toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience. A passing grade of C or better is required for ECED majors. Prerequisites: ECED 1220 with min grade of C AND ECED 1110 with min grade of C (0/0/45/0)

ECED 1630 Preschool Practicum 1 credit

This course is designed to provide an understanding of the developmental stages of children from three to five years of age by participating in hands-on learning experiences in diverse early childhood care and education 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 three-five years are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience. A passing grade of C or better is required for ECED majors. Prerequisites: ECED 1120 with min grade of C AND ECED 1220 with min grade of C (0/0/45/0)

ECED 1640 School-Age Practicum 1 credit

This course is designed to provide an understanding of the developmental stages of children from five to eight years of age by participating in hands-on learning experiences in diverse early childhood care and education 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 school age children are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience. A passing grade of "C" or better is required for ECED majors. Prerequisites: ECED 1220 with min grade of C AND ECED 1230 with min grade of C (0/0/45/0)

ECED 2050 Children with Exceptionalities 3 credits

This course focuses on the theory, development and philosophy of early childhood education programs serving children (from birth to age eight) with exceptionalities. Topics include working with families, legislation, role of the interventionist, interdisciplinary teams and inclusion of children with special needs in natural environments. Observation of inclusionary practices and exceptional children are required. Strongly suggest prior knowledge of child growth and development. (45/0/0/0)

ECED 2060 Early Childhood Ed Curriculum Plan 3 credits

This course prepares students to plan a developmentally appropriate curriculum and environments for children ages three-eight years of age. Topics include writing goals and objectives, lesson plans, daily schedules, working with families, and inclusionary practices. (45/0/0/0)

ECED 2070 Family and Community Relationships 3 credits

This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required. (45/0/0/0)

ECED 2500 Early Childhood Administration 3 credits
Analysis of procedures for managing child care operations with emphasis on types in Nebraska. This is intended as a capstone course for this major. Student must have earned a minimum of 19 credit hours of early childhood education course work. (45/0/0/0)

ECED 2710 Heads Up! Reading 3 credits
The research-based principles and practices for providing children birth through age five a strong foundation in early reading and writing within a developmentally appropriate approach. (45/0/0/0)

Economic (ECON)

ECON 1010 Personal and Business Finance 2 credits
Covers the basic principles needed for effective personal and business finance management, including the practical applications of budgeting, credit, insurance, taxes, along with business overhead, break-even analysis, and return on investment. (30/0/0/0)

ECON 1040 Personal Finance 2-3 credits
This course covers the basic principles needed for effective personal financial management including the practical applications of money management, budgeting, taxes, credit, insurance, housing, investments, and retirement planning. (45/0/0/0)

ECON 2110 Principles of Macroeconomics 3 credits
This course is a study of the “big ideas” of macroeconomics such as GDP, inflation, unemployment, labor, and international trade. A look at public-policy decision making using macro theories such as: monetary policy, fiscal policy, and other economic-stabilization theories, is also presented. This course will also examine the economic challenges facing our economy. (45/0/0/0)

ECON 2120 Principles of Microeconomics 3 credits
Analysis of competitive and non-competitive markets, including the behavior of producers and consumers. Topics include price and income elasticity, income distribution, production costs, resource allocation, comparative advantage, and current economic problems. Prerequisites: ECON 2110 with min grade of C (45/0/0/0)

Education (EDUC)

EDUC 1100 Human Relations in a Pluralistic Society 1 credit
This course is designed to help students gain an understanding of the values and lifestyles of various cultures within a pluralistic society, recognize and deal with dehumanizing bias, apply human relations techniques to facilitate a favorable student experience and an inclusive learning environment, and develop an understanding of, and respect for, human dignity and individual rights. (15/0/0/0)

EDUC 1110 Introduction to Professional Education 3 credits
An overview of education in the United States viewed in terms of history, philosophy, finance, and governance. Encourages critical thought regarding the role of education in our ever-changing, diverse society, the role

of the teacher, and educational practices in schools. The course is designed to help students explore education as a prospective career. (45/0/0/0)

EDUC 2000 Educational Psychology 3 credits
This course is a study of the three focal areas in education: the learner, the learning process, and the learning environment. It is a survey of the principles of psychology as applied to classroom teaching; development, learning, motivation, evaluation, adjustment, and educational techniques and innovations. Prerequisites: EDUC 1110 AND PSYC 1810 (45/0/0/0)

EDUC 2070 Family and Community Relationships 3 credits
This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required. (45/0/0/0)

EDUC 2250 Children’s Literature 3 credits
Provides the potential elementary teacher an introduction to literature suited to children. Addresses genres, authors and illustrators, historical development, trends, and techniques of presentation. (45/0/0/0)

EDUC 2800 Professional Practicum 1-2 credits
Designed to acquaint the student with the classroom situation and atmosphere by participation in the teaching-learning process. Includes observation and assistance in classroom-related activities under supervision of an experienced teacher. Prerequisites: EDUC 1110 (0/0/75/0)

EDUC 2920 Introduction to Online Instruction 1 credit
Provides instructor training on how to construct and facilitate an online course using the campus-supported learning management system, or LMS. Introduces common LMS tools used to build course content, interact with students, and assess student learning. Demonstrates how to perform basic course management tasks and implement best practices of online instruction. (15/0/0/0)

Electromechanical Technology (ELMC)

ELMC 1010 Fundamentals of Electricity 3 credits
This course covers the fundamentals of electrical theory, including electrical components and their effects on AC and DC circuits. The students will study electrical measurements with emphasis on circuit analysis using Ohm’s law, circuit testing equipment, and the use of other instruments. (45/0/0/0)

ELMC 1020 Fundamentals of Electricity Lab 2 credits
Practical application of safely testing components and circuitry, proper use of electrical test equipment, and diagnosing circuitry using circuit diagrams. Corequisites: ELMC 1010 (0/90/0/0)

ELMC 1030 Orientation and Safety 2 credits
This course covers the basic lockout-tagout, electrical hazards such as arc flash and arc blast, and an individual’s role in safety programs. (30/0/0/0)

ELMC 1035 OSHA 30-Hour Safety 2 credits
The OSHA 30-Hour General Industry course provides

compliance safety training to prepare all employees for the hazards found in manufacturing, service, and distribution companies. You will gain in-depth knowledge of the following course topics: OSHA regulations, OSH Act and general duty clause, walking and working surfaces, means of egress and fire protection, flammable and combustible liquids, personal protective equipment, permit-required confined spaces, machine guarding, hazard communication, safety and health programs, hearing conservation, industrial hygiene, hand and portable power tools, toxic and hazardous substances, lockout/tagout, and electrical safety. To meet Department of Labor standards, students must attend all class periods to receive a 30-hour certification card. (30/0/0/0)

ELMC 1045 PLC Basics 2 credits

The development of basic PLC skills utilizing common PLCs and application software. Prerequisites: ELMC 1120 (30/0/0/0)

ELMC 1070 Automation Fundamentals 3 credits

The coverage of fundamental personal computer system, terminology, operation, and the introduction of computer software applications. Software applications cover the basics of word processing, spreadsheets, and computer-aided drawing. (45/0/0/0)

ELMC 1090 Mechanical Matter and Energy 3 credits

This course will provide the student with a comprehensive presentation of the basic concepts and principles of general algebra-based physics. The student will achieve a generalized understanding of the concepts and principles that form the basis of manufacturing. The student will also develop skills in formulating and applying physical principles based on data and use scientific reasoning to solve real-world problems. (45/0/0/0)

ELMC 1110 Motor Control 2 credits

The study of various circuits and controls commonly used to control electrical motors and the techniques used to troubleshoot these circuits and controls. Prerequisites: ELMC 1010 (30/0/0/0)

ELMC 1120 Motor Control Lab 2 credits

Construct and troubleshoot various motor control circuits utilizing different switch and relay components. Prerequisites: ELMC 1010 AND ELMC 1020 Corequisites: ELMC 1110 (0/90/0/0)

ELMC 1150 Introduction to Mechanics 3 credits

This course is an introduction to the form and function of mechanical systems. The emphasis for this course will be on power transmission, lubrication, safety procedures, maintenance, and repair of mechanical equipment and systems. Prerequisites: INDT 1090 OR INDT 1150 (45/0/0/0)

ELMC 1160 Introduction to Mechanics Lab 3 credits

Practical application of power transmission devices, lubrication practices, safety, maintenance, and repair of mechanical equipment. Prerequisites: INDT 1095 OR INDT 1160 Corequisites: ELMC 1150 (0/135/0/0)

ELMC 1170 Total Quality Management 2 credits

This course examines concepts, tools, and techniques used in the management and measurement of quality, productivity, and competitiveness in an industrial environment. Topics include total quality control and management, employee involvement in quality, team building for quality, quality circles, relation between quality, productivity and competitiveness, and statistical process control. The course also emphasizes the development of decision-making skills through consultation with local organizations and industry personnel. (30/0/0/0)

ELMC 1300 Cooperative Internship I 1–8credits

Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the employers so that each contributes to the student's education and employability. First year completion of the Electromechanical Technology program or permission of instructor required. (0/0/0/480)

ELMC 2010 Introduction to Automated Controls 2 credits

The student shall study various machine control systems that utilize a programmable logic controller as the system controller. The student will write numerous ladder programs to be used with these PLC's. Prerequisites: ELMC 1110 AND ELMC 1120 (30/0/0/0)

ELMC 2020 Introduction to Automated Control Lab 2 credits

The student shall construct and program various industrial control systems utilizing various programmable logic controllers. Prerequisites: ELMC 1110 AND ELMC 1120 Corequisites: ELMC 2010 (0/90/0/0)

ELMC 2030 Motor Repair 2 credits

A practical course on the theory, operation, and construction of electric motors and generators including repair of AC and DC motors. (30/0/0/0)

ELMC 2040 Motor Repair Lab 1 credit

Practical application of safety practices used in motor repair. Experience in motor repair and trouble-shooting procedures on AC and DC motors using proper tools and testing equipment. Corequisites: ELMC 2030 (0/45/0/0)

ELMC 2052 Fluid Fundamentals 3 credits

The study of fluid characteristics, the operation of valves, pumps, and cylinders, and the basic steps in hydraulic troubleshooting. Prerequisites: ELMC 1090 (45/0/0/0)

ELMC 2062 Fluid Fundamentals Lab 1 credit

Practical application in the safe use of high pressure hydraulic fluids. Students will also work as a team to draw and construct a simple hydraulic circuit, analyze a hydraulic system, and demonstrate the use of flow control components. Corequisites: ELMC 2052 (0/45/0/0)

ELMC 2070 Machine Repair 2 credits

This course will focus on machines used as part of industrial manufacturing processes and in materials handling. It will

provide the student an overview of machine operation and maintenance. The student will study continuous, intermittent, and custom systems. Prerequisites: ELMC 1110 AND ELMC 1150 (30/0/0/0)

ELMC 2080 Machine Repair Lab 2.5 credits

This course will focus on building and automating simple machines. The students will automate machines using control relays and then replace control relays with PLCs and sensors to increase machine efficiency. Students will demonstrate trouble-shooting techniques for fault isolation. Prerequisites: ELMC 1120 AND ELMC 1160 Corequisites: ELMC 2070 (0/112.5/0/0)

ELMC 2110 Control Systems 3 credits

The student will study various industrial control systems that utilize advanced electrical components and devices such as sensors, relays, switches, and controllers. Prerequisites: ELMC 2010 AND ELMC 2020 (45/0/0/0)

ELMC 2120 Control Systems Lab 2.5 credits

Demonstrate safe working habits when installing system controllers and remote sensing devices in control systems, as well as program and trouble-shooting PLC systems design. Prerequisites: ELMC 2010 AND ELMC 2020 Corequisites: ELMC 2110 (0/112.5/0/0)

ELMC 2150 Solid State Fundamentals 4 credits

The basic study of the use of solid state devices in the control and measurement of electricity. Prerequisites: ELMC 1010 (60/0/0/0)

ELMC 2170 Electromechanical Systems 1 credit

The study of manufacturing systems and how each system interacts with various connecting systems. Prerequisites: ELMC 2010 (15/0/0/0)

ELMC 2180 Industrial Ethernet Basics 2.5 credits

This course is an introduction to Ethernet communications, including documentation and system layout. (37.5/0/0/0)

ELMC 2185 PLC Intermediate 2 credits

The development of intermediate programmable logic controller (PLC) skills utilizing common PLCs and application software. Prerequisites: ELMC 1045 (30/0/0/0)

ELMC 2190 Electromechanical Systems Lab 2 credits

Students will identify which computer protocol to use in setting up network communications, follow trouble-shooting procedures using a computer, and demonstrate set-up of a variable frequency drive for network communications and motor controls in a safe work environment. Prerequisites: ELMC 2020 AND ELMC 2080 Corequisites: ELMC 2170 (0/90/0/0)

Electrical Construction and Control (ELTR)

ELTR 1010 Basic Electricity 3 credits

Fundamental electrical theory including electrical components and their effects on AC and DC circuits. Covers electrical measurement with emphasis on circuit analysis using Ohm's law, circuit testing equipment, and the use of each instrument. (45/0/0/0)

ELTR 1015 Basic Electricity and Components for Reinke Irrigation 3 credits

A study of the basic electrical principles used in Reinke Irrigation systems. (45/0/0/0)

ELTR 1018 Basic Electricity and Components for Zimmatic Irrigation 3 credits

A study of the basic electrical principles and components used to mechanically assist the movement of Lindsay Zimmatic Center pivot irrigation systems. (45/0/0/0)

ELTR 1020 Basic Electricity Lab 2 credits

Includes practical application of safe work practices in building series and parallel circuits as used in the building industry. Includes utilizing digital meters and related test equipment in a live work setting. Corequisites: ELTR 1010 (0/90/0/0)

ELTR 1030 Electrical Wiring I 3 credits

Application of electrical fundamentals to actual residential and agricultural wiring. Involves installation of common electrical devices, sizing, and routing of circuits of single-phase services. Includes use of tools and techniques for various types of installations. (45/0/0/0)

ELTR 1040 Electrical Wiring I Lab 3 credits

Practical application of pulling wire, wiring switches, electrical boxes, and circuit breakers in residential electrical construction according to electrical code. Corequisites: ELTR 1030 (0/135/0/0)

ELTR 1050 National Electrical Code I 3 credits

Basic study of the National Electrical Code and its interpretation. (45/0/0/0)

ELTR 1070 Industrial Maintenance Code 2 credits

Basic study of proper use of the National Electrical Code for installation emphasizing industrial branch circuits, control circuits, and motor operated loads. (30/0/0/0)

ELTR 1200 National Electrical Code II 3 credits

A study of the national Electric Code and the application of these codes to electrical installations. Prerequisites: ELTR 1050 AND MATH 1020 (45/0/0/0)

ELTR 1210 Electrical Wiring II 3 credits

Application of commercial wiring as to installation of branch circuits and services for lighting, heating, and power installations. (45/0/0/0)

ELTR 1220 Electrical Wiring II Lab 2 credits

Hands-on application of commercial electrical wiring methods and components. Corequisites: ELTR 1210 (0/90/0/0)

ELTR 1230 Motor Control 2 credits

Practical source on various circuits commonly used to control electrical motors, including practice in troubleshooting and wiring control circuits in a laboratory situation. Prerequisites: ELTR 1010 (30/0/0/0)

ELTR 1240 Motor Control Lab 2 credits

Practical application in constructing circuits used to control motors. Includes troubleshooting and repair of motor control systems in a lab setting. Prerequisites: ELTR 1020 Corequisites: ELTR 1230 (0/90/0/0)

ELTR 1250 Blueprint Reading and Cost Estimating 3 credits
Study of the use of electrical and structural blueprints and material list takeoff and cost estimating of electrical projects. Prerequisites: ELTR 1030 AND ELTR 1040 AND ELTR 1050 Corequisites: ELTR 1230 AND ELTR 1240 (45/0/0/0)

ELTR 1300 Cooperative Internship I 1-8 credits
Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the employers so that each contributes to the student's education and employability. First year completion of the Electrical Construction and Control program or permission of instructor required. (0/0/0/480)

ELTR 2000 Motor Theory and Application 2 credits
A practical course on the theory, operation, and construction of electric motors and generators including field repair of AC and DC motors. Prerequisites: ELTR 1230 AND ELTR 1240 (30/0/0/0)

ELTR 2010 Motor Theory and Application Lab 1 credit
Diagnosis and repair of electrical motors and generators including field repair of AC and DC motors. Corequisites: ELTR 2000 (0/45/0/0)

ELTR 2015 Electrical Licensing I 1 credit
Course designed for licensed electricians to obtain contact hours for license renewal. The course includes review of current code topics and electrical code changes relevant to industry standards as dictated by the State electrical code. (15/0/0/0)

ELTR 2020 Automation Fundamentals 2 credits
Installation and maintenance of commercial and industrial electric systems. Completion of first-year of ELTR course work required. (30/0/0/0)

ELTR 2025 Electrical Licensing Prep 2 credits
Study of National Electric Code and electrical basics in preparation of the State Licensing exam. The course is designed to help the student pass electrical licensing exams in a state electrical licensing program. (30/0/0/0)

ELTR 2030 Automation Fundamentals Lab 2 credits
Installation and maintenance of commercial and industrial components in a simulated workplace setting. Corequisites: ELTR 2020 (0/90/0/0)

ELTR 2045 Electrical Energy Conservation I 3 credits
Study of the cost of installation, maintenance, and operation of electric lighting and heating systems. Completion of first-year of ELTR course work required. (45/0/0/0)

ELTR 2055 Electrical Troubleshooting 2 credits
Problem-solving of electrical circuits including motor control circuits. Completion of first-year of ELTR course work required. (30/0/0/0)

ELTR 2065 Electrical Troubleshooting Lab 2 credits
Application of safe electrical troubleshooting techniques used in motor control circuits. Corequisites: ELTR 2055 (0/90/0/0)

ELTR 2210 Control Wiring 3 credits
Study of control and measurement circuits used in industry including logic controlled motor circuits. Prerequisites: ELTR 2020 (45/0/0/0)

ELTR 2215 Control Wiring and Solid State Lab 2.5 credits
Practical experience in operation, troubleshooting, and maintenance of industrial control systems. Corequisites: ELTR 2210 (0/112.5/0/0)

ELTR 2235 Electrical Energy Systems 3 credits
This course introduces an advanced knowledge of electrical systems. Emphasis on electrical system design, troubleshooting and repair using various diagnostic tools and procedures, power factors and power quality, alternative energy sources and systems such as solar energy systems, and energy management and conservation concepts are presented. (45/0/0/0)

ELTR 2245 Electrical Energy Systems Lab 2 credits
Application of the concepts and principles of advanced electrical energy systems. Students will experimentally test and evaluate electrical system design, troubleshoot and repair techniques using various diagnostic tools and procedures, determine power factors and power quality, become familiar with alternative energy sources and systems such as solar energy systems, and employ energy management and conservation concepts. Corequisites: ELTR 2235 (0/90/0/0)

ELTR 2260 Solid State Fundamentals 2 credits
Basic study of the use of solid state electronic devices in the control and measurement of electricity. (30/0/0/0)

Paramedic (EMTL)

EMTL 1410 Emergency Medical Technician Refresher 1.5 credits
This course successfully meets the Nebraska Department of Health and Human Services requirements for competency renewal of Nebraska Licensed EMTs and for those seeking reinstatement of their Nebraska EMT license. (15/15/0/0)

EMTL 1515 Emergency Medical Responder 3.5 credits
This course is dedicated to the study and application of the knowledge and skills necessary to become an Emergency Medical Responder. The curriculum is based on the National Standards set forth by the National Registry of Emergency Medical Technicians. The course will include applications/skills needed to qualify for the Emergency Medical Responder certification in the State of Nebraska. Passing the Cognitive examination and Practical Skills examination of the National Registry of Emergency Technicians is required for certification. Student must have current CPR certification, American Heart Association-Healthcare Provider Level or equivalent. (45/15/0/0)

EMTL 1525 Emergency Medical Responder to Emergency Medical Technician 7.5 credits
This course is dedicated to the study and application of the knowledge and skills necessary for an individual to become an Emergency Medical Technician and provide emergency medical care at a basic life support level with

an ambulance service or other specialized service. The course will include all applications/skills needed to apply for a Nebraska EMT license. After successful completion of this course, the individual must pass both the written and practical skills examinations of the National Registry of Emergency Technicians (NREMT) before they can apply to obtain a Nebraska certificate of competency to practice in Nebraska. Must hold a current EMR license. (97.5/30/0/0)

EMTL 1810 EMS Instructor Course 3 credits

The EMS Instructor Course is designed to provide students who are clinically competent in a specific content area with the instructional skills to deliver training effectively. It focuses on instructional preparation, presentation, and evaluation. Upon completion of the course, the student should be able to teach any of the curriculum packages in which they are clinically competent. Prerequisites: The student must hold an active National Registry Certification at the level or above for which they intend to teach. (45/0/0/0)

EMTL 1825 Pre-hospital Emergency Care for Nurses 3 credits

Designed for an existing Registered Nurse or Licensed Practical Nurse who wishes to act as an EMT provider on a volunteer or paid rescue or transport service according to rules and regulations from Nebraska Health and Human Services Regulation and Licensure-EMS Division. Must be a current RN or LPN. (37.5/15/0/0)

EMTL 1840 Emergency Medical Technician-Part 1 4.5 credits

This course is dedicated to the study and application of the knowledge and skills necessary for an individual to become an Emergency Medical Technician and provide emergency medical care at a basic life support level with an ambulance service or other specialized service. The course will include the first half of the applications/skills needed to apply for licensure as an EMT in the State of Nebraska. After successful completion of this course and EMTL-1845, the student will be eligible to apply to test for the National Registry of Emergency Medical Technician (NREMT) cognitive examination. Once the student has passed both the cognitive and practical skills examinations of the NREMT, they can apply to obtain an EMT license in the state of Nebraska. This class contains the current information found in the National EMS Education Standards as outlined by the National Highway Traffic Safety Administration. Student must have current CPR certification, American Heart Association-Healthcare Provider Level or equivalent. (60/15/0/0)

EMTL 1845 Emergency Medical Technician-Part 2 5 credits

This course is dedicated to the study and application of the knowledge and skills necessary for an individual to become an Emergency Medical Technician and provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Emergency Medical Technician-Part 2 includes the assessment and treatment of a medical patient and the associated skills and medications an EMT can use. After successful completion of this course and EMTL 1840, the student will be eligible to apply to test for the National Registry of Emergency Medical Technician cognitive and practical skills examinations of the National Registry

of Emergency Medical Technicians (NREMT). Once the student is successful, the student can apply to obtain an EMT license in the state of Nebraska. This class contains the current information found in the National EMS Education Standards as outlined by the National Highway Traffic Safety Administration. Students must have current CPR certification, American Heart Association - Healthcare Provider Level or equivalent. Prerequisites: EMTL 1840 with min grade of C (67.5/15/0/0)

EMTL 1870 Pre-hospital Trauma Life Support 1 credit

This course includes certification in Pre-hospital Trauma Life Support and covers techniques of rapid patient assessment, airway management, shock recognition and management, spinal immobilization, stabilization of fractures, kinematics, rapid extrication, geriatric trauma, pediatric trauma, thoracic and abdominal trauma, soft tissue trauma, trauma with pregnancy patients, burns, crime scenes, and air medical transport. PHTLS is a continuing education course that is recognized by the National Registry of Emergency Medical Technicians (NREMT) and by the Continuing Education Certification Board for Emergency Medical Services (CECBEMS). A NAEMT certification card is provided upon successful completion. Prerequisite: License or certification in one of the following fields: EMT, paramedic, nurse, physician assistant, nurse practitioner, or physician. (15/0/0/0)

EMTL 1880 Advanced Medical Life Support 1 credit

Advanced Medical Life Support (AMLS) is the gold standard of education for emergency medical assessment and treatment. Endorsed by the National Association of EMS Physicians, AMLS emphasizes the use of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy. The course offers an initial assessment-based approach that progresses to a diagnostic-based approach to quickly develop the best treatment plan. Students learn to recognize and manage common medical crises through realistic case-based scenarios that challenge students to apply their knowledge to highly critical patients. The course emphasizes the use of scene size-up, history, interactive group discussion on potential treatment strategies, and physical examination to systematically rule out and consider possibilities and probabilities in treating patients' medical crises. AMLS is a continuing education course that is recognized by the National Registry of Emergency Medical Technicians (NREMT) and by the Continuing Education Certification Board for Emergency Medical Services (CECBEMS). A NAEMT certification card is provided upon successful completion. Prerequisite: License or certification in one of the following fields: paramedic, nurse, physician assistant, nurse practitioner, or physician. (15/0/0/0)

EMTL 2641 Paramedic I 5 credits

Upon completion of this course, the student will be able to integrate a comprehensive knowledge of the EMS System, safety/well-being of the paramedic, and medical/legal and ethical issues which are intended to improve the health of EMS personnel, patients, and the community. The student

will be able to integrate knowledge of human anatomy, physiology, pathophysiology, and lifespan development in a variety of human systems. The student will learn to take a proper history, perform advanced physical assessments, and communicate those findings. The student will then begin to formulate a field impression and develop a treatment plan. The student will also begin to learn advanced airway management techniques while focusing on respiratory emergencies. Students must have current national registry EMT certification or EMT state license and admission into the paramedic program. Corequisites: EMTL 2651 AND EMTL 2661 (45/60/0/0)

EMTL 2642 Paramedic II 5 credits

Upon completion of this course, the paramedic student will be able to identify cardiac rhythms and arrhythmias and obtain and interpret 12-lead EKGs. The student will integrate comprehensive knowledge of causes and pathophysiology into the management of adult and pediatric cardiac arrest and pre-arrest states. PALS and ACLS certification are a part of this course. The student will also formulate a field impression and implement treatment for both obstetric and neonatal patients including neonatal resuscitation. Prerequisites: EMTL 2641 AND EMTL 2651 AND EMTL 2661 Corequisites: EMTL 2652 AND EMTL 2662 (45/60/0/0)

EMTL 2643 Paramedic III 5 credits

Upon completion of this course, the paramedic student will be able to formulate a field impression and implement a treatment plan including pharmacology interventions, EKG interpretation, and airway interventions as appropriate for medical diseases involving neurology, cardiac, respiratory, endocrine, abdominal, gynecology, immunology, hematology, behavioral, toxicology, renal, and infectious organisms. This course will also begin to discuss the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. This course will also discuss traumatic injuries related to soft tissue, burns, and injuries of the face, neck, head, and spine. Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. Prerequisites: EMTL 2642 AND EMTL 2652 AND EMTL 2662 Corequisites: EMTL 2653 AND EMTL 2663 (45/60/0/0)

EMTL 2644 Paramedic IV 5 credits

Upon completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with traumatic or environmental injuries. Principles in ambulance operations, extrication, hazardous material management, crime scene, terrorism, and mass casualty response will also be discussed. The student will also understand how to adjust their assessment and care for special needs patients with medical or traumatic emergencies. The student will utilize critical thinking skills and their knowledge of pathophysiology to assess, formulate an impression, prioritize, and implement treatment plans for patients with multiple problems. Students rotate through a variety of increasingly complicated patient scenarios designed to

help them better prepare for the patient at the paramedic skill level. Prerequisites: EMTL 2643 AND EMTL 2653 AND EMTL 2663 Corequisites: EMTL 2654 AND EMTL 2664 (45/60/0/0)

EMTL 2651 Paramedic Clinical Practicum I 1.5 credits

This course supports the didactic components of Paramedic I. Students rotate through a variety of clinical settings, including but not limited to, emergency departments, operating rooms, respiratory therapy, and critical care units. There is an emphasis on gaining an understanding of the hospital and how paramedics from pre-hospital services or transfer services interact with this environment. There is also an emphasis on developing skills including patient assessment, advanced airway management, intravenous cannulation, and medication administration via multiple routes and more. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Corequisites: EMTL 2641 AND EMTL 2661 (0/0/67.5/0)

EMTL 2652 Paramedic Clinical Practicum II 1.5 credits

Rotations through clinical settings continue with exposure to more advanced care situations assisting the student with broad exposure to understanding of the total operation of the clinical setting and their assistive role as an emergency provider. An emphasis on skills including patient assessment, airway management, endotracheal intubation, medication administration, and intravenous cannulation is practiced at a level of advanced competence above the initial Clinical Practicum I experience. The student may also begin to utilize cardiac monitoring, 12 lead acquisition, ACLS, and PALS skills. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisites: EMTL 2641 AND EMTL 2651 AND EMTL 2661 Corequisites: EMTL 2642 AND EMTL 2662 (0/0/67.5/0)

EMTL 2653 Paramedic Clinical Practicum III 2 credits

Rotations through clinical settings continue with exposure to advanced care situations assisting the student with broad exposure to understanding of the total operation of the clinical setting and their role as an emergency provider. An emphasis on skills including patient assessment, airway management, endotracheal intubation, medication administration, intravenous cannulation, cardiac monitoring, 12 lead acquisition, ACLS, and PALS is practiced at a level of advanced competence above the initial Clinical Practicum I and II experience. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisites: EMTL 2642 AND EMTL 2652 AND EMTL 2662 Corequisites: EMTL 2643 AND EMTL 2663 (0/0/90/0)

EMTL 2654 Paramedic Clinical Practicum IV 2 credits

Students rotate through a variety of clinical settings including emergency departments. Rotations through clinical settings continue with exposure to more advanced care situations assisting the student with complete understanding of the total operation of the clinical setting and their assistive role as an emergency provider. An advanced skill level emphasis on demonstration of

skills including patient assessment, airway management, endotracheal intubation, medication administration, and intravenous cannulation is practiced at a level of advanced competence above the initial Clinical Practicum III experience. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisites: EMTL 2643 AND EMTL 2653 AND EMTL 2663 Corequisites: EMTL 2644 AND EMTL 2664 (0/0/90/0)

EMTL 2661 Paramedic Field Practicum I 1 credit

This practicum is the first in a series of five progressive practicum experiences. Each practicum session builds on the knowledge gained in previous classroom and lab sessions. Field practicum experiences will consist of ride alongs for medical assistance with an ambulance service, as an observer. As the student progresses through the semester, the student will start to move from observer to paramedic trainee role. During classroom and lab sessions, the student will be introduced to various Advanced Life Support (ALS) skills. As the student shows satisfactory understanding of an ALS skill, they will be allowed to start to perform the skill in the field. The student will be expected to build and develop knowledge of people/patient care skills such as interacting with patients and family members, working as a team member on an ambulance, and working with other various medical personnel in the treatment of patients. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Corequisites: EMTL 2641 AND EMTL 2651 (0/0/45/0)

EMTL 2662 Paramedic Field Practicum II 1 credit

This practicum is the second in a series of five progressive practicum experiences. Each practicum session builds on the knowledge gained in previous classroom sessions. The eight weeks of instruction in the classroom will tie all previous teaching of skills together for advanced knowledge and mastery of the information learned to this point. The student will be able to complete the skills performed initially in Practicum I and the student will move from observer to trainee level for all Practicum I skills. The student should be able to perform these skills with very little prompting by preceptors. During classroom sessions, the student will be introduced to additional Advanced Life Support (ALS) skills including Cardiac Monitoring, ACLS, PALS, and 12-Lead EKG Interpretation. As the student shows satisfactory understanding of an ALS skill, they will be allowed to start to perform these skills in the field. The student will be expected continue to build and develop knowledge of people/patient care skills such as interacting with patients and family members, working as a team member on an ambulance, and working with other various medical personnel in the treatment of patients. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisites: EMTL 2641 AND EMTL 2651 AND EMTL 2661 Corequisites: EMTL 2642 AND EMTL 2652 (0/0/45/0)

EMTL 2663 Paramedic Field Practicum III 1 credit

Practicum III builds on the knowledge and experience that the student gained in Field Practicum II. This eight-

week session of instruction in the classroom will tie all previous teaching of skills together for advanced knowledge and mastery of the information learned to this point. The student will be able to complete the skills performed initially in Practicum I at the team member level. The student will be able to perform these skills with very little to no prompting by preceptors. Skills the student initially performed in Practicum II have moved the student completely out of the observer role and into the trainee role. In the trainee role, the student will be completing ALS skills and will continue to receive advice and direction on a regular basis from a preceptor. During this cumulative practicum, the student refines developed patient and people skills to demonstrate professionalism as a paramedic. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisites: EMTL 2642 AND EMTL 2652 AND EMTL 2662 Corequisites: EMTL 2643 AND EMTL 2653 (0/0/45/0)

EMTL 2664 Paramedic Field Practicum IV 1 credit

Practicum IV builds on the knowledge and experience the student gained in Field Practicum III. This final semester of instruction in the classroom will tie all previous teaching of skills together for advanced knowledge and mastery of the information learned to this point in the field. The student will be able to complete the skills performed initially in Practicum I at the team member level. The student will be able to perform these skills with very little to no prompting by preceptors. Skills the student initially performed in Practicum II & III have moved the student completely out of the observer role and into the trainee role. At the conclusion of this practicum, the student should be able to perform all skills at a team member role. During this cumulative practicum, the student refines developed patient and people skills to demonstrate professionalism as a paramedic. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisites: EMTL 2643 AND EMTL 2653 AND EMTL 2663 Corequisites: EMTL 2644 AND EMTL 2654 (0/0/45/0)

EMTL 2760 Paramedic Lab I 1 credit

Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. The stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients to a long board, splinting, and cardiac rhythm recognition at a beginning knowledge level. Corequisites: EMTL 2641 AND EMTL 2651 AND EMTL 2661 (0/30/0/0)

EMTL 2761 Paramedic Lab II 1 credit

Students rotate through a variety of scenarios designed to help them better prepare for care of the patient at the paramedic skill level. Stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients demonstrating competence of lab I knowledge level. Prerequisites: EMTL 2760 Corequisites: EMTL 2642 AND EMTL 2652 AND EMTL 2662 (0/30/0/0)

EMTL 2852 Paramedic Field Internship 4.25 credits

The capstone field internship is designed to give the paramedic student an opportunity to apply the skills and knowledge from previous didactic and classroom trainings in the field. Student mastery and competency will be demonstrated and evaluated through a series of thorough patient assessments, formulation of proper treatment plans for each situation encountered, and administration of patient care under the preceptor's guidance at the Advanced Life Support skill level. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisites: EMTL 2644 AND EMTL 2654 AND EMTL 2664 (0/0/192/0)

EMTL 2860 Paramedic Lab III 1 credit

Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. The stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients to a long board, splinting, and cardiac rhythm recognition demonstrating competence of lab II knowledge level mastery. Prerequisites: EMTL 2761 Corequisites: EMTL 2643 AND EMTL 2653 AND EMTL 2663 (0/30/0/0)

EMTL 2861 Paramedic Lab IV 1 credit

Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. The stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients to a long board, splinting, and cardiac rhythm recognition demonstrating competence of lab III knowledge level mastery. Prerequisites: EMTL 2860 Corequisites: EMTL 2644 AND EMTL 2654 AND EMTL 2664 (0/30/0/0)

English (ENGL)

ENGL 0900 Reading and Writing Skills 3 credits

This course prepares students for success in college by providing opportunities to review and practice a variety of reading, writing, and critical thinking skills. Students will work with an instructor to develop an individualized education plan. The self-paced instruction of this course will also accommodate a variety of learning styles. Prerequisites: Appropriate Placement Score(s) (45/0/0/0)

ENGL 0905 Reading and Writing Skills for Workplace Communication 2 credits

This course prepares students for success in college by providing opportunities to review and practice a variety of reading, writing, and critical thinking skills. Students will work with an instructor to develop an individualized plan of study which will also accommodate a variety of learning styles. Instruction will include texts and materials that are relevant to the students' areas of studies. Prerequisites: Appropriate Placement Score(s) (30/0/0/0)

ENGL 0955 Individualized English for Workplace Communication 1 credit

This course provides academic support to a student who is enrolled in a Workplace Communication course. (15/0/0/0)

ENGL 0960 Transitional English Skills-Spelling and Vocabulary 1-2 credits

This course provides basic spelling and vocabulary skills. It includes acquisition of dictionary and thesaurus skills, context, examples and general sense of the sentence clues, word elements and word families, and spelling rules. (30/0/0/0)

ENGL 0980 Individualized English 1-2 credits

This course provides academic support to a student who is enrolled in any writing intensive course. (30/0/0/0)

ENGL 0990 Introduction to College Writing 3 credits

Introduces academic writing with an emphasis on integrated reading and writing skills. The course examines common grammar topics found in composition and encompasses the parts of paragraph and essay composition, including using critical thinking skills, previewing and annotating texts, crafting main ideas with support, identifying and using text patterns, using organization, drafting and summarizing skills, and writing with specific tone for different types of audiences. This course is designed for students who may not be ready for ENGL 1010. Prerequisites: Appropriate Placement Score(s) OR (ENGL 0900 with min grade of C OR ENGL 0905 with min grade of C) (45/0/0/0)

ENGL 1005 Spelling And Vocabulary 1-2 credits

This course provides spelling and vocabulary skills. It includes dictionary and thesaurus skills, context, examples and general sense of the sentence clues, word elements, word families, and spelling rules. (30/0/0/0)

ENGL 1010 English Composition I 3 credits

English Composition I offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills are also emphasized. Prerequisites: (ENGL 0990 with min grade of C OR ENGL 1050 with min grade of C OR ENGL 1000 with min grade of C OR BSAD 2050 with min grade of C) OR ESLX 0885 with min grade of C OR Appropriate Placement Score(s) (45/0/0/0)

ENGL 1020 English Composition II 3 credits

Students will read and analyze various texts and respond with research-based argumentative essays that demonstrate information literacy, critical-reading, and source integration. A significant argument-based research project is required. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 1050 Workplace Communication 3 credits

Develop and implement oral and written workplace communication skills. Students will organize and present effective presentations and interviews, send appropriate nonverbal messages, formulate effective business reports, letters, memos, and electronic correspondence, plan and execute effective business meetings, and create employment documents. Prerequisites: Appropriate Placement Score(s) OR ENGL 0900 with min grade of C OR ENGL 0905 with min grade of C OR ESLX 0885 with min grade of C (45/0/0/0)

ENGL 2030 Creating Poetry I 3 credits

Study of the fundamentals involved in the process of creating and developing poetry, both formal and free verse. Includes feedback in a workshop environment. Reading, writing, and performance assignments. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2040 Creating Poetry II 3 credits

Continuing study of the process of creating and developing poetry, both formal and free verse. Feedback in a workshop environment. Reading, writing, and performance assignments. Prerequisites: ENGL 2030 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2050 Creating Stories I 3 credits

Study of the fundamentals involved in the process of creating and developing stories as either fiction or creative non-fiction. Feedback in a workshop environment. Reading, writing, and performance assignments. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2060 Creating Stories II 3 credits

Continuing study of the process of creating and developing stories as either fiction or creative non-fiction. Feedback in a workshop environment. Reading, writing, and performance assignments. Prerequisites: ENGL 2050 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2070 Technical Communications I 3 credits

Introduces both written and oral technical communications as applied in science and technology including technical library research. Prerequisites: (ENGL 0990 with min grade of C OR ENGL 1050 with min grade of C OR ENGL 1000 with min grade of C OR ESLX 0885 with min grade of C OR BSAD 2050 with min grade of C) OR Appropriate Placement Score(s) (45/0/0/0)

ENGL 2080 Technical Communications II 3 credits

Comprehensive approach to written, oral, visual, and electronic technical communications applicable to scientific and technological fields. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2090 Editing and Publishing 2 credits

Students will focus on the selection, design, and execution of a literary publication. Publishing ethics are also addressed. Prerequisites: ENGL 1010 with min grade of C (0/60/0/0)

ENGL 2100 Introduction to Literature 3 credits

This course offers a critical analysis of culturally diverse works of poetry, drama, and fiction. Students employ various techniques for discussing, evaluating, and writing about literature. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2140 Introduction to Shakespeare 3 credits

This course offers a critical analysis of the works of poetry and drama by William Shakespeare. Students employ various techniques for discussing, evaluating, and writing about literature in order to examine the impact Shakespeare had on the arts, language, and culture of

the English-speaking world. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2150 American Literature to 1865 3 credits

Critical reading and evaluation of writers of prose and poetry from the colonial period to 1865. Emphasizes such writers as Edwards, Hawthorne, Melville, Longfellow, Emerson, Thoreau, and Native American writing. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2160 American Literature since 1865 3 credits

This survey of American literature will introduce students to some of the important voices as well as literary, artistic, and cultural movements in the United States. Students will develop skills to critically read, understand, and assess a variety of literary works from different historical periods, ethnic communities, and genres. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2170 Comic and Graphic Novels 3 credits

This course offers a critical analysis of culturally diverse works of poetry, drama, and fiction. Students employ various techniques for discussing, evaluating, and writing about literature. Prerequisites: ENGL 1010 with min grade of C (45/0/0/0)

ENGL 2190 Comparative Mythology 3 credits

Introduces students to mythological and folkloric materials from a variety of cultural traditions, including, but not limited to, Greek, Roman, Norse, Native American, Aboriginal, Chinese, Japanese, East Indian, Celtic, and Arthurian. Themes within the course structure will encompass Creation myths, gods and goddesses, the Fall of Humankind, the Heroic ideal, the Afterlife, and rites of passage. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2200 British Literature to 1800 3 credits

Study and comprehensive reading in English literature from 700-1800 following its development from Beowulf to the Romantic period with emphasis on poetry and essay forms. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2210 British Literature after 1800 3 credits

Study and comprehensive reading in English literature from the Romantic movement to the present day, including poetry and the essay with works by representative novelists. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

ENGL 2730 Fiction and Cinema 3 credits

Explores the intersection of narrative literary works and cinema. Students will learn to respond to literary and cinematic works in discussion and writing, including a research essay. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

Pre-Engineering (ENGR)

ENGR 1010 Intro to Engineering Design 3 credits

Introduction to the engineering profession, engineering problem solving, and engineering design with an emphasis on current topics. Course material will be presented using projects and group learning activities. (45/0/0/0)

ENGR 1020 Programming and Problem Solving 3 credits

This is a computer programming course that teaches structured programming and problem-solving using computers. Consists of a sequence of programming assignments that require students to write programs to solve engineering problems. Proficiency with Windows Operating System and word processing software required. Student must receive a grade of C or better to transfer. Prerequisites: Appropriate Placement Score(s) OR (MATH 1150 with min grade of C AND MATH 1220 with min grade of C) (45/0/0/0)

ENGR 2010 Introduction to Circuits and Electronics 4 credits

Basic circuit analysis for engineers including direct and alternating currents and operational amplifiers, digital signals, and circuits. Prerequisites: PHYS 2120 (45/30/0/0)

ENGR 2020 Engineering Statics 3 credits

Action of forces on engineering structures and machines. Force systems, static equilibrium of frames and machines, friction, center of gravity, moment of inertia, and vector algebra. Prerequisites: PHYS 2110 with min grade of C AND MATH 2010 with min grade of C (45/0/0/0)

Entrepreneurship (ENTR)

ENTR 1050 Introduction to Entrepreneurship 3 credits

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. (45/0/0/0)

ENTR 2040 Entrepreneurship Feasibility Study 3 credits

Students will assess the viability of a new venture business idea to determine if the concept is feasible for business start up and long term growth based on strengths and skills, personal, professional, and financial goals. The student will identify and analyze through basic research the present climate for their business idea by completing an industry, target market, and competitive analysis. The student will assess the financial needs for startup as well as their own skills, strengths, and talents to launch a successful business idea. (45/0/0/0)

ENTR 2090 Entrepreneurship Business Plan 3 credits

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 the financial projections for their business concept.

Students will be able to identify and evaluate various resources available for funding small businesses. (45/0/0/0)

English as a Second Language (ESLX)

ESLX 0805 Beginning ESL 8 credits

Focus is on fundamental grammar structure using conversation, reading, and writing skills. Prerequisites: Appropriate Placement Score(s) (120/0/0/0)

ESLX 0815 ESL Pronunciation 4 credits

Provides students the opportunity to learn to distinguish spoken English sounds and to produce those sounds verbally to improve listening and speaking skills. Prerequisites: Appropriate Placement Score(s) (60/0/0/0)

ESLX 0825 Literacy Fundamentals for the ESL Learner 2 credits

Provides an introduction to computer basics in conjunction with reading skill development for the English language learner. Prerequisites: Appropriate Placement Score(s) (0/60/0/0)

ESLX 0835 Intermediate ESL 6 credits

Students will build on their foundation of grammar structure, sentence patterns and vocabulary development in speaking, reading, and writing. Prerequisites: Appropriate Placement Score(s) (90/0/0/0)

ESLX 0850 ESL Conversation I 3 credits

Focuses on developing intermediate communication skills through listening, vocabulary development, role playing, oral presentations, and class discussions. Prerequisites: Appropriate Placement Score(s) (45/0/0/0)

ESLX 0855 Advanced ESL 6 credits

Study will focus on developing functional communication, grammatical accuracy in speech and writing, and vocabulary development. Prerequisites: Appropriate Placement Score(s) OR ESLX 0835 with min grade of C (90/0/0/0)

ESLX 0870 ESL Conversation II 3 credits

Focuses on developing advanced communication skills through vocabulary development, class discussions, and public speaking. Prerequisites: ESLX 0850 with min grade of C (45/0/0/0)

ESLX 0875 ESL Writing I 3 credits

Course emphasizes the fundamentals of English language writing, including composing sentences and paragraphs, identifying parts of speech, recognizing active and passive voice, building vocabulary and spelling skills, and using general punctuation. Students will develop effective personal writing processes appropriate for paragraph writing to include pre-writing, writing, proofing, and revising strategies. (45/0/0/0)

ESLX 0885 ESL Writing II 3 credits

Course builds English language writing skills, including paragraph and short essay development, building vocabulary and spelling skills, making a claim and supporting it with evidence, evaluating source material, and using general punctuation correctly. Students will

develop effective personal writing processes appropriate for essay writing to include pre-writing, writing, proofing, and revising strategies. Placement based on writing sample. Prerequisites: ESLX 0875 with min grade of C (45/0/0/0)

French (FREN)

FREN 1200 Elementary French I **4 credits**
Introduction to the grammatical and conversational study of French. (60/0/0/0)

FREN 1210 Elementary French II **4 credits**
Continuation of FREN 1200 with more intense concentration on verbs and conversation. Prerequisites: FREN 1200 (60/0/0/0)

Food Service Dietary Training (FSDT)

FSDT 1210 Supervision of Food Service Professionals **3 credits**
Includes techniques in supervision, human relations, and communication in food service management. (45/0/0/0)

FSDT 1221 Introduction to Food Service Nutrition **1 credit**
Includes principles of basic nutrition and healthy menu planning to meet nutrient needs for individuals through each stage of the life cycle and those with special health care needs. (15/0/0/0)

FSDT 1222 Culinary Nutrition Applications **2 credits**
Includes principles of nutrition in food preparation and menu planning for the future chef. Prerequisites: FSDT 1221 (may be taken concurrently) (30/0/0/0)

FSDT 1223 Food Service for Medical Nutrition Therapy **1.5 credits**
Includes principles of nutrition screening, assessment, care planning, nutrition education, regulations, and therapeutic menu planning for the Dietary Manager. Prerequisites: FSDT 1221 (may be taken concurrently) (22.5/0/0/0)

FSDT 1224 Culinary Nutrition Applications Lab **0.5 credits**
This class affords students the opportunity to apply health-centered cooking techniques in preparing meals for the healthy population and for individuals with common dietary restrictions. Prerequisites: FSDT 1221 (may be taken concurrently) Corequisites: FSDT 1222 (0/22.5/0/0)

FSDT 1225 Field Experience-Nutrition and Diet Therapy **1.5 credits**
Clinical application experience for FSDT 1221. Includes basic nutrition, principles of diet therapy and nutritional assessment, and menu planning for the Dietary Manager. Program director approval required. Prerequisites: FSDT 1221 (may be taken concurrently) AND FSDT 1223 (may be taken concurrently) (0/0/67.5/0)

FSDT 1231 Sanitation and Food Safety **2 credits**
Includes sanitation and safety principles to provide an understanding of food borne diseases, preventive maintenance, and environmental controls in food service. To gain an understanding of the role the dietary manager has in food safety. (30/0/0/0)

FSDT 1250 Managing Food Service Operations **2.5 credits**
Includes purchasing, equipment selection, costing, and records. (37.5/0/0/0)

FSDT 1255 Field Experience-Management of Food Service Operations, Sanitation, and Food Safety **1.5 credits**
Application field experience for FSDT 1230 and FSDT 1250. Includes sanitation and food safety practices, quantity food purchasing, equipment selection, costing, and records. Program director approval required. Prerequisites: FSDT 1230 (may be taken concurrently) OR FSDT 1231 (may be taken concurrently) AND FSDT 1250 (may be taken concurrently) (0/0/67.5/0)

FSDT 1260 Field Experience-Supervision for Food Service Professionals **1 credit**
Application field experience for FSDT 1210. Includes techniques in supervision, human relations, and communication in food service management. Program director approval required. Prerequisites: FSDT 1210 (may be taken concurrently) (0/0/45/0)

FSDT 1280 Culinary Math **1.5 credits**
This course covers the basics of culinary math. Topics will include cost and profit formulas, recipe conversion, and baking formulas, as well as basic math principles. (22.5/0/0/0)

Graphic Design (GCAD)

GCAD 1100 Typography **3 credits**
This course is an introduction and study of the history, vocabulary, and principles of typography. Basic type identification, styles, and measurement will be discussed and practiced. The primary purpose of type as a means of communication combining readability and legibility will be reinforced. Design elements and principles will be presented in relation to designing with type. (45/0/0/0)

GCAD 1250 Drawing Logic I **3 credits**
Fundamental principles of drawings and perspective based on observation and imagination. (30/30/0/0)

GCAD 1300 Design I **3 credits**
Two-dimensional study of structural use of line, form, and color, including color theory. (30/30/0/0)

GCAD 1310 Cooperative Internship I **1-3 credits**
A work study experience for students planned and supervised by the College in cooperation with employers. This cooperative experience will expand students' occupational knowledge and enhance students' employability. 2.0 GPA and permission of instructor required. (15/0/0/120)

GCAD 1450 Graphic Arts I **3 credits**
A concentrated study of the design process using commercial computer applications to create graphic design images. The student will develop design principles and applications that provide a foundation for advanced graphic design course work. (30/30/0/0)

GCAD 1500 Layout and Design I **3 credits**
An introductory level course using industry standard page layout software, with an emphasis toward developing

expressive designs that communicate. Prerequisites: (ARTS 1300 (may be taken concurrently) OR GCAD 1300 (may be taken concurrently)) AND (ARTS 1700 (may be taken concurrently) OR GCAD 1700 (may be taken concurrently)) (37.5/22.5/0/0)

GCAD 1600 Design II **3 credits**

A continued investigation of spatial organization based on the principles of design. Exploration of art history will accent assignments. Individual interpretations of style and intent will develop. Prerequisites: ARTS 1300 OR GCAD 1300 (30/30/0/0)

GCAD 1700 Digital Photography **3 credits**

This course is designed to introduce the student to digital photography as it relates to the graphic design industry. The student will use imaging hardware (cameras, scanners, computers, etc.) and photo manipulation software to alter, combine, create, and recreate custom images to graphic design industry specifications. Class projects require specific knowledge and skill-set techniques. Group class critiques will be held to develop the student's professional level photography skills, visual aesthetic, and industry vocabulary. (30/30/0/0)

GCAD 2100 Digital Prepress **3 credits**

This course is designed to familiarize students with multi-color reproduction theory and technique. Students completing the class will have a broad overview of multi-color printing processes so that they may effectively supervise or estimate printing operations, communicate technically with vendors or buyers, and design graphic products giving full consideration to the limitations inherent in multi-color printing processes. (37.5/22.5/0/0)

GCAD 2200 Typography II **3 credits**

The course is a combination of hand-skill and digital/synthetic media projects taking students from where the basics (Typography 1/GCAD 1100) left off; to more advanced studies in typographic solutions. Typographic lettering techniques from pen calligraphy and brush (hand/sign) lettering through digital typesetting will be explored. Students will create solutions for both traditional page, and digital media output/layout. Prerequisites: GCAD 1100 (45/0/0/0)

GCAD 2300 Package Design **3 credits**

This course focuses on the development of three-dimensional designs, including the application of two-dimensional graphics as utilized in the corporate environment. The course stresses the use of visual and design concepts into corporate identity packaging. Prerequisites: GCAD 1500 AND GCAD 2500 (37.5/22.5/0/0)

GCAD 2450 Graphic Arts II **3 credits**

Advanced application of graphic design principles and processes, as expressed through the development of advanced projects in advertising and product design, which incorporate the use of industry-standard software. Prerequisites: ARTS 1450 OR GCAD 1450 (30/30/0/0)

GCAD 2500 Layout and Design II **3 credits**

Designed to develop proficiency in page layout and

design by utilizing the latest desktop publishing software, including related word processing and graphic tools. The course emphasizes the successful completion of a publication by the student. Layout and Design II is intended to be a continuation of the work begun in Layout and Design I and concerns primarily the interaction of text forms and images into cohesive, clean designs. Prerequisites: GCAD 1500 (37.5/22.5/0/0)

GCAD 2610 Graphic Design Capstone **1 credit**

This course is the culmination of The student's design career here at Northeast Community College. There are two goals to be met in this class. The first is the gathering, choosing, refining, and preparation of the students best design work compiled into a professional level portfolio presentation format. The second goal of the class is to prepare the students for presenting that portfolio in search of employment. Prerequisites: GCAD 1500 AND GCAD 2500 (7.5/22.5/0/0)

Geography (GEOG)

GEOG 1020 World Regional Geography **3 credits**

This course expands students' knowledge of the world through a study of the major global regions. It focuses on understanding regional patterns around the world, geographic processes contributing to the character and diversity of regions, and contemporary regional and global issues. (45/0/0/0)

Global Studies (GLBS)

GLBS 2900 Global Studies Capstone **3 credits**

Cumulative course that is intended to draw on previous coursework taken in the completion of a Global Studies program of study. Primary focus of the course will be on research and completion of a final project of significance that will be presented in a public format. Prerequisites: (POLS 1600 AND BSAD 2250) OR AGRI 1290 (45/0/0/0)

Health Information Management Systems (HIMS)

HIMS 1000 Intro to Health Information Management **2 credits**

This is an introductory course into the health information management profession. An overview of healthcare delivery systems and how the HIM profession relates to healthcare delivery will be explored. This course will also cover health information technology functions and various HIM personnel specializations. (30/0/0/0)

HIMS 1010 Applied Health Informatics **2 credits**

The purpose of this course is to provide students with an overview of current health data sources, standards, and informatics systems. This course builds, through practical experience, an understanding with computerized health records that can be applied directly in the clinical setting. Design of a health informatics solution for decision support and how to answer a health informatics problem through data retrieval and analysis will be reviewed. (30/0/0/0)

HIMS 1015 Introduction to Billing 1 credit

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (15/0/0/0)

HIMS 1020 Health Care Delivery Systems 3 credits

This course is an overview of the American health care system. It includes study of the evolution and current state of health care services and insurance, health professionals, health policy, and health services financing. HMOs, PPOs, and POS plans will be reviewed. Additionally, managed care objectives, functions, and contracting will be discussed (45/0/0/0)

HIMS 1025 Medical Office Procedures 2 credits

This course is an overview of the healthcare system and the functions of a medical office professional in the healthcare setting. It includes the study of evolution and current state of healthcare services and healthcare professionals in the workplace. The student will learn about legal and ethical issues, professionalism, communications, and common medical office procedures. (30/0/0/0)

HIMS 1110 Coding I and Lab 4 credits

This course is an introduction to ICD-10-CM/PCS Coding. International Classification of Diseases is a statistical classification system to categorize diseases and injuries for insurance claims. Every medical record coder must understand the basic principles behind a disease classification system in order to code effectively and appropriately. This class will focus on appropriate use of the codebook and the principles of appropriate diagnosis and procedure code selection. Prerequisites: HLTH 1060 with min grade of C AND HIMS 1220 with min grade of C (45/30/0/0)

HIMS 1120 Legal and Compliance Aspects 3 credits

This course provides an in-depth review of the legal requirements regarding health records and an introduction to the health care regulatory environment. The student will learn the essential elements of legal aspects in healthcare facilities and the tools necessary to maintain HIPAA compliance. Prerequisites: HIMS 1000 with min grade of C (45/0/0/0)

HIMS 1130 Disease Processes 3 credits

The study of the nature and cause of disease. This includes the study of the etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, management, prognosis, and advanced medical terminology. Through class discussion and assigned case studies students apply the knowledge learned and utilize their critical thinking and problem solving abilities. Prerequisites: HLTH 1060 with min grade of C OR HIMS 1220 with min grade of C (45/0/0/0)

HIMS 1140 Pathopharmacology 3 credits

This course combines the study of human disease processes and treatments. The etiology of diseases is

described in the course with the application of diagnostic procedures and patient care. The pathology and the underlying principles of the human systems are presented in this course. Prerequisites: HLTH 1060 with min grade of C AND HIMS 1220 with min grade of C (45/0/0/0)

HIMS 1150 Professional Practice Experience I 2 credits

This course provides practical experience in a healthcare setting, as well as AHIMA's virtual lab. Students report to an approved location and participate in activities related to Health Information Management. Prerequisites: HIMS 1025 with min grade of C AND HIMS 2000 with min grade of C (15/0/45/0)

HIMS 1220 Structure and Function of the Human Body 3 credits

Provides fundamental knowledge of the normal structure and functions of the cell, tissues, organs, organ systems, and interrelationship among those systems. (45/0/0/0)

HIMS 2000 Medical Billing and Reimbursement 3 credits

This course will introduce policies, procedures, and laws that govern medical billing and reimbursement. A history of health insurance is presented as well as medical coding and claims processing guidelines. The reimbursement methods for clinics, hospitals, long-term care facilities, and home health agencies are also discussed. Prerequisites: HIMS 1220 with min grade of C (may be taken concurrently) AND HLTH 1060 with min grade of C (45/0/0/0)

HIMS 2010 Pharmacology and Drug Administration 3 credits

This course is designed to enhance the knowledge base of the student in the area of pharmacology and drug therapy. This course is designed to present basic knowledge of pharmacology for allied health professionals. Legal and ethical issues of medication administration are also covered. Prerequisites: HLTH 1060 with min grade of C OR HIMS 1220 with min grade of C (45/0/0/0)

HIMS 2015 Principles of Healthcare Insurance 3 credits

This course includes detailed reviews of Medicare, Medicaid, Third Party Insurance, Worker's Compensation, Blue Cross, and Managed Care. Emphasis includes providing payers with "clean claims" and techniques to employ to minimize claims denials. Prerequisites: HIMS 1110 with min grade of C and HIMS 2020 with min grade of C (45/0/0/0)

HIMS 2020 Coding II and Lab 4 credits

This course introduces the use of the Current Procedural Terminology (CPT) classification and coding guidelines for appropriate procedure code and modifier selection. The class includes a coding lab where the student will learn to code through over 100 redacted patient records. Prerequisites: HIMS 1110 with min grade of C (may be taken concurrently) (45/30/0/0)

HIMS 2025 Medical Coding and Compliance for Billers 3 credits

This course will demonstrate the best methods to ensure the accuracy of coding and billing for medical encounters. This course will have an emphasis on the compliance in the

coding and billing completion. Prerequisites: HIMS 1015 with min grade of C (can be taken concurrently) (45/0/0/0)

HIMS 2030 Health Information Management

Applications **3 credits**
This course discusses the content and structure, as well as the various functions, of health records. This course also addresses topics such as storage and retrieval of information, indices/registries, documentation requirements, and accreditations and licensures, as well as utilizing various medical software for topics such as the master patient index and deficiency analysis. Prerequisites: HLTH 1060 with min grade of C AND HIMS 1220 with min grade of C (45/0/0/0)

HIMS 2040 Advanced Health Informatics **3 credits**

This course provides a hands-on approach to data management, systems development, and integration of informational technology. In addition, the students will examine high-level information related to the management of computer systems in a healthcare setting. Prerequisites: HIMS 1010 with min grade of C (45/0/0/0)

HIMS 2100 Quality Management and Process Improvement **3 credits**

Leading and sustaining effective change efforts is a primary responsibility of leaders. This course will provide students with the tools and techniques of leading continuous quality improvement (CQI) of clinical and organizational efforts within a facility. An emphasis on how to develop the processes of in-depth investigation of various areas of internal operations will be presented. Specific focus will be on skill development associated with selecting and implementing various CQI tools. Prerequisites: HIMS 1025 with min grade of C AND HIMS 1120 with min grade of C AND HIMS 2000 with min grade of C (45/0/0/0)

HIMS 2110 Health Information Technology Assessment **1 credit**

This assessment course is designed as a review for the RHIT certification exam. Through this course, you will register for and complete the RHIT certification exam through AHIMA's early testing option. Must have permission of program director to enroll in course. (15/0/0/0)

HIMS 2120 Professional Practice Experience II **3 credits**

This course is used to provide students an opportunity to practice the skills learned within the program curriculum. The course will be split into two distinct sections. Students will utilize the course as a lab course for the first six weeks and as a clinical course for the last portion of the semester. Students will gain experience in all types of health care settings. Prerequisites: HIMS 2030 with min grade of C (may be taken concurrently) AND HIMS 2020 with min grade of C AND OFFT 1500 (30/0/45/0)

HIMS 2125 Billing Professional Practicum Experience **3 credits**

Practicum experience is hands-on hours in a medical office setting receiving hands-on experience in areas of medical administration, which may include but is not limited to, medical records, scheduling, process of payments, follow-

up, professional agencies, and patient communication. Prerequisites: HIMS 1000 with min grade of C AND HIMS 1025 with min grade of C. (45/0/0/0)

HIMS 2130 Reimbursement Methodologies **2 credits**

This course provides a detailed examination of coding systems across a continuum of health care settings. The student's comprehensive knowledge of coding, terminology, structures and functions of the human body, and pathopharmacology will come into play in identifying all services, supplies, and conditions described in redacted patient records. Topics include reimbursement and case mix management, revenue cycles, coding compliance requirements, charge-master maintenance, auditing processes, payment systems, and DRGs. Prerequisites: HIMS 2020 with min grade of C AND HIMS 1110 with min grade of C (30/0/0/0)

HIMS 2150 Health Information Management

Leadership **1 credit**

This course is used to provide students an opportunity to practice the skills learned within the program curriculum. Students apply principles for the management of health information services. This course provides a study of change, team building, and leadership development related to the practice of health care. Students explore strategies for problem-solving and decision-making, strategic leadership, management, and planning. Prerequisites: HIMS 2030 with min grade of C AND HIMS 2020 with min grade of C (15/0/0/0)

History (HIST)

HIST 1030 European Civilization I **3 credits**

Study of history that interprets and evaluates the contribution of civilizations from the Bronze Age to 1600. (45/0/0/0)

HIST 1040 European Civilization II **3 credits**

The development of European civilization since 1600, concluding with the challenges facing the Continent in the post-Cold War Era and the 21st century. (45/0/0/0)

HIST 1050 World History I **3 credits**

A chronological study of world civilizations giving an overall view of contributions made by these civilizations from the Neolithic Period to 1715. (45/0/0/0)

HIST 1060 World History II **3 credits**

A chronological study of world civilizations giving an overall view of contributions made by these civilizations from 1715 to the present day. (45/0/0/0)

HIST 2010 American History I **3 credits**

A survey of American History from the Age of Discovery through the Civil War and Reconstruction. Emphasis is on the political, economic, cultural, social, and technological issues that arise in the development of the American nation. (45/0/0/0)

HIST 2020 American History II **3 credits**

A survey of American history from the end of the Civil War era to the present. Emphasis is on the political, economic, cultural, social, and technological issues that arise in America's development as a global power. (45/0/0/0)

Health Education (HLTH)

HLTH 1060 Comprehensive Medical Terminology 3 credits

This course establishes a solid foundation of prefixes, suffixes, word roots, abbreviations, medical terms, and symbols. It emphasizes understanding the medical vocabulary as it applies to the anatomy, physiology, pathology, diagnostic, and therapeutic procedures of the human body systems. (45/0/0/0)

HLTH 1120 Medication Aide 3 credits

This course is designed to prepare the student to assume the role and responsibilities of a Medication Aide working in a nursing facility. This course includes information regarding medication administration, pharmacology rules and regulations, classification of drugs, orders, storage, abbreviations, and an overview of commonly used drugs and documentation. (45/0/0/0)

HLTH 1210 Community Health Worker 3 credits

This course is designed for members of the general public who want to be trained as Community Health Workers (CHW) to conduct safe and effective outreach to vulnerable populations for medical personnel or health care organizations. CHWs will implement programs in the community that promote, maintain, and improve individual and community health. The course is designed to meet the skills necessary for community health workers in a public health organization, health care facility, or other health-related agency. CPR and First Aid Certification required. (45/0/0/0)

HLTH 1220 Introduction to Health Science 3 credits

Experience health careers at a personal level. Explore the essential skills necessary for success in a health career. Includes a review of the science courses needed, the healthcare industry, diseases and disorders, healthcare technology, health rules and regulations, and employability. (45/0/0/0)

HLTH 1500 Phlebotomy Technician 6 credits

This course focuses on the act of practice of blood collection as a therapeutic or diagnostic measure known as Phlebotomy. The course includes principles of proper phlebotomy technique, specimen processing, patient care, maintenance, and use of equipment, record-keeping, basic principles of anatomy and physiology, disease process, therapeutic communication, hazardous materials management, and patient assessment.. (75/45/0/0)

HLTH 1710 First Aid 2 credits

Study and application of the principles and techniques involved in the administration of first aid. Deals with the prevention of accidents and emergency care and treatment including CPR that can be given until the services of a doctor are available. (30/0/0/0)

HLTH 1720 CPR Instructors Course 1 credit

CPR instructor training for those currently qualified in basic life support. Includes background materials, teaching techniques, and aids to enable individuals to instruct others in the knowledge of local emergency care systems, understanding of risk factors, signals, and actions

for survival and recognition of indications for life support and accurate performance of same. Must have current AHA BLS CPR card. (15/0/0/0)

HLTH 1730 Pediatric Basic Life Support and First Aid 0.5 credits

Designed to prepare students to perform Cardio Pulmonary Resuscitation on infants and children, relieve a foreign body airway obstruction from infants and children, as well as basic first aid. The training meets the requirements of the American Heart Association for Cardio Pulmonary Resuscitation. (7.5/0/0/0)

HLTH 2600 Basic Coronary Care 2 credits

Course designed to help health care providers become more knowledgeable about basic arrhythmia detection and treatment. (30/0/0/0)

Home Economics (HOEC)

HOEC 1050 Nutrition 3 credits

Study of the basic principles of nutrition in health and disease throughout the human life cycle. (45/0/0/0)

Horticulture and Golf Course Management (HORT)

HORT 1010 Horticulture Science 4 credits

The study of horticultural plant science concepts related to plant growth and development. Includes topics on cultural growing practices, propagation, and other metabolic processes. (60/0/0/0)

HORT 1020 Introduction to Turf Management I 2 credits

Introductory course in the care and culture of turf that provides knowledge on the principles of turf management. (30/0/0/0)

HORT 1025 Residential Turf Management 3 credits

An introduction to care and culture of residential turf that provides knowledge on the principles of proper turf management. (45/0/0/0)

HORT 1040 Introduction to Soil Science Lab 1 credit

This course will focus on "artificial" soils including turf and landscape soils, greenhouse and nursery soilless media mixes, and other urban soils. The compare and contrast of the physical, biological, and chemical processes between urban and rural soils will be taught. Corequisites: AGRI 1030 (0/45/0/0)

HORT 1050 Commercial Turf Management 3 credits

A turf course with emphasis on scientific principles of turf species adaptation in commercial settings. Corequisites: HORT 1060 (45/0/0/0)

HORT 1060 Commercial Turf Management Lab 1 credit

Lab for HORT 1050, including hands-on emphasis on scientific principles of turf species adaptation in landscape and recreation. Corequisites: HORT 1050 (0/45/0/0)

HORT 1070 Plant Propagation 2 credits

Principles and practices of sexual and asexual processes

involved with the propagation of herbaceous and woody plants. Corequisites: HORT 1080 (30/0/0/0)

HORT 1080 Plant Propagation Lab 1 credit
Lab for HORT 1070. Includes hands-on practice to gain experience in propagating herbaceous and woody plants using various methods. Corequisites: HORT 1070 (0/45/0/0)

HORT 1090 Integrated Pest Management 2 credits
Identification of insects, plant pathogens, weeds, and nutritional disorders of horticultural crops. Pesticide selection, handling, and application will be demonstrated. (30/0/0/0)

HORT 1140 Golf Playability I 1 credit
This course is designed for the student to learn and improve the different techniques used in the golf swing and to allow the student to gain a better understanding and enjoyment of the game of golf. (7.5/22.5/0/0)

HORT 1150 Golf Playability II 1 credit
This course is designed for the student to fine tune, improve, and begin to analyze their golf swing for the improvement and advancement of their individual golf game. (7.5/22.5/0/0)

HORT 1300 Cooperative Internship I 1-6 credits
Work-student program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and employers so that each contributes to the student's education and employability. (0/0/0/360)

HORT 2000 Landscape History and Use 3 credits
An appreciation for the development and use of the landscape, from large to small, will be discussed. Large players in landscape perceptions world-wide will be explored as well as the ways in which people historically have interacted with the landscape. (45/0/0/0)

HORT 2020 Nursery and Greenhouse Management 4 credits
Principles and practices underlying nursery and greenhouse management and production. A portion of the course will deal with the economic aspect of running a retail or wholesale business. (60/0/0/0)

HORT 2045 Landscape Management 3 credits
The principles and practices of managing a residential or commercial landscape. Includes pruning, fertility, wildlife management, water relations, pest and disease management, and overall plant health. (45/0/0/0)

HORT 2055 Landscape Design 3 credits
Introduction to the process and elements of landscape design. Includes graphic and oral presentation techniques for landscape design. (45/0/0/0)

HORT 2060 Sports Turf Management 3 credits
An in-depth study of the specialized techniques in the maintenance practices of recreational turf sites such as sports complexes and parks. Corequisites: HORT 2070 (45/0/0/0)

HORT 2070 Sports Turf Management Lab 1 credit
This lab is designed to give the students hands-on experience in the specialized and complex maintenance practices of recreational turf sites such as golf courses, sports complexes and parks. Corequisites: HORT 2060 (0/45/0/0)

HORT 2080 Woody Plant Identification 3 credits
Identification using common and scientific names for woody plant species frequently found in Nebraska and the Upper Great Plains. Includes the management and environmental tolerances for these shrubs and trees. (45/0/0/0)

HORT 2090 Herb Perennial Identification 3 credits
Identification using common and scientific names for herbaceous perennial plant species frequently found in Nebraska and the Upper Great Plains. Includes the management and environmental tolerances for these ornamental landscape plants. (45/0/0/0)

HORT 2100 Golf Course Management 3 credits
Students will learn basic construction, renovation, and restoration techniques for golf courses, sports fields, parks, and landscaped areas. (45/0/0/0)

HORT 2140 Hydroponic Growing Systems 2 credits
A course in hydroponic plant production that provides the practical skills and scientific concepts of growing plants in soilless growing media. A focus on food production will allow students to design, build, and experiment with hydroponic systems. (30/0/0/0)

HORT 2150 Annual Flower Identification, Production and Care 2 credits
An introductory course in annual flower growing that provides the practical skills and scientific concepts involved in identification, production, and care of annual plants. (30/0/0/0)

HORT 2160 Vegetable Gardening and Farm Production 3 credits
A course in vegetable gardening that provides the practical skills and scientific concepts involved in vegetable production. Includes planning, preparation, seasonal care, and post-harvest handling and storage. Regenerative agricultural practices on soil health, water management, and plant fertility. (45/0/0/0)

HORT 2165 Value-Added Diversified Marketing 3 credits
A course in the basic planning and marketing of small-scale value-added products. This includes the inclusion of farmers markets, roadside-stands, and other small retail and wholesale operations. Focus will be on products that are considered niche. (45/0/0/0)

HORT 2170 Alternative Horticulture 2 credits
An introductory course on production methods in the field of horticulture that are not considered mainstream. This course will look at existing methods of creative production and the challenges each of these may encounter. A focus will also be made on understanding how production demand follows cultural needs. (30/0/0/0)

HORT 2180 Irrigation and Equipment **3 credits**
Introduction to the management of horticultural irrigation systems. Includes water requirements, water resources, application methods, types and selection of irrigation equipment, application time and rates, irrigation well principles and operation, water rights and legal aspects, costs, and returns. (45/0/0/0)

HORT 2890 Horticulture Capstone Experience **1 credit**
The course will provide students with an opportunity to reflect on previous coursework and synthesize the content and merit of their program of study while strengthening their competency level to enter the workforce upon graduation. Students will improve critical thinking and communication skills through the development of professional presentations. Through a variety of examination and demonstration exercises, students will show competency in their subject areas. (15/0/0/0)

Health, Physical Education and Recreation (HPER)

HPER 1060 Soccer I **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of soccer. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1062 Soccer II **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of soccer. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1070 Softball I **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of softball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1072 Softball II **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of softball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1090 Baseball I **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of baseball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1092 Baseball II **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of baseball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1100 Basketball I **1 credit**
Intercollegiate competition. Designed to give the student advanced knowledge, skills, and experience in the sport of basketball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1102 Basketball II **1 credit**
Intercollegiate competition. Designed to give the student advanced knowledge, skills, and experience in the sport of basketball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1130 Golf I **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of golf. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1132 Golf II **1 credit**
Intercollegiate competition. Designed to give the student advanced knowledge, skills, and experience in the sport of golf. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1150 Sports Officiating **1 credit**
Rules, interpretation, and officiating of team sports. (15/0/0/0)

HPER 1160 Volleyball I **1 credit**
Intercollegiate competition. Designed to give the student knowledge, skills, and experience in the sport of volleyball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1162 Volleyball II **1 credit**
Intercollegiate competition. Designed to give the student advanced knowledge, skills, and experience in the sport of volleyball. Instructor permission is required for registration in this course. (7.5/15/0/0)

HPER 1191 Spinning **1 credit**
An activity class designed to give the student knowledge, skills, and experience in the exercise of spinning. (7.5/15/0/0)

HPER 1200 Archery **1 credit**
An introduction to the sport of archery and related skills. (7.5/15/0/0)

HPER 1210 Badminton **1 credit**
An introduction to the knowledge and skills utilized to participate in badminton. (7.5/15/0/0)

HPER 1220 Basketball **1 credit**
An activity class designed to give the student knowledge, skills, and experience in the sport of basketball. (7.5/15/0/0)

HPER 1230 Bowling **1 credit**
This course is designed to teach students the history of bowling, basic bowling fundamentals, and how to score by hand. (7.5/15/0/0)

HPER 1240 Circuit Training **1 credit**
A fitness class designed to give the student knowledge of physical training utilizing a prescribed exercise circuit and/or stations. (7.5/15/0/0)

HPER 1245 Weight Management **1 credit**
Designed to develop an understanding of the principles for weight management. The course will focus on ways to improve the student's ability to lose weight and inches

and maintain those losses. The importance of exercise, daily calorie goals, food plan, and food portions are topics that will be covered. (15/0/0/0)

HPER 1260 Golf 1 credit
A study and practice of the fundamental skills, techniques, and rules of golf. (7.5/15/0/0)

HPER 1270 Aerobic Fitness 1 credit
This course provides an assortment of various aerobic activities designed primarily for cardiovascular health. Includes aerobic circuit training, interval cardiovascular workouts, and introduction to cardiovascular machines, as well as total body exercises. (7.5/15/0/0)

HPER 1271 Fitness for the Aging Population 2 credits
Course designed to apply the principals necessary for providing exercise for the aging population. Course will focus on the importance of fitness as one ages, as well as a variety of exercises designed for the aging population, including cardiovascular, flexibility, balance, and strength. (30/0/0/0)

HPER 1272 TRX BOSU Training 1 credit
Course will provide resistance workout for the entry level exerciser through the advanced athlete. (7.5/15/0/0)

HPER 1280 Karate-Introduction to the Martial Arts 1 credit
Introduction to martial arts in general and karate specifically as a means of relaxation, physical activity, and self-defense. Students will develop blocking, kicking, and punching skills and learn two katas forms and one kiso kumite arranged sparring. (7.5/15/0/0)

HPER 1290 Racquetball 1 credit
An activity designed to give students knowledge, skills, and experience in the sport of racquetball. (7.5/15/0/0)

HPER 1310 Tennis 1 credit
An activity class designed to give the student knowledge, skills, and experience in the sport of tennis. (7.5/15/0/0)

HPER 1320 Water Aerobic Fitness 1 credit
A study and practice by which a person may achieve and-or maintain a high level of fitness through a water aerobics program. Increasing the student's knowledge of the components of fitness and having them gain an appreciation of water aerobics will be emphasized. (7.5/15/0/0)

HPER 1325 Introduction to Yoga 1 credit
An introduction to all types of yoga including Hatha, Jnana, Karma, and Bakti with an emphasis on Raja. The student will gain physical flexibility, respiration control, and control of the mind functions. Anatomy and physiology will be covered in respect to function of the nervous system as it affects all of the bodily functions. Students may register twice for this class. (7.5/15/0/0)

HPER 1326 Introduction to Pilates 1 credit
A study of the eight principles of Pilates including body awareness, posture, and muscle imbalances. Students may register twice for this class. (7.5/15/0/0)

HPER 1330 Volleyball 1 credit
An activity class designed to give the student knowledge, skills, and experience in the sport of volleyball. (7.5/15/0/0)

HPER 1350 Recreational Games 2 credits
An activity class designed to enhance the knowledge, skills, and active participation in lifelong recreational activities. Numerous outdoor and indoor activities are offered such as tennis, Frisbee golf, bocce, sand volleyball, power walking, badminton, table tennis, etc. (30/0/0/0)

HPER 1360 Body Conditioning 1 credit
Introduction to fitness and body conditioning as related to optimal healthy living. (7.5/15/0/0)

HPER 1510 Introduction to Health, Physical Education, and Recreation 3 credits
Designed for the Health, Physical Education, and Recreation student. Orientation to Health, Physical Education, and Recreation history, principles, objectives, careers, and a survey of the scope of activities in the Health, Physical Education, and Recreation curriculum. (45/0/0/0)

HPER 1520 Nutrition for Fitness 3 credits
The purpose of this course is to investigate and clarify the relationship between nutrition and human performance. The focus will include a study of the following areas: nutrition, energy value of food, metabolic rates, calorimetry, body composition, aerobic and anaerobic power, physiological conditioning, and nutritional requirements. (45/0/0/0)

HPER 1521 Nutrition for the Aging Population 1 credit
Course will provide content on proper nutritional planning, food shopping, food safety, and energy balance for older adults, as well as practical tips that can be used to connect with senior citizens as it relates to a healthy diet. (15/0/0/0)

HPER 1550 Lifetime Wellness 3 credits
Designed to develop an understanding of the principles necessary for promoting lifetime wellness. Focus will be on a holistic approach to recognizing and evaluating oneself in order to improve one's own quality of life. Includes a study of critical issues which affect the individual, such as stress, nutrition, weight control, physical fitness, infectious and noninfectious diseases, alcohol and drug abuse, environmental health, and human sexuality. (45/0/0/0)

HPER 1700 Intro to Athletic Training 3 credits
An introductory course outlining all aspects of the profession of athletic training. Current issues in athletic training are covered, as well as the history and development of the profession. Injury recognition, working with different levels of athletes, and global issues facing athletic trainers will be presented. (45/0/0/0)

HPER 2060 Weight Training 1 credit
Weight training and body conditioning with emphasis on power and Olympic weight lifting in a practical awareness participation class. (7.5/15/0/0)

HPER 2110 Individual and Dual Sports 3 credits
Introduction to the fundamental theories, techniques, and methods of teaching individual and dual sports. (45/0/0/0)

HPER 2160 Team Sports **3 credits**
Introduction to the fundamental theories, techniques, and methods of teaching team sports. (45/0/0/0)

HPER 2200 First Aid and CPR for the Healthcare Provider **3 credits**
Study and application of the principles and techniques involved in the administration of first aid and basic life support for healthcare providers. This course focuses on the students who provide healthcare to patients in a wide variety of settings including in-hospital and out of hospital settings. The course deals with prevention of accidents, emergency first aid care, and treatment including CPR and AED for the healthcare provider that can be given until the services of emergency personnel are available. This course meets all standards for the American Heart Association Heartsaver First Aid and the BLS for Healthcare Providers CPR and AED training courses. (45/0/0/0)

HPER 2210 Introduction to Exercise Science **4 credits**
Introductory course designed to develop an understanding of the principles necessary for a degree in Exercise Science. Topics include components of fitness, general nutrition principles including weight management, functional anatomy and physiology, biomechanics, pre-exercise screening, assessment of physical fitness, exercise programming components, flexibility assessment and programming, and cardiovascular fitness programming. Prerequisites: HPER 1550 (may be taken concurrently) (45/30/0/0)

HPER 2300 Stress Management **3 credits**
Course designed to combine theory with practical applications necessary to manage stress and promote wellness. Topics include, but are not limited to, communicating, thinking, feeling, playing and working, self-responsibility, breathing, sensing, eating, moving, and finding meaning. (45/0/0/0)

HPER 2310 Community Health **3 credits**
This course is designed to develop an understanding of the principles of community health. Knowledge and techniques used in identifying and solving community health problems are emphasized. (45/0/0/0)

HPER 2400 Care and Prevention of Athletic Injuries **3 credits**
Survey of common athletic injuries, including prevention, evaluation, care, rehabilitation, training methods, taping methods, reconditioning, and other therapeutic modalities. (45/0/0/0)

HPER 2410 Advanced Exercise Science **4 credits**
Advanced course designed to apply the principles necessary for a career in Exercise Science. Topics include components of fitness and general nutrition principles including weight management, functional anatomy and physiology, biomechanics, pre-exercise screening, assessment of physical fitness, exercise programming components, flexibility assessment and programming, and cardiovascular fitness programming. Prerequisites: HPER 2210 (may be taken concurrently) OR PRTR 2210 AND

BIOS 2250 (may be taken concurrently) AND HPER 1520 (may be taken concurrently) OR HOEC 1050 (may be taken concurrently) (30/60/0/0)

HPER 2510 Physical Education in Elementary School **3 credits**
Designed for the prospective elementary teacher and the physical education student. Study of the curriculum and teaching of physical education to the elementary grades in relation to the needs and characteristics of the elementary school age child at various grade levels. (45/0/0/0)

Humanities (HUMS)

HUMS 1100 Introduction to Humanities **3 credits**
This is a survey course that focuses on disciplines within the Humanities including art, music, theatre, film, dance, literature, architecture, history, philosophy, and other cultural expressions. Students will examine the unfolding of global humanistic traditions in order to reawaken their sense of wonder and curiosity about the meaning of life. The course gives the students criteria from which to evaluate their own times and situations and, in addition, enriches students' historical perspectives. It shows how various disciplines intersect, influence, and are influenced by their times. (45/0/0/0)

HUMS 2980 Global Study Experience **1-3credits**
Provides a structured cross-cultural experience, including pre-departure cultural orientation, in-country immersion experience, and culminating project. Includes history, religion, geography, philosophy, literature, anthropology, culture, fine arts, food, language, and other relevant topics. Includes a short-term global study experience with additional fees for travel. (45/0/0/0)

Human Services (HUSR)

HUSR 1010 Introduction to Human Services and Counseling **3 credits**
An introduction to the field of human services and counseling which includes the study and practice of theories, principles, and techniques of counseling. Helping skills that are discussed and practiced include at least four of the following: active listening, reflective feedback, summarizing, self-disclosing, displaying empathy, confronting, establishing rapport, and communicating at the client's comprehension level. The historical and current theories of counseling are also explored. Counseling theories include at least 4 of the following: Psychoanalytic, Adlerian, Cognitive-Behavioral, Existential, Person-Centered, Gestalt, Behavior, Feminist, Reality, Solution Focused Brief Therapy (SFBT), and Narrative. (45/0/0/0)

HUSR 1220 Group Theory and Practice **3 credits**
The study and practice of group theories, processes, dynamic, techniques, methods, and group counseling and facilitation. Prerequisites: HUSR 1010 with min grade of C (45/0/0/0)

HUSR 1230 Multicultural Counseling **2 credits**
This course focuses on cultural, social, lifestyle, spiritual,

and economic factors as they affect diverse groups in counseling including, but not limited to, African Americans, Native Americans, Hispanics, and others. Attention is paid to multicultural barriers and to the impact of the counselor's own worldview on the counseling relationship. Adaptation of counseling techniques and theories will be examined in relation to multicultural counseling. Prerequisites: HUSR 1010 with min grade of C (30/0/0/0)

HUSR 2010 Introduction to Case Management and Professional Ethics **3 credits**

This course will introduce students to professional ethics and issues, including standards of conduct and professional behavior expectations for counselors. Ethical standards to be studied may include confidentiality of client information and records, counselor values and conflicts, non-discrimination, responsibilities and integrity, competence, moral standards, client welfare, legal issues, client relationships and boundaries, inter-professional relationships, remuneration, and societal obligations. It will also introduce students to the casework skills of human services and substance use counseling. These include, but are not limited to, the process of collecting client data for making decisions regarding alcohol/drug disorder diagnosis, alcohol/drug assessment summary writing, level of care placement, treatment and referral assessment, interview techniques, treatment decisions and prioritizing client treatment goals, case presentation and reviews, collaborative team (multi-service) assessment and planning, confidentiality, referral and follow-up, treatment plans, progress notes, and discharge plans. Basic information on two or more objective screening instruments for alcohol/drug disorders, such as the Michigan Alcoholism Screening Test (MAST), Substance Abuse Subtle Screening Inventory (SASSI), Addiction Severity Index (ASI), Comprehensive Adolescent Severity Inventory (CASI), and others are studied. Prerequisites: HUSR 1010 with min grade of C (45/0/0/0)

HUSR 2020 Medical and Psycho-Social Aspects of Chemical Use **3 credits**

This course is the study of physiological, psychological, and sociological aspects of chemical use, dependence, and abuse. Classification and basic pharmacology of drugs and their physiological effects; etiological, behavioral, cultural, demographic, and spiritual aspects and belief systems concerning alcohol/drug use; processes of dependence and addiction; and signs, symptoms, and behavioral patterns will be discussed. (45/0/0/0)

HUSR 2030 Treatment Issues in Chemical Dependency **2 credits**

This course is designed to provide students with knowledge of treatment issues specific to chemical dependency such as denial, resistance, minimization, family dynamics, relapse, cross-addiction, co-occurring disorders, spirituality, and influences of self-help groups. It will include studying chemical dependency clinical treatment needs of individuals taking into consideration gender, culture, and lifestyle. (30/0/0/0)

HUSR 2040 Human Services Practicum **1 credit**
Under supervision, students will work at selected sites and apply acquired skills and principles studied in the classroom. Students may register for this class two times. Prerequisites: HUSR 1010 with min grade of C (0/0/45/0)

Heating, Ventilation, Air Conditioning (HVAC)

HVAC 1010 Electricity for HVAC **2.5 credits**
Introduction to electrical theory, electrical components, and DC and AC circuits. Solid state devices and their function in a circuit are covered along with circuit analysis, circuit diagrams, and the proper use of basic test equipment. (37.5/0/0/0)

HVAC 1020 Electricity for HVAC Lab **4 credits**
Practical application in the use of electrical meters, wiring of simple electric circuits, analyzing the different components in an HVAC system, and interpreting simple wiring diagrams. Corequisites: HVAC 1010 (22.5/112.5/0/0)

HVAC 1110 Basic Refrigeration Principles **2.5 credits**
Laws of physics and principles of chemistry that apply to refrigeration and air conditioning. Also, a study of refrigerators and freezers. (37.5/0/0/0)

HVAC 1120 Basic Refrigeration Principles Lab **4 credits**
Practical application in the process of brazing-soldering different metals, study of different hand tools and specialty equipment used on HVAC-R systems, and proper installation of a basic refrigeration system. Corequisites: HVAC 1110 (22.5/112.5/0/0)

HVAC 1130 Sheet Metal **3 credits**
Function, proper use, and safety of sheet metal equipment. Covers pattern drafting and fabrication of ducts and fittings for skill development and for use in projects, including ductwork sizing. (45/0/0/0)

HVAC 1210 HVAC Controls **3 credits**
Introduction to electrical energy, electrical symbols, and wiring diagrams, including operation of relays, starters, and protectors. Prerequisites: HVAC 1010 (45/0/0/0)

HVAC 1220 HVAC Controls Lab **4 credits**
Practical applications of motors and motor starting controls, repair of different HVAC controls and troubleshooting, and reading of wiring diagrams to solve system problems. Prerequisites: HVAC 1020 Corequisites: HVAC 1210 (22.5/112.5/0/0)

HVAC 1230 HVAC-R Refrigerant Certification Training **1 credit**
This is a preparatory class for air conditioning and refrigeration service personnel to become certified in proper refrigerant handling techniques. This class covers section 608 Clean Air Act, stationary equipment that includes small appliances, home and commercial air conditioners, refrigeration, and large tonnage chillers. This class is for all personnel who maintain, service, repair, or dispose of appliances that contain regulated refrigerants. (15/0/0/0)

HVAC 1250 Residential Air Conditioning 3 credits
Study of the construction, installation, and service of residential air conditioners including tools and service instruments used in residential refrigeration. Prerequisites: HVAC 1110 (45/0/0/0)

HVAC 1260 Residential Air Conditioning Lab 4 credits
This lab will provide experience in the operation and troubleshooting of room air conditioners along with the study of the construction, installation, and troubleshooting of residential air conditioning system. Prerequisites: HVAC 1220 (may be taken concurrently) Corequisites: HVAC 1250 (22.5/112.5/0/0)

HVAC 1300 Cooperative Internship I 1-6 credits
Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the employers so that each contributes to the student's education and employability. First year completion of the Heating Ventilation and Air Conditioning program or permission of instructor required. (0/0/0/360)

HVAC 2010 Heating Technology 2.5 credits
A study of the procedures used in servicing heating systems including gas fired and electric furnaces. Covers the combustion process in conventional and high efficiency heating appliances for residential and light commercial applications. Prerequisites: HVAC 1210 AND HVAC 1220 AND HVAC 1250 AND HVAC 1260 (37.5/0/0/0)

HVAC 2015 HVAC-R Refrigerant Certification Training 1 credit
This is a preparatory class for Air Conditioning and Refrigeration service personnel to become certified in proper refrigerant handling techniques. This class covers section 608 Clean Air Act, stationary equipment that includes small appliances, home and commercial air conditioners, refrigeration, and large tonnage chillers. This class is for all personnel who maintain, service, repair, or dispose of appliances that contain regulated refrigerants. If prerequisite is not met, must have permission of instructor to enroll. Prerequisites: HVAC 1110 (15/0/0/0)

HVAC 2020 Heating Technology Lab 4 credits
Practical application of residential heating systems, including installation and service procedures for gas combustion and electric furnaces using variable speed technology. Prerequisites: HVAC 1210 AND HVAC 1220 AND HVAC 1250 AND HVAC 1260 Corequisites: HVAC 2010 (22.5/112.5/0/0)

HVAC 2110 Commercial Refrigeration 3 credits
Refrigeration applied to commercial fields, including compressors, condensers, receivers, and evaporators, and application and construction of refrigerant controls, water valves, refrigerant oils, and special equipment. Prerequisites: HVAC 1110 (45/0/0/0)

HVAC 2120 Commercial Refrigeration Lab 4 credits
Practical application of HVAC compressors, condensers,

receivers, evaporators and construction of refrigerant controls, water valve, refrigerant oils, and special equipment required in service procedures. Prerequisites: HVAC 1120 Corequisites: HVAC 2110 (22.5/112.5/0/0)

HVAC 2210 Heat Pump Technology 2.5 credits
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. Prerequisites: HVAC 1210 AND HVAC 1220 AND HVAC 1250 AND HVAC 1260 (37.5/0/0/0)

HVAC 2220 Heat Pump Technology Lab 4 credits
This course provides instruction on the principles, application, and operation of residential air source and water source heat pumps. Topics include installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, and valves and safety. Prerequisites: HVAC 1210 AND HVAC 1220 AND HVAC 1250 AND HVAC 1260 Corequisites: HVAC 2210 (22.5/112.5/0/0)

HVAC 2230 Physics of Building Science 2 credits
Study of basic principles of building science to assess energy efficiency in a home while also monitoring conditions that have a direct impact on human health and safety. Students will learn how to perform calculations to meet ventilation requirements and determine thermal efficiency. Students will also learn how to use diagnostic equipment to ensure systems are functioning together correctly to maximize home performance, comfort, energy efficiency, safety, and durability. (30/0/0/0)

HVAC 2310 Commercial Air Conditioning and Refrigeration 3 credits
Refrigeration pipe sizing, installation, and soldering for a complete system layout with the necessary calculations. Various aspects of employer-employee relationships and responsibilities. Prerequisites: HVAC 2110 (may be taken concurrently) (45/0/0/0)

HVAC 2320 Commercial Air Conditioning and Refrigeration Lab 4 credits
Practical application of the construction, installation, and service for commercial refrigeration and air conditioning coolers, ice machines, and piping layouts. Prerequisites: HVAC 2220 Corequisites: HVAC 2310 (22.5/112.5/0/0)

Machining and Manufacturing Automation (INDT)

INDT 1015 Introduction to Manufacturing 2 credits
This is a broad exploratory course that introduces students to 21st century manufacturing concepts. The course is designed to provide instruction in the commonalities of theory and skills associated with production basics in a variety of branches of the manufacturing industry. A strong sense of personal effectiveness and responsibility, team work, communication, and respect is emphasized. Shop floor etiquette, workplace cleanliness, safety and

health, and common powered and non-powered hand tools will be covered. Students will further investigate career pathways and job searching techniques in relation to area employers. (30/0/0/0)

INDT 1025 Introduction to Industrial Safety 2 credits

This course covers OSHA policies, procedures, and standards, as well as general safety and health principles. Topics include the scope and application of the OSHA general industry standards. Special emphasis is placed on those topics that are required in the 10- hour program as well as on those that are the most hazardous, using OSHA standards as a guide. In addition, students will complete the AHA Heartsaver critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency through CPR and AED usage. (30/0/0/0)

INDT 1030 Boiler Fundamentals I 2 credits

This course provides familiarization with and general operations of boilers. (30/0/0/0)

INDT 1035 Basic Boiler Fundamentals 1 credit

This course provides familiarization with and general operations of boilers. (15/0/0/0)

INDT 1040 Industrial Process Dynamics 2 credits

This course is an introduction to the basic principles of industrial physics that are frequently encountered in the work place. Principles of mass, velocity, flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, energy, work, power, torque, and heat energy transfer are covered. (30/0/0/0)

INDT 1055 Print Reading for the Industrial Trades 2 credits

This introductory course will instruct students in the fundamentals of blueprint reading, piping and instrumentation diagrams (P&ID's), and basic electrical diagrams. The course introduces students to reading and interpreting machine shop symbols, welding blueprints, and working drawings used in the industrial trades. The course focuses on dimension, shape, fabrication, and assembly. (30/0/0/0)

INDT 1060 Machinist Fundamentals I 3 credits

Basic machinist theory required for simple lathe, milling machine, and grinding operations. Classroom theory on measuring and laying out metals, sawing, filing, drilling, reaming, threading, and grinding. (45/0/0/0)

INDT 1065 Manufacturing Technologies and Measurement 2 credits

This course will enable the student to apply basic measurement skills, system calibration skills, and measurement system analysis, and become familiar with the various tools utilized in the manufacturing industry. Students will study manufacturing processes and properties of materials, the behavior of materials, and the advantages and disadvantages of types of materials in an industrial setting. (30/0/0/0)

INDT 1070 Introduction to Welding 3 credits

Introduction to arc stick and oxyacetylene welding, including study of arc filler metals, application,

classification, and related arc processes. Theory of arc flat, vertical, horizontal, and overhead welding positions and oxyacetylene cutting, brazing, and fusion welding on pipe and mild steel. Corequisites: INDT 1075 (45/0/0/0)

INDT 1075 Welding Fundamentals Lab 2 credits

Lab experience for INDT 1070. Extensive practice in arc welding on ferrous metals in all welding positions. Samples are prepared and inspected. Documentation via weld symbols is required. Safe use of oxy-acetylene torch will be practiced. Corequisites: INDT 1070 (0/90/0/0)

INDT 1080 Precision Measurement 2 credits

The study of graduated measurement as it applies to manufacturing. Applications of instruments to determine size, distance, temperature, time, flow, moisture, and pressure. (30/0/0/0)

INDT 1085 Industrial Maintenance Fundamentals 3 credits

This course covers the introductory principles of operating and maintaining most types of equipment found in an industrial environment. Providing a sound foundation of basic knowledge, the course begins with a general introduction to hand tools, fasteners, and basic mechanical principles-progressing through belt and chain drives, couplings, and basic mechanical drive alignment. Emphasis will be placed on providing the technician with a thorough grounding in industrial mechanics and maintenance. (45/0/0/0)

INDT 1090 Introductory Machining 0.5 credits

This course introduces non-machinists to machining operations in the use of lathes, milling, surface grinding, cutting, drilling, and tapping. (7.5/0/0/0)

INDT 1095 Introductory Machining Lab 1 credit

This course exposes non-machinists to the procedures and hands-on use of lathes, milling, surface grinding, cutting, drilling, and tapping. Corequisites: INDT 1090 (0/45/0/0)

INDT 1140 Metrology 2 credits

Studies the principles of measurement and calibration as applicable to quality assurance and quality control. Students will gain knowledge in determining appropriate levels of accuracy for inspection, understand datum identification, and gain skills in the interpretation of GT&D. (30/0/0/0)

INDT 1150 Machining Fundamentals 2 credits

This course provides a fundamental understanding of the concepts and applications of horizontal and vertical band saws, vertical knee mills, manual lathers, grinders/abrasives, and drill presses. Corequisites: INDT 1160 (30/0/0/0)

INDT 1160 Machining Fundamentals Lab 2 credits

Practical application of horizontal and vertical band saws, vertical knee mills, manual lathers, grinders/abrasives, and drill presses. Corequisites: INDT 1150 (0/90/0/0)

INDT 1170 Introduction to Total Quality Management 2 credits

This course introduces students to the concepts, tools, and techniques used in the management and measurement of quality, productivity, and competitiveness in an industrial environment. The course not only introduces students to

the concepts of quality assurance and quality control, but also connects leadership, supplier-customer relationships, employee engagement, data collection and analysis, productivity, statistical process control, and other topics to quality and customer satisfaction. Students gain practical experience in decision-making and basic troubleshooting techniques in relation to quality. (30/0/0/0)

INDT 1180 Computerized Manufacturing Technologies Theory 1 credit

The Computerized Manufacturing Technologies Theory course introduces students to the high-tech, innovative nature of modern manufacturing by exposing students to the fundamentals of computerized manufacturing equipment. Students will gain a basic understanding of CNC equipment operation, tooling, and introductory programming. Students will further be introduced to robotics and its use for materials handling and assembly operations. Prerequisites: INDT 1150 Corequisites: INDT 1190 (15/0/0/0)

INDT 1190 Computerized Manufacturing Technologies Lab 1 credit

This hands-on course provides training in the setup, operation, and basic programming of computer numerical control (CNC) machines and robotic systems. Students will apply knowledge in tool selection, using G codes to program the equipment, and establish speed and feed rates for differing applications and materials. Students will further be introduced to the functionality, operation, and troubleshooting of robotic systems. Prerequisites: INDT 1160 Corequisites: INDT 1180 (0/45/0/0)

INDT 1200 Fabrication Fundamentals Lab 1 credit

The course introduces basic metal fabrication principles and practices. Students gain practical experience in the identification, maintenance, setup, and use of precision measuring tools, fasteners, hand tools, and power tools, as well as forming, cutting, and finishing equipment used in metal fabrication. (0/45/0/0)

INDT 1230 Manufacturing Technology Applications 1 credit

This is a lab applications course designed to instruct students in the use of advanced technology applications. This course will address the interface of CAD-CAM (computer aided design – computer aided manufacturing) with CNC machining (computerized numerical control machining), the applications of 4th Axis programming and machining, and robotic integration applications with CNC machines. (0/45/0/0)

INDT 2030 SMAW Pipe Welding and Fitting Theory 1 credit

Theory class to explain the approach to lab objectives instructed in INDT 2040. Extensive practice in SMAW arc welding on ferrous pipe in all welding positions. Coupons are prepared and inspected. Safe use of oxy-acetylene torch will be practiced. Focus on preparation for 6G Qualification. (15/0/0/0)

INDT 2040 SMAW Pipe Welding and Fitting Lab 2 credits

Extensive practice in SMAW arc welding on ferrous pipe in all welding positions. Coupons are prepared and inspected. Safe use of oxy-acetylene torch will be practiced. Focus on

preparation for 6G Qualification. Corequisites: INDT 2030 (0/90/0/0)

Information Technology (INFO)

INFO 1000 Basic Computer Applications 2 credits

An introduction to basic computer operations using personal computers operating in a Windows environment. Students learn to use the computer to create and edit word processing and spreadsheet documents and use the Internet as a resource for information. (30/0/0/0)

INFO 1010 Fundamentals of Information Technology 3 credits

Overview of the basic concepts of information technology and computer systems of all sizes, including hardware, software, and processing methods. This course includes an introduction to electronic spreadsheets, database management, presentation, and word processing software through the use of the Microsoft Office Suite. Basic keyboarding skills are essential. (45/0/0/0)

INFO 1020 Introduction to Information Technology 3 credits

This course provides an overview of information technology. Concepts to be covered include digital evolution, social media, security, the latest technologies, computer hardware, computer software, and careers. (45/0/0/0)

INFO 1030 Introduction to Computer Concepts 1 credit

Designed to introduce the beginning student to basic computer concepts, an overview of how the computer works, and ways to customize the computer desktop. In addition, students will learn to work in the Microsoft Windows environment including starting and exiting software, creating, saving, retrieving, and renaming a file, how to manipulate a window, copying files, deleting files, creating and deleting folders, identifying the various locations to store files, and printing files. (15/0/0/0)

INFO 1100 Microcomputer Applications 3 credits

Covers the commands and functions available on microcomputers including a word processor, a spreadsheet, and a database. Basic keyboarding skills are essential. (45/0/0/0)

INFO 1150 IBMi Control Language 3 credits

This course provides a working knowledge of the IBMi operating system and programming using IBMi control language. Topics include creating physical files and logical files, basic CL programming topics, message handling, database functions, and passing program parameters. (22.5/67.5/0/0)

INFO 1170 Operating Systems I 3 credits

This course provides an overview of operating systems from a network and administrative point of view. Topics include operating system installation options, joining workgroups and domains, creating and maintaining user and group accounts and permissions, file sharing, configuring security, and configuring and installing printers. (45/0/0/0)

INFO 1400 Programming in Visual BASIC 4 credits

This course uses Visual BASIC to write computer programs to run in the Microsoft Windows environment. Includes writing, testing, and debugging of programs. (45/45/0/0)

INFO 1420 Introduction to Programming in C# 4 credits

This course uses C# to write computer programs to run in the Microsoft Windows environment. Includes writing, testing, and debugging of programs. (45/45/0/0)

INFO 1440 Advanced Programming in C# 3 credits

This course uses C# to write computer programs to run in the Microsoft Windows environment. Includes proper design and implementation of advanced programming concepts including database CRUD functions, ADO.Net, web forms, XAML, Xamarin, and LINQ. Prerequisites: INFO 1420 AND INFO 2330 (45/0/0/0)

INFO 1450 Programming in RPG IV 5 credits

This course uses the RPG IV programming language to write programs which run in an IBMi operating environment. Students will design, code, test, and debug programs. Programs will be created using RDi (Rational Developer for i). Corequisites: INFO 1150 (45/90/0/0)

INFO 1500 Interactive RPG and Subfiles 3 credits

This course will introduce screen formatting using IBMi display files. It will also introduce the use of subfiles to develop interactive programs for the IBMi computer system using the RPG IV programming language. Students will design, code, test, and debug programs. Prerequisites: INFO 1150 AND INFO 1450 (30/45/0/0)

INFO 1600 Personal Computer Systems Maintenance and Repair 3 credits

Introduction to the maintenance, upgrading, and repair of personal computer systems. This course prepares the student for taking CompTIA's A+ Core hardware certification test. Lecture and lab experience on system hardware such as mother boards and memory, hard disk drives, expansion boards, video circuits, printers, monitors, power supplies, and I/ O devices. Corequisites: INFO 1610 (45/0/0/0)

INFO 1610 Personal Computer Systems Maintenance and Repair Lab 1 credit

Lab experience for INFO 1600 on system hardware such as mother boards and memory, hard disk drives, expansion boards, video circuits, printers, monitors, power supplies, and I/ O devices (0/45/0/0)

INFO 1700 Introduction to Internet 1 credit

This course familiarizes the student with the basic uses of the Internet including sending email, attachments, searching for information, finding software, using newsgroups, and address books. Students will gain a basic knowledge about the history of the Internet and the latest trends and uses of the Internet. (15/0/0/0)

INFO 1725 HTML, CSS, and JavaScript 3 credits

This course provides a working knowledge of HTML, CSS, and JavaScript to gain the perspective and skills needed to develop professional web pages. Fundamentals of HTML and CSS standards, components and processes of web applications, and how JavaScript integrates into the web

development process are included. Students will create web pages, learn how to use JavaScript to enhance the web pages, and learn how to provide pages for mobile devices. (30/45/0/0)

INFO 1730 Dreamweaver and Fireworks 1 credit

This course provides a step-by-step guide for introductory to intermediate skills in Dreamweaver and Fireworks. Concepts to be covered include how to create a Dreamweaver website and use Fireworks, which is a graphics program that allows the user to create or enhance graphics specifically for the web. These skills will assist the user in creating vibrant websites. (15/0/0/0)

INFO 1735 Flash and Streaming Media 1 credit

This course provides a step-by-step guide for introductory skills in Flash and Streaming Media. Concepts to be covered include how to utilize Flash software which is a developmental tool that allows the user to create interaction, often by using animation, and compare and contrast streaming media elements with static media elements, specifically for the web. These skills will assist the user in creating and maintaining dynamic interactive websites. (15/0/0/0)

INFO 1750 Infrastructure Management 3 credits

This course is designed to test the knowledge from an information technology infrastructure perspective. Topics will include planning, design, implementation, and management of an IT infrastructure. Servers and networking equipment will be used to demonstrate and practice skills learned in class. Students will conduct reinforcement of protocols, troubleshooting, and other industry best practices. (45/30/0/0)

INFO 1800 Microcomputer Applications II 3 credits

Covers more advanced features and switches utilized in word processing, spreadsheets, databases, and email applications. Skills acquired will include customizing toolbars and menus, integrating applications, and automating tasks. Prerequisites: INFO 1100 (45/0/0/0)

INFO 1810 Advanced Internet 1 credit

This course is designed so that students can have hands-on experience learning more about the Internet including more efficient ways to navigate web pages, how data is transmitted, the tracert command, setting up mailing lists, filters, signatures, and advanced searching, maintaining anti-virus software, understanding file transfer protocol, installing software downloaded from the Internet, identifying other Internet communication software, discussing the concept and future of e-commerce, discussing aspects of the Internet including hoaxes, video conferencing, white boards, electronic books and magazines, and Internet phones. (15/0/0/0)

INFO 1850 Operating Systems II 3 credits

This course provides students with the skills to acquire advanced knowledge in each of the stand-alone Microsoft Operating Systems and experience with the Linux and MAC operating systems. Topics include network connectivity, installation, command line interface, registry editing,

troubleshooting, security, recovery, and file systems.
Prerequisites: INFO 1170 (45/0/0/0)

INFO 2010 Systems Analysis and Design I **1-5 credits**
Involves the study of the Systems Development Life Cycle. Including study of present system, designing a more optimum system, and developing and establishing rules for systems documentation. Prerequisites: INFO 1400 OR INFO 1500 (45/90/0/0)

INFO 2020 Systems Analysis and Design **5 credits**
Involves the study of the Systems Development Life Cycle. Including study of present system, designing a more optimum system, system development, implementation, and testing as well as creating systems documentation. Students will also prepare and present a project briefing. Prerequisites: INFO 1440 OR INFO 1500 (45/90/0/0)

INFO 2030 Systems Analysis and Design II **1-5 credits**
Instruction includes continuation of theory from INFO 2010, as well as testing newly developed systems. Students will also prepare and present executive briefings for newly developed systems. Prerequisites: INFO 2010 (45/90/0/0)

INFO 2040 Project Management **3 credits**
This course examines the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, schedule, and resources as they relate to Information Technology. Topics include project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Concepts are applied through team projects and tutorials using project management software. (45/0/0/0)

INFO 2110 Access Database Applications **3 credits**
A hands-on introduction to microcomputer database applications. Topics include database creation, maintenance, data rearrangement, search techniques, indexing, variables, arithmetic, data fields, reports, control breaks, labels, and multiple files. Basic keyboarding skills are essential. (45/0/0/0)

INFO 2230 Web Page Development **3 credits**
This course covers the use of graphics, animations, and multimedia in web page design and production. Fundamentals of graphics production, layout design principles, animations, and the development principles of multimedia are included. A final project will incorporate graphics and multimedia. (30/30/0/0)

INFO 2250 Web Development using HTML and CSS **3 credits**
This course provides a working knowledge of HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) to gain the essential concepts and skills needed to develop professional web pages. Fundamentals of HTML and CSS standards, the latest approaches to page layout, and responsive web design are included. Students will create web pages and learn how to use HTML and CSS to provide a website with responsive web design. (45/0/0/0)

INFO 2300 Database Techniques **3 credits**
A study of design and implementation in Microsoft Access with Visual BASIC. Programming will be done both with macros and Access BASIC. Programming topics include standard and object variables, functions, methods, properties, flow-of-control commands, locking, menus, and arrays. Students will design, code, test, and debug programs. Prerequisites: INFO 1100 Corequisites: INFO 2310 (22.5/67.5/0/0)

INFO 2310 Database Concepts and Design **3 credits**
This course is an introduction to database development and design. In this course, 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. Prerequisites: INFO 1100 Corequisites: INFO 2300 (45/0/0/0)

INFO 2320 Introduction to Database **3 credits**
A study of database theory, design and management through application, development, and implementation. Topics include database planning and organization, common database models, normalization, the total DBMS concept, logical and physical model design, program database strategies control and recovery, security and integrity, query application, and advanced database topics. Emphasis is placed on application assignments using SQL that encompass topics and concepts presented in the course. (45/0/0/0)

INFO 2330 Database Concepts, Design and Application **4 credits**
A study of database theory, design, and management through application, development, and implementation. Topics include database planning and organization, common database models, normalization, the total DBMS concept, logical and physical model design, program database strategies control and recovery, security and integrity, query application, and advanced database topics. Emphasis is placed on application assignments using SQL that encompass topics and concepts presented in the course. (45/45/0/0)

INFO 2400 Advanced Web Programming **4 credits**
Participants will create dynamic web pages, services, and applications using a variety of software tools. Emphasis will be placed upon proper construction and utilization of modern web application framework technologies. Students will design, write, and debug programs. Prerequisites: INFO 1420 AND INFO 1725 AND INFO 1440 (45/45/0/0)

INFO 2450 Programming in COBOL **3 credits**
An introductory study of programming in the COBOL language. Topics include structured program design, divisions of a COBOL program, data item descriptions, record descriptions, arithmetic verbs, verbs to implement the three basic control structures, single and multiple control breaks, tables and arrays, basic screen I/O, data validation, file maintenance using indexed sequential files, modification of existing programs, writing pseudo code and use of the debugger. Students will design, code, test, and debug programs. Prerequisites: INFO 1150 (30/15/0/0)

INFO 2500 Programming in C++ 3 credits

A study of programming in the C++ language. Topics include data types, arithmetic, text screen I/O, data conversions, statements to implement the three basic structures of programming, preprocessor, user-defined functions, scope and classes of variables, arrays, strings, structures, unions, memory allocation, disk files, classes, inheritance, and polymorphism. Students will design, code, test, and debug programs. (45/0/0/0)

INFO 2550 Programming in JAVA 4 credits

A study of programming in the JAVA language. Topics include fundamental data types, classes, applets, graphics, decisions, iterations, methods, objectives, input, testing and debugging, inheritance, interfaces, events, arrays, vectors, graphical user interfaces, streams, exceptions, object oriented design, algorithms, introduction to data structures, linked lists, binary search trees, multi-threading, animation, and SQL for JAVA. Students will design, code, test, and debug programs utilizing both PC Windows based and AS 400 operating systems. Prerequisites: INFO 1420 OR INFO 2500 (45/45/0/0)

INFO 2600 Data Communications 3 credits

This course provides students with the skills to acquire knowledge in Inter and Intranet technologies. Topics include network fundamentals, applications, security, recovery, network components, and emerging topics. Prerequisites: INFO 1020 (45/0/0/0)

INFO 2610 Computer Support Technology 3 credits

This course develops advanced troubleshooting skills to prepare the student for industry certification. Students will learn DOS commands and Windows operating system installation and configuration, along with troubleshooting and connectivity of internal and external devices that are used in today's industry. Prerequisites: INFO 1600 AND INFO 1610 (30/15/0/0)

INFO 2650 Network Servers 3 credits

This course is an introduction to network server operating systems and their most commonly used roles, features, and services. Students will gain experience in server installation, configuration, and management. Specific areas of study include remote access, virtualization, directory services, DNS, file and print services, group policy, and DHCP. Prerequisites: INFO 1850 (45/0/0/0)

INFO 2660 Network + 3 credits

This course is an introduction to computer networking. Students will utilize TestOut's curriculum as a preparatory program to take the TestOut Network Pro and CompTIA Network+ N10-008 certifications. The concepts in this course cover how to troubleshoot, configure, and manage common network devices; basic network connectivity; understand and maintain network documentation; identify network limitations and weaknesses; and implement network security, standards, and protocols. The candidate will have a basic understanding of enterprise technologies including cloud and virtualization technologies. (45/30/0/0)

INFO 2700 Cisco Networking I 4 credits

This course is an introduction into computer networking. It uses Cisco's Networking Academy Program-CNAP curriculum and covers the first semester of the CNAP. The CNAP teaches networking basics and is intended to be a preparatory program for the Cisco Certified Network Associate-CCNA Exam. The concepts covered in this course are networking terminology and protocols, LAN basics, the OSI model layers, network cabling, network topologies, IP addressing, and basic networking standards. (45/15/0/0)

INFO 2710 Cisco Networking II 4 credits

This course is the second in a series of courses covering computer networking. It uses Cisco's Networking Academy Program-CNAP curriculum and covers the second semester of the CNAP. The CNAP teaches networking basics and is intended to be a preparatory program for the Cisco Certified Network Associate-CCNA Exam. The concepts covered in this course are introductory WAN concepts, basic router operation, router configuration, router components and IOS images, details of IP addressing, and routing protocols. Prerequisites: INFO 2700 (may be taken concurrently) (45/15/0/0)

INFO 2720 Principles of Information Security 3 credits

This course presents an in-depth exposure of the current risks and threats to an organization's data. Methods of auditing and safeguarding critical electronic assets will be discussed. Historical background of various types of security breaches and theoretical vulnerabilities for information security in businesses will be included in the curriculum. Corequisites: INFO 2730 (45/0/0/0)

INFO 2730 Information Security Lab 1 credit

This course allows students to apply the basics of their introductory security knowledge in a hands-on environment with detailed exercises using a computer operating system. Coverage includes scanning, operating system vulnerability analysis and resolution, firewalls, security maintenance, forensics, and more. Full versions of security software will be included with the course and training using this software will be provided. Corequisites: INFO 2720 (0/45/0/0)

INFO 2750 Cisco Networking III 4 credits

This course is the third in a series of courses covering computer networking. It uses Cisco's Networking Academy Program-CNAP curriculum and covers semester three of the CNAP. The CNAP teaches networking basics and is intended to be a preparatory program for the Cisco Certified Networking Associate-CCNA Exam. The concepts covered in this course are the basics of classless routing, the intermediate level routing protocols, switch configuration, LAN design, Virtual LANs, and switch protocols. Prerequisites: INFO 2710 (45/30/0/0)

INFO 2760 Cisco Networking IV 4 credits

This course is the fourth in a series of courses covering computer networking. It uses Cisco's Networking Academy Program-CNAP curriculum and covers semester four of the CNAP. The CNAP teaches networking basics and is intended to be a preparatory program for the Cisco

Certified Networking Associate-CCNA exam. The concepts covered in this course are IP Address scaling using NAT and the standards and protocols of WANs such as PPP, ISDN, and Frame Relay. Network management issues are also discussed. Prerequisites: INFO 2750 (may be taken concurrently) (45/30/0/0)

INFO 2770 Systems Security & Compliance 3 credits
This course will cover best practices and industry standards for deploying, managing, and maintaining both LINUX and Windows systems. The course is split into two consecutive eight-week periods, one covering Windows, and the other covering Linux. Students will obtain the knowledge to configure baseline security to meet federal and other mandated guidelines for each system environment. (45/0/0/0)

INFO 2800 CompTIA Security+ Certification 1 credit
This course will prepare students to pass the CompTIA Security+ Certification. CompTIA Security+ not only ensures that candidates will apply knowledge of security concepts, tools, and procedures to react to security incidents, it also ensures that security personnel are anticipating security risks and guarding against them. (15/0/0/0)

INFO 2820 Internship 3 credits
Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and employers so that each contributes to the student's education and employability. Prerequisites: BSAD 2050 (may be taken concurrently) AND INFO 1020 (may be taken concurrently) AND INFO 1100 (may be taken concurrently) AND INFO 1170 (may be taken concurrently) AND INFO 1420 (may be taken concurrently) (0/0/0/180)

Journalism (JOUR)

JOUR 1010 Introduction to Mass Media 3 credits
An introduction to the history and technology of mass media. The history of print, radio, television, recorded music, and the internet will be introduced along with a study of advertising, ethics, social impact, new technologies, government regulation, and the future of media. Students are also introduced to audio and video editing tools in an effort to create projects such as podcasts and music videos. (45/0/0/0)

JOUR 1150 Applied Journalism I 3 credits
Students may receive one to three hours of credit per semester as a member of the college newspaper staff, as arranged with the instructor. Prerequisites: JOUR 1200 (may be taken concurrently) (30/45/0/0)

JOUR 1160 Applied Journalism II 3 credits
Continuation of JOUR 1150. Students may receive one to three hours of credit per semester as a member of the college newspaper staff, as arranged with the instructor. Prerequisites: JOUR 1150 with min grade of C (30/45/0/0)

JOUR 1200 Writing for Print and Digital Media 3 credits
Course provides instruction in the various writing styles and techniques required of mass media in the digital age. Students will gain experience in writing for broadcast, print, and web media. Some specific areas of focus will be Associated Press Style guidelines, writing clear, precise, and accurate news and feature copy, fundamental graphic design principles, copyright issues, and use of editing and layout software. (45/0/0/0)

JOUR 2170 Applied Journalism III 3 credits
Continuation of JOUR 1160. Students may receive one to three hours of credit per semester as a member of the college newspaper staff, as arranged with the instructor. Prerequisites: JOUR1160 with min grade of C (30/45/0/0)

JOUR 2180 Applied Journalism IV 3 credits
Continuation of JOUR 2170. Students may receive one to three hours of credit per semester as a member of the college newspaper staff, as arranged with the instructor. Prerequisites: JOUR 2170 with min grade of C (30/45/0/0)

Leadership (LEAD)

LEAD 1010 Introduction to Community Leadership 3 credits
The course provides an overview of core competencies for community leadership. Students will be introduced to a variety of topics and speakers thus enhancing their understanding of effective leadership, cultural dynamics, and the resources necessary to sustain and revitalize a community. Students will study effective techniques for framing ideas, how to build and use social capital, and how to mobilize resources. This course challenges each student to select a community and design a community engagement strategy. (45/0/0/0)

Library Science (LIBR)

LIBR 1310 College Research Skills and Strategies 1 credit
General course in developing effective research skills using library resources and other research tools. This course focuses on determining a research topic, locating sources, evaluating sources, avoiding plagiarism, and documenting sources. (15/0/0/0)

Learning Skills (LNSK)

LNSK 1000 Study Skills for College 1 credit
Presents techniques that foster success in academic life. Topics include learning styles; study strategies to improve reading, memory, note-taking and test-taking; time management and organization; and physical and emotional well-being. (15/0/0/0)

LNSK 1010 First Year Experience 2 credits
Successful transition to college happens by design, not accident. Increase your likelihood of attaining and maintaining academic, personal, and career success in this engaging and rewarding class. Presents techniques that foster success in college and in life. (30/0/0/0)

Mathematics (MATH)

MATH 0900 Prescriptive Mathematics I 1-2 credits

Provides a survey and review of necessary mathematics skills. Any student can take the course as it meets two distinct needs. The course could provide arithmetic skills necessary for success in other math courses, or it could provide the student with a survey of mathematics topics of his or her interest. The course is presented on an individualized basis; an Individual Educational Plan is developed for each student. Prerequisites: Appropriate Placement Score(s) (30/0/0/0)

MATH 0910 Prescriptive Mathematics II 1-2 credits

This course is a continuation of MATH 0900. It provides a survey and review of mathematics skills necessary for success in another math course, or it could provide the student with a survey of mathematics topics of his or her interest. The course is presented on an individual basis; and Individual Educational Plan is developed for each student. Prerequisites: MATH 0900 (30/0/0/0)

MATH 0930 Individualized Mathematics I 1-2 credits

This course provides academic support to the student. The student must be enrolled in a mathematics-based course or have permission from the instructor. (30/0/0/0)

MATH 0935 Individualized Mathematics II 1-2 credits

This course is a continuation of MATH 0930. It provides academic support to the student. The student must be enrolled in a mathematics-based course or have permission from the instructor. Prerequisites: MATH 0930 (30/0/0/0)

MATH 0940 Pre-Algebra 3 credits

Begins to develop pre-algebra skills necessary for success in specific fields and course of study. The topics covered include numeration, measurement and geometry, ratios and proportions, percentages, signed numbers, and an introduction to algebra. Prerequisites: Appropriate Placement Score(s) (45/0/0/0)

MATH 0975 Math Literacy Support 2 credits

Math Literacy Corequisite examines the prerequisite topics that are needed to support student success in the Math Literacy course. Topics covered will include numeracy, proportional reasoning, algebraic reasoning, probabilistic reasoning, and quantitative reasoning in personal finance and civic life. Corequisites: MATH 1075 (30/0/0/0)

MATH 1010 Math for Elementary Teachers 3 credits

Designed for the elementary education major. Covers general development of the real number system, number systems other than base ten, set theory, introductory algebra, and elementary probability and statistics. Prerequisites: Appropriate Placement Score(s) OR MATH 1045 with min grade of C OR MATH 1075 with min grade of C (45/0/0/0)

MATH 1015 Geometry for Elementary Teachers 3 credits

Designed for students in elementary education. Covers development of geometry including reasoning and proof, construction, lines, angles, polygons, area, volume, Pythagorean theorem, basic trigonometry, measurement, and transformations, as well as probability and data

analysis. Prerequisites: Appropriate Placement Score(s) OR MATH 1045 with min grade of C OR MATH 1075 with min grade of C OR MATH 1075 with min grade of C (45/0/0/0)

MATH 1020 Technical Mathematics I 3 credits

This course provides the math skills required in career/technical fields. The course includes a review of arithmetic operations, exponents, algebraic operations, and right triangle trigonometry with emphasis placed applications. Prerequisites: Appropriate Placement Score(s) OR MATH 0940 with min grade of C (45/0/0/0)

MATH 1025 Math for Health Care Professionals 3 credits

Designed for nursing and health care profession majors. Covers general development of skills involving computations of fractions, decimals, ratios, percents, and basic algebra equations. Basic systems of measurement are used to calculate dosages between metric, apothecary, and household systems. Basic mathematical computations are used to reconstitute medications and prepare irrigating solutions. Prerequisites: Appropriate Placement Score(s) OR MATH 0940 with min grade of C (45/0/0/0)

MATH 1045 Elementary Algebra 3 credits

This course begins to develop algebra skills used to simplify expressions, solve equations and inequalities, solve systems of equations, graph equations, perform operations with polynomials, factor polynomials, and simplify rational and radical expressions. Prerequisites: Appropriate Placement Score(s) OR MATH 0940 with min grade of C (45/0/0/0)

MATH 1060 Technical Mathematics II 3 credits

Continuation of MATH 1020 developing skills in algebra, geometry, and trigonometry for success in specific vocational and technical fields. Numerical methods presented in MATH 1020 are supplemented by geometric methods. Use of a scientific calculator still plays a prominent role in the course. The topics to be covered include algebraic operations and properties, equations and formulas, graphing, geometry and constructions, and trigonometry. Prerequisites: MATH 1020 (45/0/0/0)

MATH 1075 Math Literacy 4 credits

Math Literacy is a one semester course for non-math and non-science majors integrating numeracy, proportional reasoning, algebraic reasoning, and functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Throughout the course, college success content will be integrated with mathematical topics. Credit earned does not count toward any degree, nor does it transfer. Upon successful completion of the course, students may take MATH 1100 Foundations of Math, MATH 2170 Statistics, or MATH 1140 Intermediate Algebra. Prerequisites: Appropriate Placement Score(s) OR MATH 0940 with min grade of C (60/0/0/0)

MATH 1100 Topics and Ideas In Mathematics 3 credits

This course is designed to give the students a survey of mathematics topics including set theory, logic, voting methods, financial calculations and management graph theory, probability, and statistics. Main emphasis will be the application of problem solving methods while studying

topics. Prerequisites: Appropriate Placement Score(s) OR MATH 1045 with min grade of C OR MATH 1075 with min grade of C (45/0/0/0)

MATH 1140 Intermediate Algebra 4 credits
Development of the real numbers as a working replacement set for equations and expressions. Main emphasis is placed on algebraic operations related to polynomials, rational expressions and equations, radical expressions and equations, exponential expressions, and logarithmic expressions. Concepts of relations and functions are introduced allowing for further study in math. Prerequisites: Appropriate Placement Score(s) OR MATH 1045 with min grade of C OR MATH 1075 with min grade of C (60/0/0/0)

MATH 1150 College Algebra 3 credits
This course is the study of relations, functions and their graphs, equations and inequalities, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities. Prerequisites: Appropriate Placement Score(s) OR MATH 1140 with min grade of C (45/0/0/0)

MATH 1220 Trigonometry 3 credits
Study of circular and trigonometric functions, trigonometric identities, trigonometric equations, solutions of triangles, inverse trigonometric functions, graphs, and complex numbers. Prerequisites: Appropriate Placement Score(s) OR MATH 1140 with min grade of C (45/0/0/0)

MATH 1600 Analytic Geometry and Calculus I 5 credits
This course is a study of analytical geometry and single variable calculus. Topics include limits, continuity, derivatives, applications of derivatives, integrals, and applications of integrals. Prerequisites: Appropriate Placement Score(s) OR (MATH 1150 with min grade of C AND MATH 1220 with min grade of C) OR MATH 1200 with min grade of C (75/0/0/0)

MATH 2005 Calculator Calculus 0.5 credits
Covers basic operation of T1-84+ Silver family graphing calculator as needed for Calculus. Topics to include basic graphing, setting windows, zooming, tracing, table function, evaluating functions, memory retrieval, use of various menus, and some programming. (7.5/0/0/0)

MATH 2010 Analytic Geometry and Calculus II 5 credits
Covers differentiation and integration of inverse trigonometric and hyperbolic functions. It also looks at techniques of integration, infinite series, select topics from analytic geometry, and polar coordinates. Prerequisites: MATH 1600 with min grade of C OR MATH 2000 with min grade of C (75/0/0/0)

MATH 2020 Analytic Geometry and Calculus III 5 credits
Covers multivariate and vector calculus, with an introduction to differential equations. Prerequisites: MATH 2010 with min grade of C (75/0/0/0)

MATH 2050 Applied Business Calculus 3 credits
A realistic approach to calculus that will have an impact on the managerial, social, or life science student presenting the fundamentals of calculus intuitively, not theoretically. Emphasis is on examples and applications. Major topics

are functions, derivatives, techniques of differentiation, exponential and logarithmic functions, integration, and techniques of integration. Prerequisites: Appropriate Placement Score(s) OR MATH 1150 with min grade of C AND MATH 1220 with min grade of C OR MATH 1200 with min grade of C (45/0/0/0)

MATH 2100 Ordinary Differential Equations 3 credits
This course covers first-order and second-order methods for ordinary differential equations, separation of variables, homogeneous equations, power series methods, Laplace transforms, and linear differential equations. The course also covers matrix methods and makes use of a Computer Algebra System. Prerequisites: MATH 2010 with min grade of C (45/0/0/0)

MATH 2170 Applied Statistics 3 credits
The course is an introduction to basic probability and statistical methods that are used in a wide variety of disciplines. Topics include descriptive statistics, probability distributions, sampling distributions, methods of statistical inference, and bivariate relationships. Prerequisites: Appropriate Placement Score(s) OR MATH 1140 with min grade of C OR MATH 1150 with min grade of C OR MATH 1075 with min grade of C OR MATH 1100 with min grade of C (45/0/0/0)

Music (MUSC)

MUSC 1010 Introduction to Music 3 credits
An introduction and overview of the history of Western art music, from the middle ages to modern times. Includes the elements of music, historical style periods, major composers, and selected works. (45/0/0/0)

MUSC 1030 Improvisational Techniques I Brass 1 credit
Individual or group instruction in brass. Structured for the learning and performance of jazz and related styles. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1031 Improvisational Techniques I Guitar and Strings 1 credit
Individual or group instruction in guitar and strings. Structured for the learning and performance of jazz and related styles. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1032 Improvisational Techniques I Percussion 1 credit
Individual or group instruction in percussion. Structured for the learning and performance of jazz and related styles. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1033 Improvisational Techniques I Piano 1 credit
Individual or group instruction in piano. Structured for the learning and performance of jazz and related styles. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1034 Improvisational Techniques I Voice 1 credit
Individual or group instruction in voice. Structured for

the learning and performance of jazz and related styles. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1035 Improvisational Techniques I Woodwinds 1 credit

Individual or group instruction in woodwinds. Structured for the learning and performance of jazz and related styles. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1040 Improvisational Techniques II Brass 1 credit
Continued development of improvisational skills in brass. Students may register for this class four times. Prerequisites: MUSC 1030 (15/0/0/0)

MUSC 1041 Improvisational Techniques II Guitar and Strings 1 credit

Continued development of improvisational skills in guitar and strings. Students may register for this class four times. Prerequisites: MUSC 1031 (15/0/0/0)

MUSC 1042 Improvisational Techniques II Percussion 1 credit

Continued development of improvisational skills in percussion. Students may register for this class four times. Prerequisites: MUSC 1032 (15/0/0/0)

MUSC 1043 Improvisational Techniques II Piano 1 credit
Continued development of improvisational skills in piano. Students may register for this class four times. Prerequisites: MUSC 1033 (15/0/0/0)

MUSC 1044 Improvisational Techniques II Voice 1 credit
Continued development of improvisational skills in voice. Students may register for this class four times. Prerequisites: MUSC 1034 (15/0/0/0)

MUSC 1045 Improvisational Techniques II Woodwinds 1 credit

Continued development of improvisational skills in woodwinds. Students may register for this class four times. Prerequisites: MUSC 1035 (15/0/0/0)

MUSC 1051 Applied Music Basics I Brass 1 credit
Individual instruction in brass. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1052 Applied Music Basics I Percussion 1 credit
Individual instruction in percussion. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1053 Applied Music Basics I Piano 1 credit
Individual instruction in piano. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1054 Applied Music Basics I Strings 1 credit
Individual instruction in strings. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1055 Applied Music Basics I Voice 1 credit
Individual instruction in voice. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1056 Applied Music Basics I Woodwinds 1 credit
Individual instruction in woodwinds. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Permission of instructor required. (15/0/0/0)

MUSC 1061 Applied Music Basics II Brass 1 credit
A more advanced individual instruction in brass. Structured for the beginning student. Class includes fundamental performance techniques and methods for the discipline. Students may register for this class four times. Prerequisites: MUSC 1051 (15/0/0/0)

MUSC 1062 Applied Music Basics II Percussion 1 credit
Individual instruction in percussion. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Prerequisites: MUSC 1052 (15/0/0/0)

MUSC 1063 Applied Music Basics II Piano 1 credit
Individual instruction in piano. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Prerequisites: MUSC 1053 (15/0/0/0)

MUSC 1064 Applied Music Basics II Strings 1 credit
Individual instruction in strings. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Prerequisites: MUSC 1054 (15/0/0/0)

MUSC 1065 Applied Music Basics II Voice 1 credit
Individual instruction in voice. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Prerequisites: MUSC 1055 (15/0/0/0)

MUSC 1066 Applied Music Basics II Woodwinds 1 credit
Individual instruction in woodwinds. Structured for the beginning student. Class includes performance techniques and methods for the discipline. Students may register for this class four times. Prerequisites: MUSC 1056 (15/0/0/0)

MUSC 1070 Individual Music Lessons I Baritone and Tuba 1 credit
Individual instruction in baritone and tuba. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1071 Individual Music Lessons I Clarinet 1 credit
Individual instruction in clarinet. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1072 Individual Music Lessons I Flute 1 credit
Individual instruction in flute. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1073 Individual Music Lessons I French Horn 1 credit
Individual instruction in French horn. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1074 Individual Music Lessons I Guitar 1 credit
Individual instruction in guitar. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1075 Individual Music Lessons I Oboe and Bassoon 1 credit
Individual instruction in oboe and bassoon. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1076 Individual Music Lessons I Percussion 1 credit
Individual instruction in percussion. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1077 Individual Music Lessons I Piano 1 credit
Individual instruction in piano. Structured to meet the needs of students. Learning-performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1078 Individual Music Lessons I Saxophone 1 credit
Individual instruction in saxophone. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1079 Individual Music Lessons I Strings 1 credit
Individual instruction in strings. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1080 Individual Music Lessons I Trombone 1 credit
Individual instruction in trombone. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1081 Individual Music Lessons I Trumpet 1 credit
Individual instruction in trumpet. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1082 Individual Music Lessons I Voice 1 credit
Individual instruction in voice. Structured to meet the needs of students. Learning performance oriented. Students may register for this class four times. (15/0/0/0)

MUSC 1110 Individual Music Lessons II Baritone and Tuba 1 credit
Continued development of individual performance skills in baritone and tuba. Students may register for this class

four times. Prerequisites: MUSC 1070 (15/0/0/0)

MUSC 1111 Individual Music Lessons II Clarinet 1 credit
Continued development of individual performance skills in clarinet. Student may register for this class four times. Prerequisites: MUSC 1071 (15/0/0/0)

MUSC 1112 Individual Music Lessons II Flute 1 credit
Continued development of individual performance skills in flute. Student may register for this class four times. Prerequisites: MUSC 1072 (15/0/0/0)

MUSC 1113 Individual Music Lessons II French Horn 1 credit
Continued development of individual performance skills in French horn. Student may register for this class four times. Prerequisites: MUSC 1073 (15/0/0/0)

MUSC 1114 Individual Music Lessons II Guitar 1 credit
Continued development of individual performance skills in guitar. Student may register for this class four times. Prerequisites: MUSC 1074 (15/0/0/0)

MUSC 1115 Individual Music Lessons II Oboe and Bassoon 1 credit
Continued development of individual performance skills in oboe and bassoon. Student may register for this class four times. Prerequisites: MUSC 1075 (15/0/0/0)

MUSC 1116 Individual Music Lessons II Percussion 1 credit
Continued development of individual performance skills in percussion. Student may register for this class four times. Prerequisites: MUSC 1076 (15/0/0/0)

MUSC 1117 Individual Music Lessons II Piano 1 credit
Continued development of individual performance skills in piano. Student may register for this class four times. Prerequisites: MUSC 1077 (15/0/0/0)

MUSC 1118 Individual Music Lessons II Saxophone 1 credit
Continued development of individual performance skills in saxophone. Student may register for this class four times. Prerequisites: MUSC 1078 (15/0/0/0)

MUSC 1119 Individual Music Lessons II Strings 1 credit
Continued development of individual performance skills in strings. Student may register for this class four times. Prerequisites: MUSC 1079 (15/0/0/0)

MUSC 1120 Individual Music Lessons II Trombone 1 credit
Continued development of individual performance skills in trombone. Student may register for this class four times. Prerequisites: MUSC 1080 (15/0/0/0)

MUSC 1121 Individual Music Lessons II Trumpet 1 credit
Continued development of individual performance skills in trumpet. Student may register for this class four times. Prerequisites: MUSC 1081 (15/0/0/0)

MUSC 1122 Individual Music Lessons II Voice 1 credit
Continued development of individual performance skills in voice. Student may register for this class four times. Prerequisites: MUSC 1082 (15/0/0/0)

MUSC 1130 College Chorus 1 credit
Mixed vocal ensemble singing traditional to modern

music. Studio recording, soloists, and special features included. Performs for a variety of on-campus and off-campus events. Tours as scheduled. Open registration. Students may register for this class four times. (0/30/0/0)

MUSC 1140 Swing Choir 1 credit

Select mixed vocal group singing all popular music forms. Studio recording, soloists, and special selections included. Performs for a variety of on-campus and off-campus performances, and tours are scheduled. Students may register for this class four times. Audition and permission of instructor required. Student must also enroll in individual voice lessons. (0/30/0/0)

MUSC 1150 Vocal Ensemble 1 credit

Singing groups designed to meet the needs and abilities of the students. Music chosen according to the level and function of the group. Studio recording, on-campus and off-campus performances, and tours as scheduled. Students may register for this class four times. Audition and permission of instructor required. Student must also enroll in individual voice lessons. (0/30/0/0)

MUSC 1160 Jazz Band I 1 credit

Select jazz band playing all popular music forms. Professional arrangements. Studio recording, soloists, special features included. Performs for a variety of on-campus and off-campus events. Tours scheduled. Students may register for this class four times. Audition and permission of instructor required. Student must also enroll in individual instrumental lessons or improvisational techniques. (0/30/0/0)

MUSC 1170 Jazz Band II 1 credit

Instrumental groups and jazz bands designed to meet the needs and abilities of students. Studio recording, soloists, special features included. Performs for a variety of on-campus and off-campus events. Tours scheduled. Students may register for this class four times. Audition and permission of instructor required. (0/30/0/0)

MUSC 1180 College Community Concert Band 1 credit

Performs traditional to modern music. Studio recording, soloists, and special features included. Performs for a variety of on-campus and off-campus events. Tours as scheduled. Open registration. Students may register for this class four times. (0/30/0/0)

MUSC 1190 College Community Orchestra 1 credit

Instrumental group designed to meet the needs and abilities of the students. Music chosen according to the level and ability of the group. The group will perform for a variety of on-campus and off-campus events as designated by the instructor. Students may register for this class four times. (0/30/0/0)

MUSC 1195 Men's Ensemble 1 credit

A men's vocal ensemble singing traditional to modern music. Studio recording, soloists, and special features included. Performs a variety of on-campus and off-campus events. Tours as scheduled. Students may register for this class four times. Permission of instructor required. Student must also enroll in individual voice lessons. Corequisites: MUSC 1130 (0/30/0/0)

MUSC 1196 Women's Ensemble 1 credit

A women's vocal ensemble singing traditional to modern music. Studio recording, soloists, and special features included. Performs a variety of on-campus and off-campus events. Tours as scheduled. Students may register for this class four times. Permission of instructor required. Student must also enroll in individual voice lessons. Corequisites: MUSC 1130 (0/30/0/0)

MUSC 1200 Foundations of Music Theory 3 credits

Introduction to basic music writing skills. A learning experience that applies to all types and styles of music. (45/0/0/0)

MUSC 1220 Music Theory I 3 credits

Beginning development of music writing skills. A learning experience with background needed in composing, arranging, and understanding music construction. Applies to all types of music. Corequisites: MUSC 1250 (45/0/0/0)

MUSC 1225 Introduction to Music Technology 2 credits

An introduction to music technology software with emphasis on its use in music education and music production. Prerequisites: MUSC 1200 (30/0/0/0)

MUSC 1230 Music Theory II 3 credits

Continued development of music theory skills. Prerequisites: MUSC 1220 with min grade of C AND MUSC 1250 with min grade of C Corequisites: MUSC 1260 (45/0/0/0)

MUSC 1250 Ear Training I and Sight Singing 2 credits

Beginning the development of music performance and analysis skills. A learning experience with background needed in performance, understanding, and creation of music. Applied to all types of music. Corequisites: MUSC 1220 (30/0/0/0)

MUSC 1260 Ear Training II and Sight Singing 2 credits

Continued development of music performance and analysis skills. Prerequisites: MUSC 1250 with min grade of C Corequisites: MUSC 1230 (30/0/0/0)

MUSC 1920 Introduction to Movement for the Stage 1 credit

An introduction to the basic dance forms commonly utilized in musical theatre productions, including ballet, jazz, and modern dance. Students will also become acquainted with basic dance terminology. Prerequisites: MUSC 1960 (may be taken concurrently) OR THEA 1960 (may be taken concurrently) (0/30/0/0)

MUSC 1940 Jazz Literature and Performance I 1 credit

Highly select jazz band playing all the popular jazz styles. Professional arrangements. Group and solo performance and individual development stressed. Performs for a variety of professional events and studio recordings. Tours as scheduled. Associated with the Northeast Area Jazz Ensemble. Audition and permission of instructor required. (15/0/0/0)

MUSC 1950 Jazz Literature and Performance II 1 credit

Continued individual development and performance and membership in the Northeast Area Jazz Ensemble. Permission of instructor required. Prerequisites: MUSC 1940 (15/0/0/0)

MUSC 1960 Musical Theatre Recital 1 credit

Designed to serve as a demonstration of voice and movement skills learned in the first year of the musical theatre program. Prerequisites: THEA 1920 (may be taken concurrently) OR MUSC 1920 (may be taken concurrently) AND MUSC 1122 (may be taken concurrently) (0/15/0/0)

MUSC 2030 Improvisational Techniques III Brass 1 credit

Continued development of individual improvisational skills in brass. Students may register for this class four times. Prerequisites: MUSC 1040 (15/0/0/0)

MUSC 2031 Improvisational Techniques III Guitar and Strings 1 credit

Continued development of individual improvisational skills in guitar and strings. Students may register for this class four times. Prerequisites: MUSC 1041 (15/0/0/0)

MUSC 2032 Improvisational Techniques III**Percussion 1 credit**

Continued development of individual improvisational skills in percussion. Students may register for this class four times. Prerequisites: MUSC 1042 (15/0/0/0)

MUSC 2033 Improvisational Techniques III Piano 1 credit

Continued development of individual improvisational skills in piano. Students may register for this class four times. Prerequisites: MUSC 1043 (15/0/0/0)

MUSC 2034 Improvisational Techniques III Voice 1 credit

Continued development of individual improvisational skills in voice. Students may register for this class four times. Prerequisites: MUSC 1044 (15/0/0/0)

MUSC 2035 Improvisational Techniques III**Woodwinds 1 credit**

Continued development of individual improvisational skills in woodwinds. Students may register for this class four times. Prerequisites: MUSC 1045 (15/0/0/0)

MUSC 2040 Improvisational Techniques IV Brass 1 credit

Continued development of individual improvisational skills in brass. Students may register for this class four times. Prerequisites: MUSC 2030 (15/0/0/0)

MUSC 2041 Improvisational Techniques IV Guitar and Strings 1 credit

Continued development of individual improvisational skills in guitar and strings. Students may register for this class four times. Prerequisites: MUSC 2031 (15/0/0/0)

MUSC 2042 Improvisational Techniques IV**Percussion 1 credit**

Continued development of individual improvisational skills in percussion. Students may register for this class four times. Prerequisites: MUSC 2032 (15/0/0/0)

MUSC 2043 Improvisational Techniques IV Piano 1 credit

Continued development of individual improvisational skills in piano. Students may register for this class four times. Prerequisites: MUSC 2033 (15/0/0/0)

MUSC 2044 Improvisational Techniques IV Voice 1 credit

Continued development of individual improvisational skills in voice. Students may register for this class four

times. Prerequisites: MUSC 2034 (15/0/0/0)

MUSC 2045 Improvisational Techniques IV**Woodwinds 1 credit**

Continued development of individual improvisational skills in woodwinds. Students may register for this class four times. Prerequisites: MUSC 2035 (15/0/0/0)

MUSC 2070 Individual Music Lessons III Baritone and**Tuba 1 credit**

Continued development of individual performance skills in baritone and tuba. Students may register for this class four times. Prerequisites: MUSC 1110 (15/0/0/0)

MUSC 2071 Individual Music Lessons III Clarinet 1 credit

Continued development of individual performance skills in clarinet. Students may register for this class four times. Prerequisites: MUSC 1111 (15/0/0/0)

MUSC 2072 Individual Music Lessons III Flute 1 credit

Continued development of individual performance skills in flute. Students may register for this class four times. Prerequisites: MUSC 1112 (15/0/0/0)

MUSC 2073 Individual Music Lessons III French Horn 1 credit

Continued development of individual performance skills in French horn. Students may register for this class four times. Prerequisites: MUSC 1113 (15/0/0/0)

MUSC 2074 Individual Music Lessons III Guitar 1 credit

Continued development of individual performance skills in guitar. Students may register for this class four times. Prerequisites: MUSC 1114 (15/0/0/0)

MUSC 2075 Individual Music Lessons III Oboe and**Bassoon 1 credit**

Continued development of individual performance skills in oboe and bassoon. Students may register for this class four times. Prerequisites: MUSC 1115 (15/0/0/0)

MUSC 2076 Individual Music Lessons III Percussion 1 credit

Continued development of individual performance skills in percussion. Students may register for this class four times. Prerequisites: MUSC 1116 (15/0/0/0)

MUSC 2077 Individual Music Lessons III Piano 1 credit

Continued development of individual performance skills in piano. Students may register for this class four times. Prerequisites: MUSC 1117 (15/0/0/0)

MUSC 2078 Individual Music Lessons III Saxophone 1 credit

Continued development of individual performance skills in saxophone. Students may register for this class four times. Prerequisites: MUSC 1118 (15/0/0/0)

MUSC 2079 Individual Music Lessons III Strings 1 credit

Continued development of individual performance skills in strings. Students may register for this class four times. Prerequisites: MUSC 1119 (15/0/0/0)

MUSC 2080 Individual Music Lessons III Trombone 1 credit

Continued development of individual performance skills in trombone. Students may register for this class four times. Prerequisites: MUSC 1120 (15/0/0/0)

MUSC 2081 Individual Music Lessons III Trumpet 1 credit
Continued development of individual performance skills in trumpet. Students may register for this class four times. Prerequisites: MUSC 1121 (15/0/0/0)

MUSC 2082 Individual Music Lessons III Voice 1 credit
Continued development of individual performance skills in voice. Students may register for this class four times. Prerequisites: MUSC 1122 (15/0/0/0)

MUSC 2110 Individual Music Lessons IV Baritone and Tuba 1 credit
Continued development of individual performance skills in baritone and tuba. Students may register for this class four times. Prerequisites: MUSC 2070 (15/0/0/0)

MUSC 2111 Individual Music Lessons IV Clarinet 1 credit
Continued development of individual improvisational skills in clarinet. Students may register for this class four times. Prerequisites: MUSC 2071 (15/0/0/0)

MUSC 2112 Individual Music Lessons IV Flute 1 credit
Continued development of individual improvisational skills in flute. Students may register for this class four times. Prerequisites: MUSC 2072 (15/0/0/0)

MUSC 2113 Individual Music Lessons IV French Horn 1 credit
Continued development of individual improvisational skills in French horn. Students may register for this class four times. Prerequisites: MUSC 2073 (15/0/0/0)

MUSC 2114 Individual Music Lessons IV Guitar 1 credit
Continued development of individual improvisational skills in guitar. Students may register for this class four times. Prerequisites: MUSC 2074 (15/0/0/0)

MUSC 2115 Individual Music Lessons IV Oboe and Bassoon 1 credit
Continued development of individual improvisational skills in oboe and bassoon. Students may register for this class four times. Prerequisites: MUSC 2075 (15/0/0/0)

MUSC 2116 Individual Music Lessons IV Percussion 1 credit
Continued development of individual performance skills in percussion. Students may register for this class four times. Prerequisites: MUSC 2076 (15/0/0/0)

MUSC 2117 Individual Music Lessons IV Piano 1 credit
Continued development of individual performance skills in piano. Students may register for this class four times. Prerequisites: MUSC 2077 (15/0/0/0)

MUSC 2118 Individual Music Lessons IV Saxophone 1 credit
Continued development of individual performance skills in saxophone. Students may register for this class four times. Prerequisites: MUSC 2078 (15/0/0/0)

MUSC 2119 Individual Music Lessons IV Strings 1 credit
Continued development of individual performance skills in strings. Students may register for this class four times. Prerequisites: MUSC 2079 (15/0/0/0)

MUSC 2120 Individual Music Lessons IV Trombone 1 credit
Continued development of individual performance skills

in trombone. Students may register for this class four times. Prerequisites: MUSC 2080 (15/0/0/0)

MUSC 2121 Individual Music Lessons IV Trumpet 1 credit
Continued development of individual performance skills in trumpet. Students may register for this class four times. Prerequisites: MUSC 2081 (15/0/0/0)

MUSC 2122 Individual Music Lessons IV Voice 1 credit
Continued development of individual improvisational skills in voice. Students may register for this class four times. Prerequisites: MUSC 2082 (15/0/0/0)

MUSC 2130 College Chorus II 1 credit
Continued study in mixed vocal ensemble singing traditional to modern music. Studio recording, soloists and special features included. Performs for a variety of on-campus and off-campus events. Tours as scheduled. Students may register for this class four times. Permission of instructor required. Prerequisites: MUSC 1130 (0/30/0/0)

MUSC 2140 Swing Choir II 1 credit
Continued study in select mixed vocal group singing of all popular music forms. Studio recording, soloists, and special selections included. Performs for a variety of on-campus and off-campus events. Tours are scheduled. Students may register for this class four times. Audition and permission of instructor required. Student must also enroll in individual voice lessons. Prerequisites: MUSC 1140 Corequisites: MUSC 2130 (0/30/0/0)

MUSC 2150 Vocal Ensemble II 1 credit
Continued study in singing groups designed to meet the needs and abilities of the students. Music chosen according to the level and functions of the group. Studio recording, on-campus and off-campus performances, and tours are scheduled. Students may register for this class four times. Audition and permission of instructor required. Student must also enroll in individual voice lessons. Prerequisites: MUSC 1150 Corequisites: MUSC 2130 (0/30/0/0)

MUSC 2160 Jazz Band III 1 credit
Continued study in select jazz band playing all popular music forms. Professional arrangements. Studio recording, soloists, and special features included. Performs for a variety of on-campus and off-campus events. Tours scheduled. Students may register for this class four times. Audition and permission of instructor required. Student must also enroll in individual instrumental lessons or improvisational techniques. Prerequisites: MUSC 1160 (0/30/0/0)

MUSC 2170 Jazz Band IV 1 credit
Continued study in instrumental groups and jazz bands designed to meet the needs and abilities of students. Studio recording, soloists, and special features included. Performs for a variety of on-campus and off-campus events. Tours scheduled. Students may register for this class four times. Audition and permission of instructor required. Prerequisites: MUSC 1170 (0/30/0/0)

MUSC 2180 College Community Concert Band II 1 credit
Continued studies of performing traditional to modern music. Studio recording, soloists, and special features

included. Performs for a variety of on-campus and off-campus events. Tours are scheduled. Students may register for this class four times. Permission of instructor required. Prerequisites: MUSC 1180 (0/30/0/0)

MUSC 2220 Music Theory III 3 credits

Includes the development of music writing and analysis skills as they pertain to all types of music arranging and composition including the use of altered chords, modulations, and unconventional harmonies and melodies. Prerequisites: MUSC 1230 with min grade of C AND MUSC 1260 with min grade of C Corequisites: MUSC 2250 (45/0/0/0)

MUSC 2230 Music Theory IV 3 credits

Includes development and use of melodic and harmonic composition skills in all forms of music, complete in-depth structural and harmonic analysis, and development of personal creativity. Prerequisites: MUSC 2220 with min grade of C AND MUSC 2250 with min grade of C Corequisites: MUSC 2260 (45/0/0/0)

MUSC 2250 Ear Training III and Sight Singing 2 credits

Includes sight singing in the treble, bass, alto, and tenor clefs; major and minor modes; and melodies with the harmonic backgrounds of the principal chords. Study of singing modulations to related keys and modal melodies. Includes aural and keyboard study of superimposition, compound intervals, and melodic and harmonic modulations. Also covers aural study of beats and their divisions and subdivisions. Prerequisites: MUSC 1230 with min grade of C AND MUSC 1260 with min grade of C Corequisites: MUSC 2220 (30/0/0/0)

MUSC 2260 Ear Training IV and Sight Singing 2 credits

Includes vocal, aural, and keyboard study of unusual and mixed meters, remote modulations, altered chords, and ninth, eleventh, and thirteenth chords. Prerequisites: MUSC 2220 with min grade of C AND MUSC 2250 with min grade of C Corequisites: MUSC 2230 (30/0/0/0)

MUSC 2350 Elementary School Music 3 credits

Development of creative skills and methods of teaching music in elementary schools. Five hours of volunteer service learning required. Prerequisites: EDUC 1110 with min grade of C (45/0/0/0)

MUSC 2920 Musical Theatre Performance 2 credits

Designed as a capstone for the Musical Theatre Program, this course assesses student participation in the NECC College Musical. (0/60/0/0)

MUSC 2940 Jazz Literature and Performance III 1 credit

Advanced individual development and membership in Northeast Area Jazz Ensemble. Permission of instructor required. Prerequisites: MUSC 1950 (15/0/0/0)

MUSC 2950 Jazz Literature and Performance IV 1 credit

Continued advanced individual development and membership in Northeast Area Jazz Ensemble. Permission of instructor required. Prerequisites: MUSC 2940 (15/0/0/0)

Nurse Aide (NURA)

NURA 1110 Nurse Aide 3 credits

This course is designed to meet the Nebraska Health and Human Services System training requirements for nurse aide certification and employment in long-term care facilities. The course combines classroom lecture and laboratory application for the development of basic skills needed to provide safe, effective, and caring services to the elderly or chronically ill patient of any age, in a long-term care facility. Upon completion of this course, the student is eligible to take the state written and practical skills exam. After successfully passing this examination and completing the application procedure, the student's name will be placed on the basic nurse aide registry at the Nebraska Health and Human Services Regulation and Licensure, Credentialing Division. (30/45/0/0)

Nursing (NURS)

NURS 1010 Nursing Process and Critical Thinking I 3 credits

The course provides an overview of nursing concepts and theories focusing on meeting basic human needs across the lifespan based on the wellness-illness continuum within the practical nurse scope of practice. Theoretical concepts focus on caring for the well client, elderly client, and clients with selected physiological, psychological, and mental health problems. Emphasis is on the role of the practical nurse as a competent practitioner who contributes to the nursing plan of care while utilizing established nursing diagnoses. Focus is on the development of safe clinical judgment and appropriate communication related to nursing care of clients in acute, long term, and community settings. Prerequisites: NURS 1060 with min grade of B (may be taken concurrently) AND NURS 1110 with min grade of B (may be taken concurrently) AND NURS 1120 with min grade of B (may be taken concurrently) AND NURS 1180 with min grade of B (may be taken concurrently) Corequisites: NURS 1100 (45/0/0/0)

NURS 1060 Pathophysiology of Disease

Processes I

1.5 credits

This course provides the student with an understanding of common, chronic disease conditions encountered in clinical practice. Comprehension of pathophysiology provides the foundation for competency and clinical judgment in nursing practice. Topics include etiology, manifestations, and the physical and psychological reactions to common, chronic diseases and injury. These are discussed in order for the nurse to recognize and communicate client needs. Prerequisites: BIOS 2250 with min grade of C (may be taken concurrently) OR BIOS 2110 with min grade of C (may be taken concurrently) (22.5/0/0/0)

NURS 1070 Pathophysiology of Disease

Processes II

1.5 credits

This course provides the student with an understanding of acute, complex disease conditions encountered in clinical practice. Comprehension of pathophysiology provides

Course Descriptions

the foundation for competency and clinical judgment in nursing practice. Topics include etiology, manifestations, and the physical and psychological reactions to acute, complex diseases and injury. These are discussed in order for the nurse to recognize, interpret, and communicate client needs. Prerequisites: (BIOS 2250 with min grade of C OR BIOS 2110 with min grade of C) AND (NURS 1060 with min grade of B AND BIOS 2120 with min grade of C (may be taken concurrently) OR BIOS 2260 with min grade of C (may be taken concurrently) (22.5/0/0/0)

NURS 1100 Nursing Science I 3 credits

The course focuses on the development of caring and clinical competency in the performance of selected nursing skills and procedures. Participation in the care of clients during alterations in health provides opportunities for the student to develop professional communication and clinical judgment. Clinical experiences include lab based, long term care, and community based settings. Holistic nursing concepts and theories are presented and related to health promotion, illness prevention, and health restoration of individuals. Prerequisites: NURS 1060 with min grade of B (may be taken concurrently) AND NURS 1110 with min grade of B (may be taken concurrently) AND NURS 1120 with min grade of B (may be taken concurrently) AND NURS 1180 with min grade of B (may be taken concurrently) Corequisites: NURS 1010 (0/45/67.5/0)

NURS 1110 Health Assessment and Health Promotion I 2 credits

The focus of this course is on basic health assessment, history taking skills, effective communication, health promotion, and illness prevention by using holistic nursing assessments for well clients. Using a developmental perspective, the course will provide the student with the opportunity to develop beginning knowledge and skills necessary to assess and care for the health status of the client by collecting health history, performing a physical assessment on well clients across the lifespan while using appropriate clinical judgment. The content builds upon the student's knowledge of sciences and humanities, as related to the holistic aspects of health. Assessment will focus primarily on recognizing normal, with some introduction to deviation of normal findings. The course provides supervised practice in the laboratory setting to assist the student with developing a foundation of skills, caring, and competence in the clinical setting. (15/30/0/0)

NURS 1120 Pharmacology and Nursing Practice I 1.5 credits

This course provides the student with an in-depth working knowledge of the appropriate use of medications. Emphasis is placed on the nurse understanding the principles of drug actions, interactions, side effects, and adverse effects in relation to respiratory analgesics, gastrointestinal, and psychiatric medications. Medication administration principles are incorporated into the nursing process, providing the student with a framework for accountable medication administration. Dosage calculation concepts are integrated within the course to promote safe medication administration. This course

emphasizes the importance of appropriate clinical decision making that considers the human needs of the client and appropriate client teaching and communication that addresses the impact of medications on the health of the individual. Prerequisites: MATH 1025 with min grade of C (may be taken concurrently) (22.5/0/0/0)

NURS 1125 Pharmacology and Nursing Practice II 1.5 credits

This course provides the student with an in-depth working knowledge of the need for appropriate use of medications. Emphasis is placed on the nurse understanding drug actions, interactions, side effects, and adverse reactions in relation to cardiovascular, hematological, endocrine, and neurological medications. This course emphasizes the importance of appropriate clinical decision making that considers the human needs of the client and appropriate client teaching and communication that addresses the impact of medication on the health of the individual. Prerequisites: NURS 1120 with min grade of B (22.5/0/0/0)

NURS 1130 Nursing Process and Critical Thinking II 3 credits

The course is focused on nursing concepts and theories to meet basic human needs across the life span based on the wellness-illness continuum. Theoretical concepts focus on the care of adult, perinatal, and pediatric clients with selected alterations in health. Emphasis is on utilization of the nursing process and critical thinking related to nursing care of clients in acute, long term, and community settings. This course emphasizes the importance of the licensed practical nurse as being competent, utilizing appropriate clinical judgment, as well as, caring and with therapeutic communication skills. Prerequisites: NURS 1010 with min grade of B AND NURS 1100 with min grade of P AND NURS 1110 with min grade of B AND NURS 1180 with min grade of B AND NURS 1070 with min grade of B (may be taken concurrently) AND NURS 1125 with min grade of B (may be taken concurrently) Corequisites: NURS 1140, NURS 1185 (45/0/0/0)

NURS 1140 Nursing Science II 3 credits

This course focuses on application of nursing concepts and theories related to health of individuals and families with stable and predictable basic human needs. It provides opportunities for continuing development of clinical competency in the performance of selected, increasingly complex nursing skills and procedures while caring for clients across the lifespan. The course provides for clinical practice experiences to facilitate development of clinical judgment while caring for clients in acute medical surgical, long term care, maternal-child, and pediatric acute care settings. The student will focus on acute and chronic alterations of human needs. The student will be given opportunities to enhance communication skills, while learning to prioritize patient needs, identify legal and ethical implications for care, and learn how to appropriately design patient care assignments for unlicensed personnel. Prerequisites: NURS 1010 with min grade of B AND NURS 1100 with min grade of P AND NURS 1110 with min grade of B AND NURS 1180 with min grade of B AND NURS 1070 with min grade of B (may be taken concurrently) AND NURS 1125 with min grade of B (may

be taken concurrently) Corequisites: NURS 1130, NURS 1185 (0/0/135/0)

NURS 1150 Intravenous Therapy for Practical Nursing

1 credit

This course focuses on safe intravenous therapy (IV) including the administration of intravenous solutions and medications appropriate within the scope of practice of the Licensed Practical Nurse (LPN) in the state of Nebraska. Students will learn to apply the principles of observing, initiating, monitoring, discontinuing, maintaining, regulating, adjusting, documenting, assessing, planning, intervening, and evaluating intravenous therapy as an LPN. Psychomotor skills related to peripheral intravenous line insertion in an upper extremity, as well as maintenance, and administration of approved IV medications in an adult client is addressed in a lab experience. Limitations related to central intravenous therapy and pediatric therapy will be investigated. This course emphasizes the importance of safe and appropriate clinical decision making of the medically stable client receiving intravenous therapy. Appropriate client teaching and communication techniques that address the diverse client needs are emphasized. Prerequisites: MATH 1025 with min grade of C AND NURS 1010 with min grade of B AND NURS 1060 with min grade of B AND NURS 1070 with min grade of B (may be taken concurrently) AND NURS 1100 with min grade of P AND NURS 1120 with min grade of B AND NURS 1125 with min grade of B Corequisites: NURS 1130, NURS 1140, NURS 1185 (0/15/0/0)

NURS 1180 Nursing's Role I

1 credit

This course provides an overview of the role of the practical nurse with an emphasis on the transition from nursing assistant to practical nurse. It includes a focus on the core values of communication, caring, competence, and clinical judgment within Northeast's Nursing Program, nursing history, ethical, legal and practice standards, scope of practice, and communication skills. It focuses on the concepts and skills required of the practical nurse, including study skills and test taking skills. Prerequisites: NURS 1060 with min grade of B (may be taken concurrently) AND NURS 1120 with min grade of B (may be taken concurrently) (15/0/0/0)

NURS 1185 Nursing's Role II

1 credit

This course provides an in-depth look at the role of the practical nurse with an emphasis on preparation to enter practice. It includes a focus on the course values of communication, caring, competence, and clinical judgment in Northeast's nursing program as they apply to professional behavior, working with others, dealing with conflict and change, as well as maintaining a license. It focuses on assigning and directing care, teamwork, and leadership. Prerequisites: NURS 1010 with min grade of B AND NURS 1100 with min grade of P AND NURS 1110 with min grade of B AND NURS 1180 with min grade of B AND NURS 1070 with min grade of B (may be taken concurrently) AND NURS 1125 with min grade of B (may be taken concurrently) Corequisites: NURS 1130, NURS 1140 (15/0/0/0)

NURS 1410 Clinical Nurse Externship

3 credits

The purpose of this course is to provide the student with expanded client care experiences in a preceptor supervised, faculty facilitated practice setting. The course focus is on improving student planning, organization, and psychomotor skills, enabling students to enter their sophomore year and their professional practice more knowledgeable about the responsibilities of the nursing role, and more secure in their own capabilities. Prerequisites: NURS 1070 AND NURS 1125 AND NURS 1130 AND NURS 1140 AND NURS 1150 AND NURS 1180 (0/0/135/0)

NURS 2100 Health Care Ethics

3 credits

This course focuses on contemporary ethical issues that affect health care practice. A review of the major theories related to ethics and sound ethical decision making in health care are discussed. Major topics of discussion include social, cultural, spiritual, gender, end-of-life, professional, and health delivery issues. This course prepares students to incorporate the concepts and principles of ethics within health care practice. (45/0/0/0)

NURS 2120 Pharmacology and Nursing Practice III

1 credit

This course focuses on drug mechanism of actions, expected effects, side effects, adverse effects, contraindications, drug interactions, and nursing responsibilities in drug administration (for medically complex clients). Emphasis is placed on the importance of applying the principles of drug actions, intended effects, potential interactions, side effects and adverse reactions, and nursing responsibilities for intravenous anti-infective, antineoplastic, and cardiac medications. This course emphasizes the importance of safe and appropriate clinical decision making of the medically complex client receiving drug therapy. Appropriate client teaching and communication that addresses the impact of medications on the health of the individual is emphasized. Prerequisites: NURS 1125 with min grade of B AND NURS 2165 with min grade of B (may be taken concurrently) Corequisites: NURS 2150, NURS 2160 (15/0/0/0)

NURS 2150 Nursing Process and Critical Thinking III

4 credits

This course focuses on meeting complex health and wellness needs of clients across the lifespan within the scope of practice of a registered nurse. Emphasis is on the development of safe clinical judgment and appropriate communication related to nursing care of high risk perinatal clients, and chronically and-or acutely ill clients with alterations in health involving multiple systems. There is a focus on the role of the registered nurse as a caring, competent practitioner while addressing client needs from a human needs perspective. Prerequisites: NURS 1130 with min grade of B AND NURS 1140 with min grade of P AND NURS 1185 with min grade of B AND NURS 2165 with min grade of B (may be taken concurrently) Corequisites: NURS 2120, NURS 2160 (60/0/0/0)

NURS 2160 Nursing Science III

5 credits

This course focuses on application of holistic nursing care to meet the complex health-wellness needs of acutely and-or chronically ill clients and high risk clients with multiple system alterations in health, including high risk

perinatal and adult clients. This course provides clinical opportunities in acute care and community settings to develop therapeutic communication while caring for clients across the lifespan. An emphasis is on the development of a safe and competent nurse functioning within the registered nurse's scope of practice. A focus on safe clinical judgment is the centerpiece of both direct care provision and care plan development in a variety of acute care and community settings. Prerequisites: NURS 1130 with min grade of B AND NURS 1140 with min grade of P AND NURS 1185 with min grade of B AND NURS 2165 with min grade of B (may be taken concurrently) Corequisites: NURS 2120, NURS 2150 (0/0/225/0)

NURS 2165 Nursing's Role III 1 credit

This course provides an overview of the role of the registered nurse with an emphasis on the transition from practical nurse to associate degree registered nurse. It includes a focus on the core values of communication, caring, competence, and clinical judgment within Northeast's Nursing Program, and includes content on evidence-based practice decision making, nursing history, developing and maintaining quality in nursing practice, RN scope of practice, and team communication skills. It focuses on the concepts and skills required of the associate degree nursing student, including study skills and test taking skills. Prerequisites: NURS 1130 with min grade of B AND NURS 1140 with min grade of P AND NURS 1185 with min grade of B (15/0/0/0)

NURS 2170 Nursing Process and Critical Thinking IV 4 credits

This course focuses on the role of the registered nurse in developing appropriate clinical judgment and effective communication that is necessary when prioritizing, managing, and caring for clients in diverse health care settings. Emphasis is on providing competent nursing care for clients with acute pediatric illnesses, acute mental health alterations, and adult clients with complex, unstable health needs using a human needs approach to care delivery. Prerequisites: NURS 2120 with min grade of B AND NURS 2150 with min grade of B AND NURS 2160 with min grade of P AND NURS 2165 with min grade of B Corequisites: NURS 2180, NURS 2185 (60/0/0/0)

NURS 2180 Nursing Science IV 4 credits

This course focuses on the application of nursing care aimed at meeting the complex human needs of the critically ill, clinically unstable, and high risk clients with alterations in health using a human needs model. This course provides for clinical practice experiences with adult and pediatric clients, families, and small groups of clients in a variety of acute, mental health, and urgent care settings. An emphasis is on the development of a safe, caring, and competent nurse functioning within the scope of practice of a registered nurse. This course facilitates the development of effective communication, appropriate management skills, and prioritization of care for patient groups through sound clinical judgment. Prerequisites: NURS 2120 with min grade of B AND NURS 2150 with min grade of B AND NURS 2160 with min grade of P AND NURS 2165 with min grade of B Corequisites: NURS 2170, NURS 2185 (0/0/180/0)

NURS 2185 Nursing's Role IV 3 credits

This course provides an overview of roles in nursing with emphasis on development of professional practice as a registered nurse. It includes a focus on the core values of communication, caring, competence, and clinical judgment in the Northeast Community College Nursing Program, and includes content on nursing roles, leadership, power and policy, and managing quality in health care. It focuses on the concepts and skills required of the registered nurse, including application of all the facets of prior learning via preceptor experience. Prerequisites: NURS 2120 with min grade of B AND NURS 2150 with min grade of B AND NURS 2160 with min grade of P AND NURS 2165 with min grade of B Corequisites: NURS 2170, NURS 2180 (22.5/0/68/0)

Administrative Professional (OFFT)

OFFT 1050 Introduction to Windows Operating Systems 1 credit

This course provides an overview of operating system functions that are necessary in a microcomputer working environment. This course includes user interface, file, disk, and system management techniques, along with basic operating system terminology. (15/0/0/0)

OFFT 1090 Microsoft Word I 3 credits

Designed to give practical experience in operating word processing software. Emphasis on creating and editing documents using beginning to intermediate editing and formatting features. Basic computer and keyboarding skills are essential. (45/0/0/0)

OFFT 1110 Records and Information Management 3 credits

Study of the systematic analysis and technological control of business records through the records life cycle of both physical and electronic business records. This course covers management considerations for records program development, records creation and form control retention and disposition scheduling, and cost analysis of records maintenance. Basic knowledge of a database program and keyboarding skills are essential. (45/0/0/0)

OFFT 1410 Beginning Keyboarding 3 credits

Designed for beginners and those desiring a review of keyboarding technique. Emphasizes the mechanics necessary to gain keyboarding skills; the development of speed and accuracy; and basic formatting of memos, letters, tables, and reports using a computer word processing program. (45/0/0/0)

OFFT 1500 Microsoft Office 3 credits

This course will give the student practical experience in operating the word processing, spreadsheet, database, and presentation graphics portions of the Microsoft Office suite. (45/0/0/0)

OFFT 1510 Microsoft Word 1 credit

This course will give the student practical experience in operating the word processing portion of the Microsoft Office suite. (15/0/0/0)

OFFT 1515 Microsoft Certified Application Specialist-Word 1 credit

Designed to prepare the student for the Microsoft Certified Application Specialist MCAS exam in the Microsoft Word application using the most recent version. Upon completion of the course, the student will take the interactive exam. Certification will be awarded to the students when they pass this exam. Prerequisites: OFFT 1090 OR OFFT 1500 OR OFFT 1510 (15/0/0/0)

OFFT 1520 Microsoft Excel 1 credit

This course will give the student practical experience in operating the spreadsheet portion of the Microsoft Office suite. (15/0/0/0)

OFFT 1525 Microsoft Certified Application Specialist-Excel 1 credit

Designed to prepare the student for the Microsoft Certified Application Specialist MCAS exam in the Microsoft Excel application using the most recent version. Upon completion of the course, the student will take the interactive exam. Certification will be awarded to the students when they pass this exam. Prerequisites: OFFT 1500 OR OFFT 1520 OR INFO 2100 (15/0/0/0)

OFFT 1530 Microsoft Access 1 credit

This course will give the student practical experience in operating the database portion of the Microsoft Office suite. (15/0/0/0)

OFFT 1535 Microsoft Certified Application Specialist-Access 1 credit

Designed to prepare the student for the Microsoft Certified Application Specialist MCAS exam in the Microsoft Access application using the most recent version. Upon completion of the course, the student will take the interactive exam. Certification will be awarded to the students when they pass this exam. Prerequisites: OFFT 1500 OR OFFT 1530 OR INFO 2110 (15/0/0/0)

OFFT 1540 Microsoft PowerPoint 1 credit

This course will give the student practical experience in operating the presentation graphics portion of the Microsoft Office suite. (15/0/0/0)

OFFT 1560 Advanced Microsoft Access 1 credit

This course will give the student advanced practical experience in operating the database portion of the Microsoft Office suite. An in-depth, hands-on instruction in advanced queries, macros, modules, and graphical reports. Prerequisites: OFFT 1500 OR OFFT 1530 (15/0/0/0)

OFFT 1570 Voice Recognition Software 1 credit

This trains the computer as much as it trains the users. Each user trains Naturally Speaking software to recognize his or her own unique speech profile. It is a program used to create documents by voice recognition. (15/0/0/0)

OFFT 1580 Microsoft Outlook 1 credit

This course provides an overview of Microsoft Outlook, a Microsoft mail application. Topics include using Outlook to manage email, calendars, contacts, and tasks. (15/0/0/0)

OFFT 1880 Office Practicum 3 credits

Designed to give students realistic practice in business documentation and administrative professional skills involving a wide variety of real-world business activities. This project-based class will integrate administrative functions that are expected of an administrative professional. Prerequisites: OFFT 1500 AND BSAD 2050 (may be taken concurrently) (30/45/0/0)

OFFT 2090 Advanced Word Certification 3 credits

This course will provide in-depth, practical experience utilizing Microsoft Word to create, edit, and format a variety of professional documents. This course will prepare students for the Microsoft Word Specialist and Expert certification exams. Basic computer and keyboarding skills are essential. Prerequisites: OFFT 1500 (45/0/0/0)

OFFT 2110 Excel Spreadsheet Applications 3 credits

This course demonstrates features and applications of Microsoft Excel, a spreadsheet program designed to facilitate information management and data analysis. Students will learn how to create spreadsheets for storing, organizing, sorting, calculating, and charting data. Students will learn to create visually appealing content that represents data and work with advanced tools to analyze data and create data projections. Prerequisites: OFFT 1500 (45/0/0/0)

OFFT 2500 Advanced Office Integration 3 credits

This course will give the student an advanced hands-on experience in operating the word processing, spreadsheet, database, and presentation graphics portions of Microsoft Office. This project-based class will integrate data using Microsoft Office applications, computer input technologies, and the Internet. Students will work both independently and in teams to initiate and complete Microsoft integrated projects. Prerequisites: OFFT 1500, OFFT 2090, AND OFFT 2110 (45/0/0/0)

OFFT 2600 Administrative Professional Capstone 2 credits

The administrative professional capstone course is a comprehensive integration of various administrative competencies including management and business knowledge, computer techniques, and communication skills. Permission of instructor, 2.0 GPA, and sophomore standing required. Prerequisites: BSAD 1320 AND OFFT 2500 (may be taken concurrently) (30/0/0/0)

Philosophy (PHIL)

PHIL 1010 Introduction to Philosophy 3 credits

Students will explore the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of questions of metaphysics, ethics, epistemology, aesthetics, philosophy of religion, social and political philosophy, using the tools of logic, and critical thinking. (45/0/0/0)

PHIL 2610 Comparative Religions 3 credits

This course will offer a cross-cultural introduction to the world's major religious and philosophical traditions or

faith systems through a comparison of historical origins, rituals, beliefs, practices, world views, original religious texts, and other important sources. Interdisciplinary approach to study of religious systems are a part of the world religions traditions. Prerequisites: ENGL 1010 with min grade of C (45/0/0/0)

Physics (PHYS)

PHYS 1030 Technical Physics I **2 credits**
Study and application of basic electricity, hydraulics, and pneumatics. (15/45/0/0)

PHYS 1040 Technical Physics II **2 credits**
Theory and experiments in atomic structure, density, specific gravity, elasticity, coefficient of friction, and other properties of matter. (15/45/0/0)

PHYS 1070 Applied Physics for Allied Health **4 credits**
General study of mechanics, heat, energy, electricity, and wave interaction for allied health professions. (45/30/0/0)

PHYS 1100 Physical Science **4 credits**
A survey course in the physical sciences with emphasis on scientific processes and problem solving. Areas of study will include selected topics in physics, chemistry, astronomy, geology, and meteorology. A scheduled laboratory will supplement classroom activities. (45/30/0/0)

PHYS 1410 Elementary General Physics I with Algebra and Trigonometry **5 credits**
Detailed algebra and trigonometry study of one and two dimensional motion. Topics will include kinematics, Newton's Laws, energy, momentum, and rotational motion. Additional topics from the areas of oscillations and waves, fluids, and thermal physics may also be covered. Prerequisites: MATH 1220 (60/30/0/0)

PHYS 1420 Elementary General Physics II with Algebra and Trigonometry **5 credits**
Detailed algebra and trigonometry continuation of Elementary General Physics I. Topics covered will include electricity, magnetism, and optics. Additional topics from the areas of oscillation and waves, fluids, thermal physics, and modern physics may also be covered. Prerequisites: PHYS 1410 (60/30/0/0)

PHYS 2050 Modern Physics **4 credits**
A general study of relativistic physics, wave and particle physics, nuclear physics, and molecular and solid-state physics. Prerequisites: PHYS 2120 (60/0/0/0)

PHYS 2110 General Physics I with Calculus **5 credits**
Detailed calculus-based study of one and two dimensional motion. Topics will include kinematics, Newton's Laws, energy, momentum, and rotational motion. Additional topics from the areas of oscillations and waves, fluids, and thermal physics may also be covered. Prerequisites: MATH 1600 (may be taken concurrently) (60/30/0/0)

PHYS 2120 General Physics II with Calculus **5 credits**
Detailed calculus-based continuation of General Physics I. Topics covered will include electricity, magnetism, and optics. Additional topics from the areas of oscillations and

waves, fluids, thermal physics, and modern physics may also be covered. Prerequisites: PHYS 2110 (60/30/0/0)

PHYS 2150 Structural Analysis **3 credits**
Survey of mechanics, heat, sound, and electromagnetism and their applications in the design and building of structures. Prerequisites: MATH 1060 OR MATH 1220 (45/0/0/0)

PHYS 2200 Statics **3 credits**
The study of stationary bodies in equilibrium. Requires a general knowledge of Vector Algebra and Calculus. Two and three dimensional force systems are studied. Trusses, frames and machines, beams, and friction are discussed along with centroids and moments of inertia. Prerequisites: PHYS 2110 (45/0/0/0)

PHYS 2300 Dynamics **3 credits**
The study of bodies in motion. Requires a general knowledge of Vector Algebra and Calculus. The course evaluates Newton's laws of motion as applied to particles and rigid bodies. Additional topics include absolute and relative motion, force, mass, and acceleration, work and energy, and impulse and momentum. Prerequisites: PHYS 2200 (45/0/0/0)

Plumbing (PLMB)

PLMB 1010 Electricity and Mechanics for Plumbers **3 credits**
This course introduces fundamental electrical theory including electrical components and their effects on AC and DC circuits. Covers electrical measurement with emphasis on circuit analysis using Ohm's Law, circuit testing equipment, and the use of each instrument. Corequisites: PLMB 1020 (45/0/0/0)

PLMB 1020 Electricity and Mechanics for Plumbers Lab **2 credits**
This course introduces fundamental electrical theory including electrical components and their effects on AC and DC circuits. Covers electrical measurement with emphasis on circuit analysis using Ohm's Law, circuit testing equipment, and the use of each instrument. Corequisites: PLMB 1010 (0/90/0/0)

PLMB 1025 Plumbing Safety **2 credits**
This course covers OSHA policies, procedures, and standards, as well as general safety and health principles as applicable to the plumbing trades. Topics include the scope and application of the OSHA general industry standards. Special emphasis is placed on those topics that are required in the 10-hour general industry program as well as those applicable to the plumbing trade. In addition, students will complete the AHA Heartsaver critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency through CPR and AED usage. (30/0/0/0)

PLMB 1030 Plumbing Code and Print Reading **2 credits**
This course presents in-depth coverage of plumbing codes and standards, including acceptable installation practices and acceptable materials. The course further introduces students to the basic drawing tools, measuring tools,

lettering, drawings, and symbols commonly found on drawings and blueprints associated with the plumbing and pipe fitting industry. (30/0/0/0)

PLMB 1040 Plumbing and Pipefitting

Fundamentals

3 credits

This course provides the student the ability to identify common pipe and fittings used for plumbing installations. Terminology of design, construction and sizing, as well as approved uses of different materials will be taught including potable water systems. Pipe joining, valves, venting, backflow prevention, and water quality are also addressed. Corequisites: PLMB 1050 (45/0/0/0)

PLMB 1050 Plumbing and Pipefitting

Fundamentals Lab

5 credits

This course provides hands-on experiences in basic plumbing and pipefitting. Students will gain practice in pipe joining techniques, pipefitting procedures and sizing, materials selection, leak testing, and basic troubleshooting. Corequisites: PLMB 1040 (0/225/0/0)

PLMB 1060 Plumbing Tools and Processes

2 credits

The course provides students with the knowledge and insight into material handling, scope of work, and tool operations. The course emphasizes the proper use, care, and maintenance of hand and power tools, and proper working practices both in the shop and in the field. (30/0/0/0)

PLMB 1070 Trenching and Shoring

1 credit

This course is for employees working in trenching and excavation. This course addresses the requirements for working with and around trenches by ensuring individuals are knowledgeable in soil analysis, protective systems, access and egress, and regulatory requirements. (15/0/0/0)

PLMB 1110 Advanced Plumbing and Pipefitting

3 credits

This course further expands the student's knowledge of plumbing systems design and installation. Students further their skills in troubleshooting and repair of piping, fixtures, and appliances, as well as pump systems design. Indirect waste piping, receptors, and special wastes will also be discussed. Prerequisites: PLMB 1040 Corequisites: PLMB 1120 (45/0/0/0)

PLMB 1120 Advanced Plumbing and Pipefitting Lab

3 credits

This course provides practical experience in all aspects of plumbing installations in a residential setting. Students will plan, design, and install a plumbing drain, a waste and vent system, plumbing fixtures, water distribution systems, and associated piping in accordance with state and local plumbing codes. Prerequisites: PLMB 1050 Corequisites: PLMB 1110 (0/135/0/0)

PLMB 1130 Gas Operations and Maintenance

2 credits

This course introduces techniques for safe handling of natural gas, liquefied petroleum gas, and fuel oil. The course reviews fuel gas and fuel oil safety precautions and potential hazards, applications, systems installations, and testing. Corequisites: PLMB 1140 (30/0/0/0)

PLMB 1140 Gas Operations and Maintenance Lab

2 credits
This course provides experience in the safe handling of natural gas, liquefied petroleum gas, and fuel oil containing systems. The course enables students to gain hands-on experience in fuel gas and fuel oil safety precautions, potential hazards, applications, systems installations, and testing. Corequisites: PLMB 1130 (0/90/0/0)

Political Science (POLS)

POLS 1000 American Government

3 credits

A study of the functioning of the American political system through an analysis and application of its underlying theories. (45/0/0/0)

POLS 1200 Introduction to Political Science

3 credits

Introduction to the academic discipline of political science. Focuses attention on the nature and scope of political science, the political process, and interrelationship of various elements of a political system. (45/0/0/0)

POLS 1600 International Relations

3 credits

A survey of the actors, institutions, processes, and theories of international relations including a study of contemporary global issues. (45/0/0/0)

Personal Training (PRTR)

PRTR 2800 Personal Training Practicum

3 credits

Practicum designed to give students the opportunity to lead and develop wellness programs, adult exercise programs, and personal training instruction. Prerequisites: HPER 2410 AND HPER 1520 (may be taken concurrently) OR HOEC 1050 (may be taken concurrently) (15/60/0/0)

Psychology (PSYC)

PSYC 1000 Human Relations

2 credits

Exposure to practical information from psychology for use in everyday human relations and to improve communication skills. (30/0/0/0)

PSYC 1810 Introduction to Psychology

3 credits

An introduction to the science of behavior and mental processes 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. (45/0/0/0)

PSYC 2110 Child and Adolescent Psychology

3 credits

This course emphasizes the biosocial, cognitive, and psychosocial development of childhood through adolescence by examination of theories, behaviors, and terminology. Prerequisites: PSYC 1810 with min grade of C (45/0/0/0)

PSYC 2200 Lifespan Psychology

3 credits

Study of human development from conception to death. Emphasizes physical, cognitive, personality, and social changes that occur throughout life. Discusses universal and individual influences on development. Prerequisites: PSYC 1810 with min grade of C OR HUSR 1010 with min grade of C (45/0/0/0)

PSYC 2500 Social Psychology 3 credits

An examination of the scientific field that seeks to understand the nature and causes of individual behavior and thought in social situations. Prerequisites: PSYC 1810 with min grade of C (45/0/0/0)

PSYC 2800 Abnormal Psychology 3 credits

An examination of historical and contemporary views and issues of abnormal psychology to include explanations, diagnosis, and treatment of abnormal behavior. Prerequisites: PSYC 1810 with min grade of C (45/0/0/0)

PSYC 2900 Research Methods for the Social Sciences 3 credits

This course is designed to introduce students to the basic principles of social science research including Psychology, Sociology, and Social Work. Various sociological and psychological research methods are examined that include experimental research, survey research, field research, and comparative-historical research. Procedures to evaluate the soundness of research designs are examined. Ethical issues related to research techniques are also considered. (45/0/0/0)

PSYC 2950 Capstone in Behavioral Health Sciences 3 credits

A course to be taken during the second-year, prior to graduation. This class is designed to review and integrate all the course work for the major in Psychology, Human Services, or Social Work. Students will be assisted in setting goals and objectives for future work in the field of human services and will participate in a significant capstone experience. Prerequisite: 9 hours in Psychology completed. (45/0/0/0)

Physical Therapist Assistant (PTAS)**PTAS 1010 Medical Terminology for Physical Therapist Assistants 1.5 credits**

This course introduces the basic Greek and Latin roots including pronunciation, spelling, usage, and interpretation. The emphasis of physical therapy terminology and medical abbreviations utilized in healthcare will be integrated throughout the course. (22.5/0/0/0)

PTAS 1020 Introduction to Physical Therapy 1 credit

This course is designed to assist the student in the decision making process and development of becoming a physical therapist or physical therapist assistant. It introduces the student to the role of the Physical Therapist and the Physical Therapist Assistant in the practice of physical therapy. The course explores the profession of physical therapy, including the historical overview, the professional organization, culture, ethnicity, and branches of physical therapy. (15/0/0/0)

PTAS 2520 Introduction to Clinical Management 1 credit

This course introduces the PTA students to various elements of a professional healthcare provider in order to prepare the student for a clinical setting. The following elements are introduced in this course: utilizing basic time management strategies, understanding the expectations

of a professional healthcare provider, building an effective patient rapport, utilizing basic physical therapy billing procedures, and identifying the components of basic physical therapy documentation. (15/0/0/0)

PTAS 2550 Basic Physical Therapy Procedures 2 credits

This course will introduce the student to basic patient care techniques. Topics emphasized during this course include: bed mobility training, transfer training, gait training, assistive device use, wheelchair use, and management of complex medical patients. Corequisites: PTAS 2551 (30/0/0/0)

PTAS 2551 Basic Physical Therapy Procedures Lab 2 credits

This course will introduce the student to basic patient care and documentation activities. Individualized techniques are integrated into a clinical application scenario. Techniques demonstrated during this course will include: bed mobility training, transfer training, gait training, assistive device use, wheelchair use, and management of complex medical patients. Corequisites: PTAS 2550 (0/60/0/0)

PTAS 2570 Exercise Principles 2 credits

This course introduces students to fundamental functional anatomy and kinesiology skills. Students learn basic exercise principles, range of motion, stretching, balance, basic proprioceptive neuromuscular facilitation techniques, and manual resistive exercise. Corequisites: PTAS2571 (30/0/0/0)

PTAS 2571 Exercise Principles Lab 1 credit

This course introduces students to fundamental functional anatomy and kinesiology skills. Students learn palpation of bones, joints and skeletal muscles. Application of basic exercise principles, range of motion, stretching, balance, basic proprioceptive neuromuscular facilitation techniques, and manual resistive exercise. Corequisites: PTAS 2570 (0/30/0/0)

PTAS 2620 Clinical Management 3 credits

This course applies and integrates the various elements of a professional healthcare provider in order to prepare the student for the clinical setting that were introduced in PTAS 2520 Introduction to Clinical Management. The following elements will be introduced and implemented into this course: the Guide to Physical Therapy Practice, the Physical Therapy Nebraska Practice Act, and Evidence Based Practice. Prerequisites: PTAS 2520 with min grade of C AND PTAS 2550 with min grade of C AND PTAS 2570 with min grade of C (45/0/0/0)

PTAS 2650 Physical Agents 2 credits

This course introduces the student to the principles and theories of pain, pain management, and properties of tissue inflammation and repair. An understanding of the following agents will be developed: thermal, mechanical, and electromagnetic. Students will learn when each modality is indicated and contraindicated. Prerequisites: PTAS 2520 with min grade of C AND PTAS 2550 with min grade of C AND PTAS 2570 with min grade of C Corequisites: PTAS 2651 (30/0/0/0)

PTAS 2651 Physical Agents Lab 2 credits

During this course the student will apply the following agents: thermal, mechanical, and electromagnetic. Students will learn when each modality is indicated and contraindicated. Corequisites: PTAS 2650 (0/60/0/0)

PTAS 2670 Orthopedic Assessment and Intervention I 3.5 credits

This course will provide the student with the opportunity to understand the musculoskeletal structure and function of each major joint of the lower extremity and spine. The student will assess movement and strength through goniometry and manual muscle testing. The student will also learn specific orthopedic and surgical conditions for the lower extremity and spine. Prerequisites: PTAS 2520 with min grade of C AND PTAS 2550 with min grade of C AND PTAS 2570 with min grade of C Corequisites: PTAS 2671 (52.5/0/0/0)

PTAS 2671 Orthopedic Assessment and Intervention I Lab 2.5 credits

This course will provide the student with the opportunity to understand the musculoskeletal structure and function of each major joint of the lower extremity and spine. The student will assess movement and strength through goniometry and manual muscle testing. The student will also learn application of interventions for specific orthopedic and surgical conditions for the lower extremity and spine. Corequisites: PTAS 2670 (0/75/0/0)

PTAS 2690 Clinical Pathophysiology 3.5 credits

This course introduces the student to the pathophysiology, etiology, clinical signs and symptoms, and medical treatment of the pathological conditions most commonly encountered in the physical therapy field. An emphasis is placed on recognizing and problem solving how each condition may affect the physical therapy plan of care and interventions. Prerequisites: PTAS 2520 with min grade of C AND PTAS 2550 with min grade of C AND PTAS 2570 with min grade of C Corequisites: PTAS 2691 (52.5/0/0/0)

PTAS 2691 Clinical Pathophysiology Lab 0.5 credits

This course introduces the student to cardiac, pulmonary, and wound assessment and treatment techniques utilized in rehabilitation. The student will demonstrate competency in assessment and treatment techniques used for cardiopulmonary and wound pathologies common to physical therapy. An emphasis is placed on critical thinking and problem solving how different conditions may affect the physical therapy plan of care and interventions. Corequisites: PTAS 2690 (0/15/0/0)

PTAS 2700 Clinical Affiliation I 3.5 credits

This course will consist of a four-week clinical affiliation occurring during the middle of the second semester of the sophomore year. The student performs basic patient skills as well as newly acquired patient care activities under the immediate supervision of the clinical instructor. Prerequisites: PTAS 2620 with min grade of C AND PTAS 2650 with min grade of C AND PTAS 2670 with min grade of C AND PTAS 2690 with min grade of C Corequisites: PTAS 2720 (0/0/157.5/0)

PTAS 2720 Advanced Clinical Management 0.5 credits

This course applies the various elements of a professional healthcare provider while in the clinical setting that were introduced in PTAS 2520 Introduction to Clinical Management and PTAS 2620 Clinical Management Corequisites: PTAS 2700 (7.5/0/0/0)

PTAS 2770 Orthopedic Assessment and Intervention II 2.5 credits

This course will provide the student with the opportunity to understand the musculoskeletal structure and function of each major joint of the upper extremity. The student will assess movement and strength through goniometry and manual muscle testing. The student will also learn application of interventions for specific orthopedic and surgical conditions for the upper extremity. Prerequisites: PTAS 2620 with min grade of C AND PTAS 2650 with min grade of C AND PTAS 2670 with min grade of C AND PTAS 2690 with min grade of C Corequisites: PTAS 2771 (37.5/0/0/0)

PTAS 2771 Orthopedic Assessment and Intervention II Lab 1.5 credits

This course will provide the student with the opportunity to understand the musculoskeletal structure and function of each major joint of the upper extremity. The student will assess movement and strength through goniometry and manual muscle testing. The student will also learn application of interventions for specific orthopedic and surgical conditions for the upper extremity. Corequisites: PTAS 2770 (0/45/0/0)

PTAS 2790 Neurologic Rehabilitation 3 credits

This course will advance the student's knowledge in the areas of theory and treatment utilized in the rehabilitation of pediatric and adult populations with neurologic pathologies common to physical therapy. The student will learn about interventions used to influence normal and abnormal motor behaviors. This course will also introduce a neurologic treatment approach for amputee rehabilitation, as well as basic treatment techniques for balance and vestibular disorders. At the conclusion of this course, the student will have attained entry level knowledge and skills needed to work with clients with neurologic disorders Prerequisites: PTAS 2620 with min grade of C AND PTAS 2650 with min grade of C AND PTAS 2670 with min grade of C AND PTAS 2690 with min grade of C Corequisites: PTAS 2791 (45/0/0/0)

PTAS 2791 Neurologic Rehabilitation Lab 2 credits

This course will introduce the student to neurologic assessment and treatment techniques common to physical therapy. The student will demonstrate neurologic techniques used to facilitate normal motor behaviors and inhibit abnormal motor behaviors. The student will also demonstrate interventions utilized in amputee rehabilitation. Corequisites: PTAS 2790 (0/60/0/0)

PTAS 2800 Clinical Affiliation II 5 credits

This clinical education course will be the second of three experiences for the student. It will consist of six weeks in a clinical setting. The student will have the opportunity

to pursue a specific clinical practice area (i.e. pediatrics, geriatrics, orthopedics, etc.). The student performs advanced skills with immediate to moderate supervision of the clinical instructor. The student works towards full development of competency and proficiency as a PTA. Prerequisites: PTAS 2700 with min grade of P AND PTAS 2770 with min grade of C AND PTAS 2790 with min grade of C (0/0/225/0)

PTAS 2900 Clinical Affiliation III 5 credits

This clinical education course will be the final of the three clinical experiences for the student. It will consist of six weeks in a clinical setting. The student will have the opportunity to pursue a specific clinical practice area (i.e. pediatrics, geriatrics, orthopedics, etc.). The student perform advanced skills with immediate to moderate supervision of the clinical instructor. The student works toward full development of competency and proficiency as a PTA. Prerequisites: PTAS 2800 with min grade of P (0/0/225/0)

Renewable Fuels (RNEW)

RNEW 1100 Process Dynamics 3 credits

An introduction to the basic principles of industrial physics that are frequently encountered in an operating plant environment. Principles of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics, and heat transfer are covered. (45/0/0/0)

RNEW 1101 Ethanol Process Fundamentals 2 credits

Covers in detail the overall fundamental process of ethanol production. A Process Flow Diagram of a typical ethanol plant will be used to examine the sequence of operation, including residence times, pressures, and temperatures seen in various stages of production. The course will explain the rationale for feedstock and additives used in ethanol processing as well as product and co-product production and use. (30/0/0/0)

RNEW 1105 OSHA and Safety 1 credit

Regulatory information about the OSHA CFR Standards for General Industry, along with practical applications toward workplace safety will be covered in this course. Hazards that exist in ethanol plants will be discussed with an emphasis toward creating and maintaining a safe working environment. (15/0/0/0)

RNEW 1110 Mechanical and Fluid Fundamentals 3 credits

This course presents a basic understanding of fluid fundamentals with emphasis on electronic and pneumatic control systems. Identification of pumps, valves, heat exchangers, cooling towers, compressors, refrigeration principles, and boiler systems will be presented. Start-up, shutdown, operation, and troubleshooting for each of these mechanical systems will be studied at an introductory level. (45/0/0/0)

RNEW 1125 Piping and Instrumentation Diagrams 0.5 credits

This course will cover the symbols and diagrams commonly used on piping and instrumentation diagrams, or P and IDs, and electrical one-line diagrams. Focus will be on identifying the types of diagrams, identifying instrument symbols and line symbols used on P and IDs, understanding the types

of information typically found on a legend, using a P and ID to locate the components of a system, identification of symbols used on electrical one-line diagrams, and reading a flow diagram to trace the flow paths of a system. (7.5/0/0/0)

RNEW 1130 Pollution Control Fundamentals 2 credits

This course will cover the fundamentals of pollution control and environmental compliance requirements governing the protection of air, water, and land resources. Topics include the Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act, Spill Prevention and Counter Control Measures, and additional regulatory requirements affecting the ethanol industry. (30/0/0/0)

RNEW 1135 Distillation and Evaporation Theory 3 credits

This course will provide a comprehensive study of distillation, evaporation, and dehydration principles and how they are utilized and interrelated in ethanol production. Students will learn how to troubleshoot common operational problems and will become familiar with safety procedures. (45/0/0/0)

RNEW 1140 Process Plant Chemistry 2 credits

This course is designed to overview the relationship of science, technology, and management areas in regards to agricultural processing plant operations. The course has a strong emphasis on the product, operational, and business aspects of agricultural processing plants. (30/0/0/0)

RNEW 1155 Process Operations and Control 3 credits

This course explores the principles and practices related to the production of ethanol through the utilization of an ethanol process simulator. Students will navigate the start-up, shutdown, and clean-in-place processing steps necessary for ethanol production. Emphasis will be placed on report generating and interpreting data using real-life examples. (45/0/0/0)

RNEW 1160 Instrumentation and Control 3 credits

This course will provide a study of the fundamental concepts of programmable logic controls, hardware identification and application, and system testing. The course will also cover the calibration and troubleshooting of equipment used to measure flow rate, pressure, temperature, and pH. Corequisites: RNEW 1165 (45/0/0/0)

RNEW 1165 Instrumentation and Control Lab 1 credit

This laboratory will provide application of what is learned in the Instrumentation and Control Theory course through the use of process control trainers. Corequisites: RNEW 1160 (0/45/0/0)

RNEW 1170 Microbial Ecology 2 credits

This course will provide an introduction to the structure, classification, and ecology of microorganisms as they relate to an industrial processing plant. Corequisites: RNEW 1172 (30/0/0/0)

RNEW 1172 Microbial Ecology Lab 1 credit

Lab activities will use demonstration and inquiry techniques learned in the Microbial Ecology course. Corequisites: RNEW 1170 (0/45/0/0)

RNEW 1175 Industrial Water Treatment **2 credits**
This course covers the basic understanding of primary water treatment systems as they pertain to industrial processes. Students will be able to describe problems caused by impurities in water and explain how they can be removed physically and chemically. (30/0/0/0)

RNEW 1190 Industrial Supervisory and Management Principles **3 credits**
This course presents a repertoire of interpersonal skilled behaviors for successful management and supervision within rapidly changing industrial technologies. The course will empower supervisors to maximize communications, promote teamwork, benefit from change while managing time, and evaluate oneself as well as others, thus enhancing employee productivity. (45/0/0/0)

RNEW 1300 Cooperative Internship I **1-8 credits**
Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars, directly related to work experience. These experiences are supervised by the college and employers so that each contributes to the student's education and employability. Minimum 2.0 GPA after completing freshman year of program required. (0/0/0/480)

Sign Language (SIGN)

SIGN 1000 Conversational Sign Language **1-2 credits**
An introduction to sign language, including elements of ASL. This course will emphasize the development of receptive and expressive skills in the use of the manual alphabet, numbers, and basic signs. (30/0/0/0)

Sociology (SOCI)

SOCI 1010 Introduction to Sociology **3 credits**
Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, social inequalities, stratification, demography, and population. (45/0/0/0)

SOCI 1100 Introduction to Family Living **3 credits**
Study of basic social units historically and culturally. Examines the socialization process, gender roles, love, conflict, marriage, divorce, relationships, parenting, and alternate forms of family. (45/0/0/0)

SOCI 2150 Exploring Unity and Diversity **3 credits**
This course will help students increase awareness and sensitivity of commonalities and differences among people and acquire knowledge of social structure and inequalities. The course will prepare students to more critically, actively, and effectively participate in an increasingly diverse and global society. (45/0/0/0)

SOCI 2200 Criminology **3 credits**
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)

SOCI 2300 Sociology of Deviant Behavior **3 credits**
Theoretical analysis of the relation of deviant behavior including crime, vice, innovation, individual pathology, and deviant subgroups to community standards of conventional behavior as expressed in law and norms. (45/0/0/0)

SOCI 2320 Social Problems **3 credits**
This course is designed to give students an appreciation for the possibilities and difficulties inherent in a wide variety of social problems, to include economic inequality and poverty, work and unemployment, race and ethnicity, gender inequality and issues in sexual orientation, and crime and drugs. Problems related to the family, education, health care, and political institutions, violence, terrorism, population, and the environment will also be discussed. Prerequisites: SOCI 1010 (45/0/0/0)

Social Work (SOWK)

SOWK 2000 Introduction to Social Work **3 credits**
A basic introduction to the history, development, and current status of social welfare institutions and issues related to them. In addition, the course will review the profession of social work, to include the purposes, values, and skill base of the profession, the organization and functions of public and private social agencies, and the social service delivery system. The course will also address human needs and rights, the impact of social problems on individuals, families, and/or communities, and the response to them. (45/0/0/0)

SOWK 2100 Social Work Ethics and Skills **3 credits**
The course prepares students with a working knowledge of the social work field. They will develop a keen understanding of the values and ethics of social work and be oriented into social work environments so they can analyze, evaluate, and respond to diverse individuals functioning in challenging social situations. Emphasis will be on skill building and interpersonal communications. Prerequisites: SOWK 2000 with min grade of C (45/0/0/0)

SOWK 2110 Social Work Practicum **1 credit**
Under supervision, students will work at selected sites and apply acquired skills and principles studied in the classroom. Prerequisites: SOWK 2000 with min grade of C AND SOWK 2100 with min grade of C (may be taken concurrently) (0/0/45/0)

Spanish (SPAN)

SPAN 1000 Essential Conversational Spanish **1-2 credits**
An introduction to the conversational study of the Spanish language for various professional groups. (30/0/0/0)

SPAN 1005 Spanish in the Workplace I **1 credit**
This course will cover the basic phrases and communication skills needed to interact with Spanish-speaking employees, patrons, co-workers, and customers in the workplace. Emphasis is placed on oral communication and specific vocabulary used in a workplace context. (15/0/0/0)

SPAN 1010 Spanish in the Workplace II 1 credit

This course will cover vocabulary and communication skills dealing with career-specific workplace situations. Emphasis is placed on oral and written communication related to specific student career studies. (15/0/0/0)

SPAN 1200 Elementary Spanish I 4 credits

An introduction to the grammatical and conversational study of the Spanish language. Emphasis on the history and culture of the Spanish speaking world. (60/0/0/0)

SPAN 1210 Elementary Spanish II 4 credits

A continuation of the grammatical and conversational study of the Spanish language. Emphasis on reading Spanish at a literary level. Prerequisites: SPAN 1200 (60/0/0/0)

SPAN 2100 Intermediate Spanish I 4 credits

A grammar review and advanced presentation of the structure of the Spanish language. Emphasis on aural, conversational skills, reading, and writing. Prerequisites: SPAN 1210 (60/0/0/0)

Speech (SPCH)

SPCH 1010 Fundamentals of Communication 3 credits

This course stresses the correlation of effective communication common to interpersonal, small group, and public speaking contexts. Communication theory and application are incorporated into a variety of classroom activities. (45/0/0/0)

SPCH 1050 Career Communication 1-3 credits

The course introduces the student to a wide range of communication occurrences relevant to situations in their career. The student will gain knowledge and experience in the five types of communication: intrapersonal communication, interpersonal communication, small group communication, public speaking, and mass communication. (45/0/0/0)

SPCH 1100 Small Group Communication 3 credits

Study of the processes and techniques of purposeful, problem-solving communication in small, face-to-face groups. (45/0/0/0)

SPCH 1110 Public Speaking 3 credits

This course will enable students to master the skills required of speaking in today's workplace and society. This course will focus on the organization, preparation, research, and evidence needed for a presentation that is tailored to fit the audience. This course will also enhance the student's active and critical listening skills. (45/0/0/0)

SPCH 2010 Interpersonal Communication 3 credits

This course addresses the theories and models of interpersonal communication. Understanding these areas will allow students to develop and improve their own interpersonal communication skills. The course addresses listening skills, relationship and conflict management, gender communication, intercultural differences, and the connection between intrapersonal and interpersonal communication. Students will participate in projects and activities that enhance verbal and nonverbal interpersonal

communication skills. (45/0/0/0)

SPCH 2200 Public Relations 3 credits

Students will study the application of public relations in corporations, politics, national and international government, non-profit organizations, entertainment, sports, and travel. Topics include the role of ethics, gender and cultural differences, internal and external communications, and conflict management. (45/0/0/0)

SPCH 2300 Intercultural Communications 3 credits

This course will demonstrate the need for intercultural communication in today's world and present strategies and methods needed to be an effective intercultural communicator. (45/0/0/0)

Theatre (THEA)

THEA 1010 Introduction to Theatre 3 credits

An introduction to the forms and functions of the dramatic arts within a historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature. Prerequisites: ENGL 1010 with min grade of C OR ENGL 2070 with min grade of C (45/0/0/0)

THEA 1100 Theatre I 1 credit

Techniques and study in acting, rehearsal, performance, and stage production. (0/30/0/0)

THEA 1110 Theatre II 1 credit

Continuation of THEA 1100. Prerequisites: THEA 1100 (0/30/0/0)

THEA 1200 Play Production 2 credits

This course informs students on the design and planning process necessary to produce a play. Included topics are light design and application, scenic design and application, sound design and application, and costume design and application. The course culminates in the production of the college's annual student play. Prerequisites: THEA 1100 (may be taken concurrently) OR THEA 1110 (may be taken concurrently) OR THEA 2120 (may be taken concurrently) OR THEA 2130 (may be taken concurrently) (30/0/0/0)

THEA 1340 Introduction to Acting 3 credits

An introductory course on the art of acting, which lays the foundation for the acting process. This course introduces the student to methods for analyzing theatrical works, methods for developing physical and vocal techniques, ways to build a deeper awareness of character and characterization, and theories related to exploring techniques which help an actor prepare for performance. (45/0/0/0)

THEA 1920 Introduction to Movement for the Stage 1 credit

An introduction to the basic dance forms commonly utilized in musical theatre productions, including ballet, jazz, and modern dance. Students will also become acquainted with basic dance terminology. Prerequisites: MUSC 1960 (may be taken concurrently) OR THEA 1960 (may be taken concurrently) (0/30/0/0)

THEA 1960 Musical Theatre Recital 1 credit

Designed to serve as a demonstration of voice and

movement skills learned in the first year of the musical theatre program. Prerequisites: THEA 1920 (may be taken concurrently) OR MUSC 1920 (may be taken concurrently) AND MUSC 1122 (may be taken concurrently) (0/15/0/0)

THEA 2120 Theatre III **1 credit**
Continuation of THEA 1110. Prerequisites: THEA 1110 AND THEA 1200 (0/30/0/0)

THEA 2130 Theatre IV **1 credit**
Continuation of THEA 2120. Prerequisites: THEA 1200 AND THEA 2120 (0/30/0/0)

THEA 2150 Introduction to Directing **3 credits**
Introduction to various aspects of directing and staging techniques, including fundamentals of blocking, script analysis, and performance as they apply in theory, real-world examples, and practical application. Prerequisites: THEA 1100 (may be taken concurrently) OR THEA 1110 (may be taken concurrently) OR THEA 2120 (may be taken concurrently) OR THEA 2130 (may be taken concurrently) (22.5/45/0/0)

THEA 2920 Musical Theatre Performance **2 credits**
Designed as a capstone for the Musical Theatre Program, this course assesses student participation in the NECC College Musical. (0/60/0/0)

Utility Line (UTIL)

UTIL 1010 Concepts of Electricity I **4 credits**
Fundamentals of electrical theory and electrical components in DC circuits. Includes explanation and understanding of resistive circuit analysis using Ohm's law, circuit diagrams, and the proper operation of basic test equipment. Corequisites: UTIL 1020 (60/0/0/0)

UTIL 1020 Concepts of Electricity I Lab **1 credit**
Application of the fundamentals of electrical theory and electrical components in DC circuits. Lab includes demonstration and explanation of resistive loads in DC circuits, proper use of electrical test equipment, safety rules and procedures when working with electricity, and following circuit diagrams. Corequisites: UTIL 1010 (0/45/0/0)

UTIL 1030 Line Construction I **4 credits**
Study of the use of equipment, materials, and specifications for construction of various distribution systems. Proper and safe climbing techniques are a major element in the application of line construction. Corequisites: UTIL 1040 (60/0/0/0)

UTIL 1040 Line Construction I Lab **3 credits**
Application of fundamentals learned in the classroom regarding pole climbing, digger derrick set-up and operation, single phase overhead line construction including pole setting, plumbing, tamping, and learning basic tools of the trade. Corequisites: UTIL 1030 (0/135/0/0)

UTIL 1100 Commercial Drivers License **1 credit**
Includes all aspects of classroom instruction pertaining to the written portion of the commercial drivers license

test as is now required by the electrical utility industry for those operating utility-owned trucks on public roadways and to meet state and federal requirements. Valid drivers license required. UTIL majors only or permission of instructor. (15/0/0/0)

UTIL 1110 Commercial Drivers License Lab **1 credit**
Lab experience for UTIL 1100. Involves the practical application of driving a tractor trailer to meet the requirements of the State of Nebraska DOT Class A or A-O restriction CDL. Upon completion of this course, state testing for a commercial drivers license Class A will be done. Valid drivers license and CDL learners permit required. UTIL majors only or permission of instructor. (0/45/0/0)

UTIL 1120 Powerline Transformer Theory **2 credits**
Fundamentals of powerline transformer components, operation, and installation. Prerequisites: UTIL1010 with a min grade of C. Corequisites: UTIL 1240 (30/0/0/0)

UTIL 1140 Line Construction II **4 credits**
Advanced study of the use of equipment, materials, and specifications for the construction of various distribution systems. Proper, safe, and advanced climbing techniques are a major element in the application of advanced line construction. Prerequisites: UTIL 1010 with min grade of C AND UTIL 1030 with min grade of C AND MATH 1020 Corequisites: UTIL 1150 (60/0/0/0)

UTIL 1150 Line Construction II Lab **3 credits**
Application of the fundamentals learned in the classroom of single phase and three phase line construction. Lab includes setting poles, attaching hardware, guying and anchoring, underground electrical systems - both primary and secondary, conductors, and single phase transformer installation. Prerequisites: UTIL 1020 with min grade of C AND UTIL 1040 with min grade of C Corequisites: UTIL 1140 (0/135/0/0)

UTIL 1240 Concepts of Electricity II **4 credits**
Fundamentals of electrical theory and electrical components in AC circuits. Includes explanation and understanding of resistors, capacitors, inductors, and transformers and how they affect the flow of alternating current. Prerequisites: UTIL 1010 with min grade of C AND UTIL 1030 with min grade of C AND MATH 1020 Corequisites: UTIL 1250 (60/0/0/0)

UTIL 1250 Concepts of Electricity II Lab **1 credit**
Application of the fundamentals of electrical theory and electrical components in DC and AC circuits. Lab includes demonstration and experiments containing resistors, inductors, capacitors, and transformers in both AC and DC circuits, proper use of electrical test equipment, safety rules and procedures when working with electricity, and following circuit diagrams. Prerequisites: UTIL 1020 with min grade of C AND UTIL 1040 with min grade of C Corequisites: UTIL 1240 (0/45/0/0)

UTIL 1260 Ropes and Riggings **1 credit**
Proper use and handling of ropes and related hardware in line construction. Includes care of ropes, determination

of strengths and types, and knots. UTIL majors only. (15/0/0/0)

UTIL 1280 Computer Literacy 2 credits

An introduction to basic computer operations using personal computers with Windows operating system. Students learn to use the computer to create and edit word processing and spreadsheet documents. UTIL majors only. (30/0/0/0)

UTIL 1300 Cooperative Internship I 1-6 credits

Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and employers so that each contributes to the student's education and employability. Satisfactory completion of first year Utility Line program with all required classes and a minimum 2.0 GPA. Must have and maintain a valid Class A-O Restriction Commercial Drivers License. Prerequisites: UTIL 1140 with min grade of C AND UTIL 1150 with min grade of C AND UTIL 1240 with min grade of C AND UTIL 1250 with min grade of C AND UTIL 1260 AND UTIL 1120 AND HLTH 1710 AND MATH 1060 (0/0/0/360)

UTIL 1500 Rural Electric Job Training and Safety 1.5 credits

To educate employees in the safe working procedures and maintenance of equipment to provide a safe work environment in the rural electric industry. (22.5/0/0/0)

UTIL 1510 Electrical Job Training and Safety 2 credits

Course covers safe work practices and maintenance of equipment for electrical workers. (30/0/0/0)

UTIL 1520 Rural Electrical Job Training and Safety 2.5 credits

To educate employees in the safe working procedures and maintenance of equipment in the rural electric industry. (37.5/0/0/0)

UTIL 2200 Electrical Apparatus Theory 6 credits

The theory, operation, application, and safety of electrical equipment throughout the distribution system will be presented. Prerequisites: UTIL 1300 with min grade of P Corequisites: UTIL2210 (90/0/0/0)

UTIL 2210 Electrical Apparatus Lab 6 credits

Practical field experience in the construction and maintenance of a distribution system including the installation of electrical equipment commencing at the substation and terminating at the customer's premises. Prerequisites: UTIL 1300 with min grade of P Corequisites: UTIL 2200 (0/270/0/0)

UTIL 2240 Utility Occupational Procedures 1 credit

Safety of personnel, record keeping procedures, and conducting safety meetings for safe and efficient operation of an electric utility will be implemented. Prerequisites: UTIL 1300 with min grade of P (15/0/0/0)

UTIL 2400 National Electric Safety Code 2 credits

Advanced record keeping which will include accident investigation and reporting, operation practices, customer

relations, and safety meetings will be utilized for a safe and efficient operation of a utility. Prerequisites: UTIL 1300 with min grade of P (30/0/0/0)

UTIL 2420 Line Construction III 5 credits

Advanced theory and techniques of line construction and maintenance requirements will be presented. Techniques and theory of high voltage tools and equipment as well as application of rubber gloving techniques for working on energized high voltage lines will be presented and discussed. Theory and development for the use of primary and secondary underground cable, as well as underground specifications are presented, and also theory and techniques of field engineering. Prerequisites: UTIL 1300 with min grade of P Corequisites: UTIL 2430 (75/0/0/0)

UTIL 2430 Line Construction III Lab 6 credits

Extensive practical field experience in the use of high voltage tools and equipment, rubber gloving procedures and equipment, along with use of digger and aerial trucks for the construction and maintenance requirement of high voltage power lines. Practical field experience will be gained in the construction and maintenance of overhead and underground transmission and distribution systems. Trencher and backhoe equipment will be used for the installation of primary and secondary underground cable in a field situation. Prerequisites: UTIL 1300 with min grade of P Corequisites: UTIL 2420 (0/270/0/0)

Veterinary Technician (VTEC)

VTEC 1000 Animal Husbandry and Restraint 3 credits

Introductory course to help students learn the proper husbandry, feeding, breeds, and restraint techniques of the common domestic animals seen in a veterinary clinic. (45/0/0/0)

VTEC 1110 Veterinary Terminology 2 credits

The veterinary technician student will be instructed in writing, speaking, and understanding medical terminology. (30/0/0/0)

VTEC 1120 Anatomy and Physiology of Domestic Animals I 3 credits

A systems approach to studying the anatomy and physiology of domestic animals will be used. Students will learn the normal physiology of the tissues, skeletal, nervous, cardiovascular, blood, respiratory, and urinary systems. Species differences will be introduced. (45/0/0/0)

VTEC 1121 Anatomy and Physiology of Domestic Animals II 3 credits

This course is a continuation of VTEC 1120. A systems approach to studying the anatomy and physiology of domestic animals will be used. Students will learn the normal physiology of the integument, muscle, digestive, endocrine, reproductive, and special senses systems. Species differences will be introduced. (45/0/0/0)

VTEC 1123 Anatomy and Physiology of Domestic Animals Lab 1 credit

A systems approach to studying the anatomy and physiology of domestic animals will be used. Students will

learn the normal physiology of each organ system as well as the gross and microscopic anatomy. Species differences will be introduced. (0/45/0/0)

VTEC 1211 Laboratory Techniques I Lab 1 credit

This laboratory will include the demonstration and use of many diagnostic tests used in the veterinary clinic. Knowledge from VTEC 1210 will be used by the student to understand the basis of these tests. The diagnostic tests will include CBC, hematocrit, differentials urinalysis, and preparation for cytology. The student should gain an appreciation for the limits of each test, safety and quality control, and interpretation of the results. (0/45/0/0)

VTEC 1212 Laboratory Techniques I 3 credits

Students will explore the areas of hematology, cytology, and urology. They will learn basic diagnostic tests commonly used in veterinary clinics. Laboratory safety and quality control will be covered. Common diseases affecting laboratory results in large, small, and exotic species will be discussed. (45/0/0/0)

VTEC 1220 Pharmacology 3 credits

Provides the student with a working knowledge of the need for appropriate use and dispensing of medication in all levels in veterinary medicine. Emphasis is placed on the veterinary technician role as the student learns the principles of drug actions, drug groups, inventory management, dosage calculation, dispensing, adverse drug reactions, and proper storage and disposal. (45/0/0/0)

VTEC 1321 Radiology and Ultrasonography Lab 1 credit

Students will expand upon knowledge gained in VTEC 1320. Students will demonstrate safety, positioning animals correctly for x-rays, and taking good quality x-rays. Students will also develop a technique chart and figure exposure factors and will demonstrate how to use and maintain the ultrasound machine. (0/45/0/0)

VTEC 1322 Radiology and Ultrasonography 3 credits

Students will be instructed on x-ray production and ultrasonography imaging, radiation safety, and how to produce quality radiographs. Other subject areas include film processing, developing technique charts, exposure factors, and appreciate clinical indications for performing ultrasound. Must be 18 years or older and meet special conditions for course. (45/0/0/0)

VTEC 1410 Clinical Nursing of Companion Animals 3 credits

Students will learn various restraint techniques, nursing skills, and common diseases associated with small animals. Students will become acquainted with how to restrain small animals, recognize common clinical signs of ill animals, common tests used for diagnosis, treatments, and how to medicate small animals. Students will also learn how to provide assistance to the veterinarian, and safety will be emphasized. (45/0/0/0)

VTEC 1411 Clinical Nursing of Companion Animals Lab 1 credit

The student will expand upon the knowledge gained in VTEC 1410. The student will demonstrate the ability to restrain patients, recognize clinical signs of ill patients,

deliver medication, place and maintain catheters, perform diagnostic tests, monitor patients, and many other nursing techniques. Emphasis will be placed on safety, good medical communication, and patient comfort. (0/45/0/0)

VTEC 1440 Lab Animal Science 2 credits

This class will acquaint the student with basic principles of animal research. Basic lab animal husbandry, handling, and regulations will be the major topics of discussion. (30/0/0/0)

VTEC 2200 Veterinary Office Practices 3 credits

This course presents material that will help the veterinary technician learn about veterinary practice management. Students will learn about the care and maintenance of the veterinary practice, administrative duties, computer software, interpersonal communication, customer service, and financial matters of a veterinary practice. (45/0/0/0)

VTEC 2520 Clinical Nursing of Large Animals 3 credits

The student will learn various restraining techniques, nursing skills, and common diseases associated with large animals. The student will become acquainted with how to handle large animals, recognize common clinical signs of ill animals, common tests used for diagnosis, treatments, and how to medicate large animals. (45/0/0/0)

VTEC 2521 Clinical Nursing of Large Animals Lab 1 credit

The student will expand upon the knowledge gained in VTEC 2520. The student will demonstrate various methods of restraint, recognize clinical signs of ill patients, deliver medication, catheter placement, sample collection, perform diagnostic tests, monitor patients, and many other nursing techniques. Emphasis will be on safety, good medical communication, and patient comfort. (0/45/0/0)

VTEC 2561 Laboratory Techniques II Lab 1 credit

This laboratory will build on the knowledge gained from VTEC 2560. Diagnostic tests covered in this lab include fecals, eggs count, parasite identification, identification of bacteria, ELISA tests, and blood chemistries. The student should gain an appreciation for the limits of each test, safety and quality control, and interpretation of the tests results. (0/45/0/0)

VTEC 2562 Laboratory Techniques II 3 credits

A continuation of VTEC 1212. Students will be exposed to the areas of parasitology, microbiology, and clinical chemistries. The students will learn common diagnostic tests that are used in veterinary clinics. Common disease processes will be discussed. Laboratory safety and quality control will be emphasized. (45/0/0/0)

VTEC 2570 Laboratory Techniques III 2 credits

In this course the student will cover the subject areas of microbiology as it pertains to veterinary medicine. The student will learn the common laboratory practices used to identify bacterial agents. The student will also learn about the common bacteria groups found in veterinary medicine and their impact on the animals they infect. (30/0/0/0)

VTEC 2571 Laboratory Techniques III Lab 1 credit

In this course the student will learn proper laboratory techniques to prevent contamination and zoonosis. The student will learn how to identify different bacteria through the use of agars, staining techniques, metabolic tests, and other methods. The student will also learn about the common bacteria groups found in veterinary medicine and their impact on the animals they infect. (0/45/0/0)

VTEC 2611 Principles of Veterinary Surgical Nursing and Dentistry Lab 1 credit

Prepares the student to participate as an integral part of the surgical team. The student will be able to prepare equipment and supplies for surgery as well as assist the veterinarian during surgical procedures. The student will be trained in anesthetic procedures and will exercise proper safety measures to prevent injury to patient and staff. Prerequisites: VTEC 2622 with min grade of C+ AND VTEC 2621 with min grade of C+ (0/45/0/0)

VTEC 2612 Principles of Veterinary Surgical Nursing 3 credits

Prepares the student to participate as an integral part of the surgical team. Material presented will assist the student in understanding the theory on surgical assisting and surgical nursing. The student will review proper safety measures pertaining to animal handling, OSHA, Zoonosis, and personal safety. (45/0/0/0)

VTEC 2621 Anesthesia for Veterinary Technician Lab 1 credit

This course will prepare the student to participate as an integral part of the surgical team. Material presented will assist the student in understanding the theory on anesthesia. The student will review machine function and maintenance, correct monitoring options, how to recognize emergency situations and appropriate steps to correct situation, and advanced procedures used in both anesthesia and analgesia. (0/45/0/0)

VTEC 2622 Anesthesia for Veterinary Technicians 3 credits

This course will prepare the student to participate as an integral part of the surgical team. Material presented will assist the student in understanding the theory on anesthesia and dentistry. The student will review proper safety measures pertaining to animal handling, OSHA, Zoonosis, and personal safety. (45/0/0/0)

VTEC 2630 Clinical Nursing of Avian and Exotics 2 credits

The course is designed to introduce the student to the care of exotic animals. The student will learn various restraint techniques, nursing skills, and common diseases associated with exotics. The student will become acquainted with how to handle exotics, recognize common clinical signs of the ill exotics, common tests used for diagnosis, treatments, and how to medicate exotic animals. (30/0/0/0)

VTEC 2660 Internship 6 credits

Allows the student hands-on experience in the veterinary clinic. The student will work under the supervision of the veterinarian to gain and hone their skills as a veterinary technician. This internship is completed during the last

semester of the Veterinary Technology Program. At the end of this internship, the student will take a major comprehensive exam of all material presented in the veterinary technology curriculum. (0/0/360/0)

VTEC 2680 Veterinary Technician National Exam Review 1 credit

This is a review course that will help students review material from the veterinary technology program and prepare to take the Veterinary Technician National Exam. Emphasis will be placed on the seven domains of the VTNE. Students will be required to pass a comprehensive exam at the end of the course. (15/0/0/0)

VTEC 2700 Topics in Large Animal Nursing 1 credit

This course is designed for the student who wants to advance their skill level in large animal nursing. Students will select the topics that will be covered from the areas of anesthesia, radiology and ultrasound, reproductive management, and nursing skills. (7.5/22.5/0/0)

VTEC 2888 Topics in Small Animal Nursing 1 credit

This course is designed for the student who wants to advance their skill level in small animal nursing. Topics that will be covered include: anesthesia, emergency and critical care, toxicology, advanced nursing skills, nutrition, rehabilitation, chemotherapy, and dentistry. Must be sophomore standing in Veterinary Technology Program. Prerequisites: VTEC 1410 AND VTEC 1411 AND VTEC 2621 AND VTEC 2622 (7.5/0/0/0)

Welding (WELD)**WELD 1010 Related Welding 0.5 credits**

Basic welding fundamentals for vocational programs other than welding. Emphasizes shielded metallic arc welding and oxyacetylene welding. Corequisites: WELD 1020 (7.5/0/0/0)

WELD 1020 Related Welding Lab 1 credit

Lab experience for WELD 1010. Emphasizes shielded metallic arc welding and oxyacetylene welding. Corequisites: WELD 1010 (0/45/0/0)

WELD 1030 Shielded Metal Arc Welding Basic Theory (SMAW) 1.5 credits

Provides students with a technical understanding of arc welding, welding safety, power sources, electrode classifications, and selection. It also provides theory to make quality shielded metal arc welds in all positions on various thicknesses of material using selected electrodes on AC and DC currents. Corequisites: WELD 1035 (22.5/0/0/0)

WELD 1035 Shielded Metal Arc Welding Basic Lab 3 credits

Provides students with a technical understanding of arc welding, welding safety, power sources, electrode classifications, and selection. It also provides training to develop skill to make quality welds in all positions on mild steel from thin to thick material, single and multiple passes using selected electrodes and current. Course also provides training to develop skill to produce quality multi-pass groove welds with backing in all positions. Related information about welder qualification is provided. Corequisites: WELD 1030 (0/135/0/0)

WELD 1040 Gas Metal and Flux Cored Arc Welding Theory (GMAW-FCAW) 1.5 credits

Provides students with a technical understanding of welding safety using gas metal arc and flux cored arc welding, equipment adjustments, metal transfer, and shielding gases. It also illustrates problems associated with welding situations and provides corrective information. Corequisites: WELD 1045 (22.5/0/0/0)

WELD 1045 Gas Metal Arc and Flux Cored Arc Welding Lab 3 credits

Provides students with the training to develop the skill to make gas metal arc and flux cored arc welds in all positions on mild steel and materials with various thicknesses. Single and multiple pass welds using select modes of transfer will be used to produce welds on fillet and groove welds. Corequisites: WELD 1040 (0/135/0/0)

WELD 1050 Gas Tungsten Arc Welding Theory (GTAW) 1.5 credits

Course provides the student with a technical understanding of gas tungsten arc welding, arc characteristics, and welding safety. It prepares students with a technical understanding to make welds on gage material using mild steel, stainless steel, and aluminum and provides preparation for welding pipe. Prerequisites: WELD 1035 AND WELD 1045 Corequisites: WELD 1055 (22.5/0/0/0)

WELD 1055 Gas Tungsten Arc Welding Lab 3 credits

Course provides a technical understanding of gas tungsten arc welding, arc characteristics, and welding safety. It provides training to develop the skill to make welds on mild steel, stainless steel, and aluminum gage material. It also develops skill to produce groove welds on plate and pipe material in various positions. Student must reach a skill level on gage material and plate prior to getting on pipe. Prerequisites: WELD 1035 AND WELD 1045 Corequisites: WELD 1050 (0/135/0/0)

WELD 1060 Pipe Applications Theory 1.5 credits

This course provides the student with an understanding of pipe welding and weld quality plus information about the pipe welding industry. It also provides information about the different pipe welding positions and codes and how multiple processes can be used to weld out pipe. Prerequisites: WELD 1055 (may be taken concurrently) Corequisites: WELD 1065 (22.5/0/0/0)

WELD 1065 Pipe Applications Lab 3 credits

Course provides the student with an understanding of pipe welding and weld quality. This course helps to develop the welding skills necessary to produce welds on pipe in various positions using one or more processes to complete the weld. Prerequisites: WELD 1055 (may be taken concurrently) Corequisites: WELD 1060 (0/135/0/0)

WELD 1110 Introduction to Metallurgy 2 credits

Course will provide instruction and information on the basic principles of metallurgy as it relates to welding. It also covers why welds and welders are tested and why quality, reliability, and strength are critical in weldments. (30/0/0/0)

WELD 1140 Print Reading and Symbols 2 credits

Provides students with a technical understanding to develop skills necessary to interpret working sketches and prints common to the welding field. Once the learner is familiar with the basic concepts and components of drawings, the American Welding Society standard weld symbols are introduced, as well as pipe welding symbols and nondestructive examination symbols. (30/0/0/0)

WELD 1155 Fabrication Equipment and Operation Lab 2 credits

Course will provide students the information to identify, maintain, setup, and safely use precision measuring tools, hand and power tools, and other lab equipment related to the welding field. Metal forming, cutting, and finishing equipment will also be discussed. Related welding and cutting processes will also be identified and practiced Corequisites: WELD 1035, WELD 1045 (0/90/0/0)

WELD 1170 Print Reading and Fabrication Lab 2 credits

Course provides students with skills to apply the aspects of blueprint reading and to use set-up tools to fabricate a weldment from a print. Corequisites: WELD 1055 (0/90/0/0)

Wind Energy (WIND)

WIND 1015 Principles of Electricity I 3 credits

Fundamental electrical theory including electrical components and their effects on AC and DC circuits. Covers electrical measurement with emphasis on circuit analysis using Ohm's law and circuit testing equipment. Corequisites: WIND 1025 (45/0/0/0)

WIND 1025 Principles of Electricity I Lab 2 credits

Fundamental electrical theory including electrical components and their effects on AC and DC circuits. Covers electrical measurement with emphasis on circuit analysis using Ohm's law and circuit testing equipment. Corequisites: WIND 1015 (0/90/0/0)

WIND 1035 Wind Industrial Safety 2 credits

The study of safety guidelines in the wind industry including OSHA regulations for general industry as well as first aid and CPR. (30/0/0/0)

WIND 1040 Wind Industrial Safety Lab 3 credits

Hands on practice of safety topics, and training in the safe access and rescue at heights aspect of the wind energy field. Corequisites: WIND 1035 (0/135/0/0)

WIND 1058 Electrical and Operations Safety for Wind Energy 3 credits

Basic study of the electrical safety guidelines for wind industry. (45/0/0/0)

WIND 1080 Wind Energy Fundamentals 3 credits

Introduction to how wind energy works, its reliability, and its economic, environmental, and political issues. Introduces the various components and nomenclature of wind energy systems as well as fundamental maintenance principles. (45/0/0/0)

WIND 1150 Mechanical Systems I 1 credit

Fundamental exploration of various electrical diagrams, symbols, and their associated devices commonly used for basic control of electrical motors and industrial loads. (15/0/0/0)

WIND 1165 Mechanical Systems I Lab 3 credits

Practical application of various circuits commonly used to control electrical motors and industrial loads, including practice in troubleshooting and wiring control circuits in a laboratory setting. Corequisites: WIND 1150 (0/135/0/0)

WIND 1230 Motor Control 2 credits

Practical source on various circuits commonly used to control electrical motors, including practice in troubleshooting and wiring control circuits in a laboratory situation. Prerequisites: WIND 1015 with min grade of C (30/0/0/0)

WIND 1240 Motor Control Lab 2 credits

Practical application in constructing circuits used to control motors. Includes troubleshooting and repair of motor control systems in a lab setting. Prerequisites: WIND 1025 with min grade of C Corequisites: WIND 1230 (0/90/0/0)

WIND 1255 Blueprint Reading 2 credits

Study of electrical and structural blueprints used in the wind industry. Course includes creating a materials list and cost estimates for constructing wind turbines. Students will also learn how to use a CAD program to blueprint electrical and electromechanical devices used in the operation of wind turbines. (30/0/0/0)

WIND 1300 Cooperative Internship I 1-6credits

Work-study program for in-depth instruction on the job. The college gives both related and vocational instruction before and/or during this period, including seminars directly related to the work experience. These experiences are planned and supervised by the college and the employers so that each contributes to the student's education and employability. First year completion of the Wind Energy program or permission of instructor required. (0/0/0/360)

WIND 2015 Principles of Electricity II Theory 2 credits

This course is the student's next step up after understanding the concepts learned through the Basic Electricity course. Students will interpret complex electrical circuits and components typically found within AC circuits that cause the circuits to become reactive. They will identify how these electronic components cause the reactions and understand methods to discover and test these reactions and the methods used to correct them. Prerequisites: WIND 1015 with min grade of C AND WIND 1025 with min grade of C Corequisites: WIND 2025 (30/0/0/0)

WIND 2025 Principles of Electricity II Lab 2 credits

This course is the student's next step up after understanding the concepts learned through the Basic Electricity course. Students will interpret complex electrical circuits and components typically found within AC circuits that cause the circuits to become reactive. They will identify how

these electronic components cause the reactions and understand methods to discover and test these reactions and the methods used to correct them. Prerequisites: WIND 1015 with min grade of C AND WIND 1025 with min grade of C Corequisites: WIND 2015 (0/90/0/0)

WIND 2040 Programmable Controllers and Communications 2 credits

This course introduces students to the program development and control of electromechanical equipment utilizing PLC type controllers and software, as well as the communication (SCADA) protocol and connections required to complete this process locally and or remotely as would be required for a multi-tower wind farm site. Prerequisites: WIND 1230 with min grade of C AND WIND 1240 with min grade of C (may be taken concurrently) Corequisites: WIND 2042 AND WIND 2115 AND WIND 2120 (30/0/0/0)

WIND 2042 Programmable Controllers and Communications Lab 2 credits

This course introduces students to the program development and control of electromechanical equipment utilizing PLC type controllers and software, as well as the communication protocol and connections required to complete this process locally and or remotely as would be required for a multi-tower wind farm site. Prerequisites: WIND 1230 with min grade of C (may be taken concurrently) AND WIND 1240 with min grade of C Corequisites: WIND 2040 AND WIND 2115 AND WIND 2120 (0/90/0/0)

WIND 2052 Fluid Fundamentals Theory 2 credits

The study of fluid characteristics, the operation of valves, pumps, and cylinders, and the basic steps in hydraulic troubleshooting. (30/0/0/0)

WIND 2062 Fluid Fundamentals Lab 2 credits

Practical application in the safe use of high-pressure hydraulic fluids. Students will draw and construct simple hydraulic circuits, analyze hydraulic systems, as well as connect and demonstrate the use of flow control components. (0/90/0/0)

WIND 2095 Air Foils and Composite Repair Lab 2 credits

This course will enable the student to understand the construction, design and repair of wind turbine blades. This course will further cover the moving and transportation of wind turbine blades. Students will understand common industry terminology used in the manufacturing and repair of wind turbine blades. Students will also be exposed to traditional and new repair techniques. (0/90/0/0)

WIND 2115 Control Systems 2 credits

Students will learn to interpret, understand, and troubleshoot the various industrial control systems that utilize advanced electrical and electronic components and devices such as sensors, relays, proximity switches, and controllers. Prerequisites: WIND 1230 with min grade of C AND WIND 1240 with min grade of C Corequisites: WIND 2040 AND WIND 2042 AND WIND 2120 (30/0/0/0)

WIND 2120 Control Systems Lab 2 credits

Application of the concepts and principles of control systems. Students will experimentally test and evaluate

control systems. Students will further troubleshoot and repair various industrial control systems utilizing advanced electrical and electronic components and devices such as sensors, relays, proximity switches, and controllers. Prerequisites: WIND 1230 with min grade of C AND WIND 1240 with min grade of C Corequisites: WIND 2040 AND WIND 2042 AND WIND 2115 (0/90/0/0)

WIND 2210 Mechanical Systems II 1 credit

This course will cover the interaction and repair of wind turbine up-tower mechanical devices. Repairs and maintenance will follow the guidelines of re-manufacturing companies along with best practices by the Electrical Apparatus Service Association. Students will have an opportunity to obtain a torque certification credential. Prerequisites: WIND 1150 AND WIND 1165 (15/0/0/0)

WIND 2220 Mechanical Systems II Lab 3 credits

The lab will cover hands-on training with the various mechanical pieces of today's large scale wind turbines. Prerequisites: WIND 1150 AND WIND 1165 Corequisites: WIND 2210 (0/135/0/0)

WIND 2275 Wind Site Development and Operation 2 credits

This course will cover basic principles of how to determine suitability of sites for wind energy production, including societal and environmental impacts and mitigation, as well as continual responsibilities required throughout the operation of the site. Prerequisites: WIND 1080 (30/0/0/0)

WIND 2285 Power Generation and Distribution Theory 3 credits

Introduction to the function of rotating electrical equipment such as AC and DC motors and generators studying the construction and fundamental elements required to allow these machines to function. Students will then study how the electricity produced through electrical power generation gets distributed, applied, and dispersed through the power grid. Corequisites: WIND 2295 (45/0/0/0)

WIND 2295 Power Generation and Distribution Lab 2 credits

Introduction to the function of rotating electrical equipment such as AC and DC motors and generators studying the construction and fundamental elements required to allow these machines to function. Students will then study how the electricity produced through electrical power generation gets distributed, applied, and dispersed through the power grid. Corequisites: WIND 2285 (0/90/0/0)



ORGANIZATION AND STAFF

BOARD OF GOVERNORS

District I

Del Ames Neligh
Donovan Ellis, Secretary Pierce

District II

Nicole Sedlacek O'Neill
Carol Sibbel O'Neill

District III

Steven Anderson Concord
Pat Wojcik South Sioux City

District IV

Dr. Terry Nelson West Point
Jeanne Reigle Madison

District V

Julie Robinson, Chairperson Norfolk
Dirk Petersen Norfolk

At Large

Jeffrey Scherer, Vice-Chairperson Beemer

ADMINISTRATION

Barrett, Leah (2020)

President
Ed.D, Executive Leadership, St. John Fisher College
– Rochester, New York
B.S., M.B.A., University of Wyoming

Bressler, Coleen (1999)

Executive Director of Administrative Services
B.S., M.B.A., Wayne State College

Dvorak, Jessica (2017)

Vice President of Human Resources &
Organizational Development
B.S., M.S., Peru State College

Feilmeier, Paul (2020)

Vice President of Technology Services
B.S., M.S., Bellevue University

Gibson, Danielle (2021)

Associate Vice President of Institutional Research
& Analytics
M.S., Grantham University
B.S., Central Missouri State University

Gray, Scott (2020)

Vice President of Administrative Services &
General Counsel
B.S., J.D., University of Nebraska-Lincoln

Greve, Jennifer (2007)

Executive Director of Marketing and Recruitment
B.S., Wayne State College

Grudzinski, Shanelle (2009)

Dean of Applied Technology
M.B.M., University of Phoenix
B.S., Wayne State College

Hanson, Cynthia (2017)

Dean of Workforce Development
Ed.D., University of South Dakota
M.S., Drake University
B.A., Briar Cliff College

Herley, Wade (2013)

Dean of Business and Humanities
M.A., Ed.D., University of South Dakota
B.S., Wayne State College

Hoffman, Jeffery (2021)

Dean of Health and Public Service
M.S., Ed.D., Springfield College
B.A., University of Nebraska-Omaha

Hunter, Lai-Monté (2022)

Dean of Students
Ed.D., Faith Bible College
M.A., Webster University
B.S., Missouri Western State University

Keeler-Strom, Michela (2005)

Dean of Academic Outreach
M.P.A., University of Nebraska-Omaha
B.S., Wayne State College
A.A., Northeast Community College

Kilday, Faye (2010)

Dean of Center for Teaching and Learning
M.S., Bellevue University
B.S., University of Nebraska-Kearney

Kruse, Tracy (2013)

Vice President of Development & External Affairs
Ph.D., Iowa State University
B.A., M.B.A., University of Northern Iowa

Lammers, Shelley (1999)

Dean of Student Success
M.A., University of South Dakota
B.S., Chadron State College

McLean, Brandon (2006)

Executive Director of Physical Plant
B.S., University of Nebraska-Lincoln

Nipp, Amanda (2010)

Vice President of Student Services
M.S.E., University of Kansas
B.A., Nebraska Wesleyan University

Smydra, Tara (2014)

Dean of Science, Technology, Ag, and Math (STAM)
B.S., M.A., Briar Cliff University

Trowbridge, Lori (2016)

Executive Director of College Engagement
B.S., University of Nebraska – Lincoln

Widener, Charlene (2023)

Vice President of Educational Services
Ph.D., University of Missouri
B.S., M.A., Kansas State University
A.A., Hutchinson Community College

FACULTY/PROGRAM DIRECTORS

Abels, Scott (2015)

Foundational English/ESL
M.F.A., Creative Writing, Boise State University
B.A., English, Chadron State College

Aldag, Stacey (2008)

Mathematics
M.A., Mathematics, University of Nebraska-Lincoln
M.S., Math Education, Wayne State College
B.A., Math Education, Wayne State College

Anderson, Stacy (2020)

Business
M.B.A., Wayne State College
B.S., Human Resources Management, Wayne State College
A.A., Business Administration, Northeast Community College

Bailey, Paul (1989)

Heating, Ventilation & Air Conditioning
M.S.E., Vocational Education, Wayne State College
B.S., Technology, Wayne State College
A.A.S., HVAC, University of South Dakota
*Northeast Community College R.S.E.S. Certificate Member
Refrigeration Service Engineer Society Master Specialist CMS
NATE Certified in heat pump, air conditioning, air distribution, and gas heat; Grade Three Boiler Engineer; Factory Service Schools; Trade Experience; Service Manager; Certified Master HVAC-R Educator*

Bailey, Trevor (2022)

Information Technology
A.A.S., Information Technology, Northeast Community College

Baldwin, Ward (2015)

Mathematics
M.S., Mathematics, Wayne State College
B.A., Math Education, Wayne State College

Barnes, Colleen (2008)

Criminal Justice/Sociology
M.S., Community Counseling, University of Nebraska-Kearney
B.S., Sociology, University of Nebraska-Kearney

Barnes, Jon B. (2016)

Human Services and Human Relations
M.A., Counseling, Lincoln Christian University
B.A., Family Life Ministry, Nebraska Christian College

Barnes, William (2001)

Electromechanical Technology
A.A.S., Service Energy, Western Iowa Tech Community College
Trade Experience

Barritt, Sara (2007)

Accounting/Business
M.P.A., Accountancy, University of Nebraska-Lincoln
B.S., Business Administration w/Accounting Emphasis, University of Nebraska-Lincoln
CPA (Inactive Registrant)

Beardslee, Anthony (1998)

Audio and Recording Technology
M.E., Educational Administration, University of Nebraska-Lincoln
B.S., Business Information Systems, Bellevue University
A.A.S., Audio/Recording Technology, Northeast Community College
Trade Experience

Beaudette, David (2009)

Auto Body Technology
A.A.S., Auto Body Repair Technology, Northeast Community College
Trade Experience

Brandt, Curtis (2016)

Building Construction
A.A.S., Building Construction, Southeast Community College
Trade Experience

Brummels, Katie (2016)

Nursing
M.S.N., Nebraska Methodist College
B.S.N., Nursing, Clarkson College

Burbach, Chris (2013)

Agriculture
B.T., Agribusiness, Northwest Missouri State University
A.A.S., Diversified Agriculture, Northeast Community College

Burriss-Janssen, Emma (2023)

English
Ph.D., English, University of Connecticut
M.A., English, University of New Hampshire
B.A., History, Washington and Lee University

Bush, Trentee (2019)

Agriculture, Horticulture
Ph.D., Educational Studies, University of Nebraska-Lincoln
M.S., Horticulture, University of Nebraska-Lincoln
B.S., Horticulture, University of Nebraska-Lincoln

Carnell, Roger E. (2001)

Automotive Technology
A.A.S., Automotive Technology, Northeast Community College
A.S.E., Master Auto Technician Advanced Level
Trade Experience

Claussen, Heather (2012)

Director of Allied Health Programs
M.A., Education Administration, University of South Dakota
B.S., Elementary Education, Wayne State College

Cooper, Ashley (2021)

Mathematics
M.S.E., Curriculum and Instruction, Doane University
B.S., Middle Grade Education, University of Nebraska-Lincoln

Cooper, Michael (1991)

Veterinary Technology
D.V.M., Ohio State University
B.S., Animal Science, University of Nebraska-Lincoln

Crawford, Richard (Scott) (2021)

EMT/Paramedics
 A.A.S., Paramedic, Northeast Community College
Nationally Registered Paramedic
Nebraska Licensed Paramedic
Critical Care Paramedic
Nebraska Certified EMS Instructor

Dolezal, Lawrence (Drew) (2021)

Media Arts
 A.A.S., Audio Recording Technology, Northeast
 Community College

Dvorak, Stefanie (2018)

Nursing
 M.S.N., Nebraska Methodist College
 B.S.N., Nursing, University of Nebraska Medical Center

Elliott, Thomas (2017)

Foundational English/ESL
 M.S., Liberal Studies Social Sciences, Fort Hays State
 University
 B.A., English, Fort Hays State University

Elznic, Jason (2005)

English
 M.S.E., English, Wayne State College
 B.S., English, Wayne State College

Evans, Craig (2005)

Diesel Technology
 A.A.S., Diesel Technology, Northeast Community College

Fuerhoff, Sarah (2016)

Health Information Management Systems
 B.S., Health Information Management, College of St.
 Mary

Guenther, Lisa (2019)

Early Childhood Education
 M.A.E., Elementary Education, University of South Dakota
 B.A., Education, Wayne State College

Heidt, David (1991)

Chemistry/Physics
 M.S.E., Math/Science, Wayne State College
 B.S.E., Science, University of Nebraska-Lincoln

Henkel, Bonnie (2021)

Colorado Apprentice Plumber
Colorado Journeyman Plumber
2006 Master Plumber International Code Computer Test
Plumbing Contractor City of Norfolk

Hildebrand, Kory (2011)

Utility Line Off-Campus
 Diploma, Powerline Construction and Maintenance,
 Mitchell Technical Institute

Hobza, Ryan (2007)

Building Construction
 A.A.S., Architectural Drafting, Northeast Community
 College

Hoehne, Cara (2012)

Business
 M.B.A., Wayne State College
 B.S., Business Administration/Public Accounting, Wayne
 State College

Hoffman, Anthony (1996)

Electrical Construction and Control
 B.S., Administration, University of Nebraska-Kearney
 A.A.S., Electrician-Residential and Commercial,
 Northeast Community College
Nebraska and South Dakota Electrical Contractor
Trade Experience

Hoile, Tom (2014)

Auto Body Technology
 A.A.S., Auto Body Repair Technology, Northeast
 Community College
Trade Experience

Holcomb, Michael (2006)

Drafting - Architectural
 A.A.S., Architectural Drafting, Northeast Community
 College
Trade Experience

Hupp, Gretchen (2022)

Allied Health
 B.S.N., Nursing, Nebraska Methodist College
 B.A., Psychology and Special Education, University of
 Nebraska-Lincoln
 A.D.N., Northeast Community College
 Army National Guard Administrative Assistant Diploma

Jackson, Angie (2011)

Biology/Anatomy & Physiology/Microbiology
 M.S., Biology, University of Nebraska-Kearney
 B.S., Natural Science, Wayne State College

Johanson, Dale (1994)

Mathematics
 M.A., Mathematics, University of South Dakota
 B.S., Mathematics/Computer Science, Midland Lutheran
 College

Johnson, Katie (2019)

Mathematics
 M.S.E., Mathematics, Chadron State College
 B.S., Mathematics, Wayne State College

Johnson, Matthew (2000)

Utility Line
 B.S., Safety Management, Central Missouri State University
 A.A.S., Utility Line, Northeast Community College
Trade Experience

Johnson-Bartee, Bonnie (2008)

English
 M.S.E., English, Wayne State College
 B.S., English Writing & Literature, Wayne State College
 A.A., Education-Secondary, Northeast Community College

Judt, Jennifer (2013)

Biology
 M.S., Biology, University of Nebraska-Kearney
 B.S., Natural Science Education, Wayne State College

Kaup, Travis (2013)

Diesel Technology
 A.A.S., Diesel Technology, Northeast Community College
Trade Experience

Keller, Brandon (2017)

Agriculture
M.B.A., Agriculture Economics, Northwest Missouri State University
B.S., Agriculture Economics/Natural Resource and Environmental Sciences, Kansas State University

Knapp, John (2011)

Welding
A.A.S., Welding, Southeast Community College

Krusemark, Renee (2013)

English
Ed.D., Interdisciplinary Leadership, Creighton University
M.A., English, National University
B.A., Theatre, University of Nebraska-Lincoln

Kucera, Erin (2015)

Biology/Zoology
M.S., Biology, University of Nebraska-Omaha
B.S., Life Science/Biology, Wayne State College

Kuehner, Michelle (2015)

Nursing/Allied Health
M.S.N., Nebraska Methodist College
B.S., Nursing, University of Phoenix

Kumm, Gene (2021)

Electrical Construction and Control
A.A.S., Electromechanical Technology, Northeast Community College
A.A.S., Electrical Construction and Control, Northeast Community College

Lance, Jonathan (2021)

Diesel Technology
A.A.S., Diesel Technology-Agriculture, Northeast Community College

Lechner, Michael (1996)

Agriculture
M.S., Agriculture Education, University of Nebraska-Lincoln
M.A., Counseling, Wayne State College
B.S., Agriculture, University of Nebraska-Lincoln

Lemke-Elznic, Melissa (2005)

Speech
M.S.E., Communication Arts, Wayne State College
B.S., English Literature, Wayne State College

Liewer, John (2012)

Wind Energy Technology
A.A.S., Electrician-Residential and Commercial, Northeast Community College

Luebe, Sarah (2015)

Nursing
M.S.N., Nebraska Methodist College
B.S., Nursing, Nebraska Medical Center
A.D.N., Northeast Community College
Diploma, Practical Nursing, Northeast Community College

Lynch, Michael L. (1995)

Art
M.F.A., Painting, Washington University (Missouri)
B.F.A., Painting, Northwest Missouri State University

Mazuch, Tina (2021)

Health Information Management Systems
M.S., Organizational Performance, Bellevue University
B.S., Health Information Management, College of St. Mary
A.A., Medical Office Technologist, Northeast Community College
*RHIA, Registered Health Information Administrator
CCS, Certified Coding Specialist*

McCarthy, Matthew (2002)

Criminal Justice
M.P.A., Public Administration, University of Nebraska-Omaha
B.S., Criminal Justice Law Enforcement, Wayne State College
Trade Experience

McCarthy, Michael (2016)

Welding
A.A.S., Welding, Northeast Community College

McClaren, Lori (2017)

Business
M.B.A., Business Management, University of South Dakota
B.S., Business Administration, University of South Dakota

McCracken, Anastasia (2022)

Veterinary Technician
A.A.S., Veterinary Technology, Northeast Community College

McKeon, Tom (2000)

Utility Line
A.A.S., Utility Line, Northeast Community College
Trade Experience

McLouth, Kevin (2014)

Instrumental Music
M.M., Music, University of South Dakota
B.S., K-12 Composite Music, Dickinson State University

Merritt, Heidi (2009)

Nursing
M.S.N., University of Nebraska Medical Center
B.A., Sociology, University of Nebraska-Lincoln
B.S.N., Nursing, University of Southern Mississippi

Meyer, Sheila (2016)

Nursing
M.S.N., Nebraska Methodist College
B.S., Nursing, University of Nebraska Medical Center
A.D.N., Northeast Community College
Diploma, Practical Nursing, Northeast Community College

Milenkovich, Tony (2001)

Diesel Technology
A.A.S., Diesel Truck Equipment, Southeast Community College
A.A.S., Construction Equipment, Southeast Community College
*I.M.A.C.A., 608 Air Conditioning Certification
Trade Experience*

Muncy, Paul (2017)

History/Geography
M.A., History, California State University
B.A., History, California State University

Mundil, Stefanie (2007)

Health, Physical Education & Recreation
 M.S.E., Exercise Science, Wayne State College
 B.S., Exercise Science, Wayne State College
NCSA - CPT National Strength and Conditioning Association

Musil, Cheryl (2016)

Nursing
 M.S.N., Nebraska Wesleyan University
 B.S.N., Nursing, Nebraska Wesleyan University
 Diploma, Nursing, Bryan Memorial Hospital School of Nursing

Nelson, John (2008)

Heating, Ventilation, and Air Conditioning
 A.A.S., Heating, Ventilation, and Air Conditioning,
 Northeast Community College
Certified Master HVAC-R Educator

Nelson, Mary Jo (2010)

Nursing
 M.S.N., University of Nebraska Medical Center
 B.S.N., Nursing, University of Nebraska Medical Center

Nelson, Matthew (2021)

Utility Line Instructor, Region II
 A.A.S., Utility Line, Northeast Community College

Nelson, Theresa (2009)

Speech
 M.A., Communication, University of Nebraska-Omaha
 B.A., Speech, University of Wisconsin

Noonan, Robert (2013)

Agriculture
 M.S., Agronomy, University of Nebraska-Lincoln
 B.S., Agronomy, University of Nebraska-Lincoln

O'Boyle, Mary (1997)

Education/Psychology/French/Sociology
 M.S.E., Counseling, Wayne State College
 B.S.E., French, Queens University of Belfast

O'Byrne, Michael (2017)

Mathematics
 M.S., Mathematics, North Carolina Central University
 B.S., Mathematics, North Carolina Central University

Otte, Bowdie (1996)

Automotive Technology
 B.A., Industrial Technology Education, Wayne State College
 A.A.S., Automotive Technology, Northeast Community College
*A.S.E., Master Auto Technician Advanced Level
 Trade Experience*

Ottis, Joseph (2020)

Automotive Technology
 A.A.S., Automotive Technology, Northeast Community College
*ASE Master Certified Technician
 ATRA Master Certified Technician*

Ouderkirk, Scot (2021)

Utility Line Instructor, Region III
Program Certifications

Peterson, Adam (2009)

Speech/Theatre
 M.F.A., Theatre Directing, University of Essex
 B.S., Theatre Education, Wayne State College

Pfeiffer, Megan (2022)

Nursing
 M.S.N., Nurse Educator, Methodist College
 B.S.N., Nursing, Midland University

Pfeil, Todd (2020)

Utility Line
 A.A.S., Utility Line, Northeast Community College
*NPPD Switchman Certified
 Merchant Honors Certificate
 Journeyman License*

Ptacek-Wilkey, Julie (1997)

English
 M.A.E., English, Wayne State College
 B.A., English, Wayne State College

Rastede, Brian (2018)

Electrical Construction and Control
 A.A.S., Electrical Construction and Control, Northeast Community College
Trade Experience

Rastede, Kristi (2008)

English
 M.A., English, University of South Dakota
 B.S., English, Wayne State College

Reese, Curtis (2019)

Science
 M.S., Biology, University of Nebraska-Kearney
 M.S.E., School Administration, Wayne State College
 B.S.E., Life Sciences/Biology, Wayne State College

Reichlinger, Lucas (2022)

Information Technology
 B.S., Systems and Networking Administration, Bellevue University
 A.A.S., Information Technology, Northeast Community College

Ries, Amy J. (2003)

Health, Physical Education & Recreation
 M.A., Health Physical Education, University of South Dakota
 B.S., Human Resources & Family Science, University of Nebraska-Lincoln
R.D., L.M.N.T.

Rodenborg, Carol (2018)

Director of EMS/Paramedic Programs
 B.S.N., Nursing, University of Wisconsin-Madison

Roeber, Michael (1998)

Agriculture/Livestock Coach
 M.S.E., Vocational Agriculture, University of Nebraska-Kearney
 B.S., Animal Science/Agricultural Education, University of Nebraska-Lincoln

Rohlk, Chance (2021)

Welding Instructor, South Sioux City
 Diploma, Welding, Northeast Community College

- Roskeland, Eric (2016)**
Electromechanical Technology
A.A.S., Electromechanical, Southeast Community College
Trade Experience
- Scheer, Jennifer (2013)**
Mathematics
M.S.E., Curriculum and Instruction, Wayne State College
B.S., Math Education, Nebraska Wesleyan University
- Schimonitz, Phillip (2009)**
Graphic Design
M.F.A., Visual Communication Design, Kent State University
B.F.A., Commercial Art, University of Nebraska-Kearney
- Schlote, Joshua (2007)**
Veterinary Technology
B.S., Veterinary Technology-Clinical, St. Petersburg College
- Schultz, Margaret (2009)**
Music
M.M., Music Education, University of South Dakota
B.S., Music Education, Morningside College
- Schwanebeck, Laura (2013)**
Physical Therapist Assistant Program Director/
Instructor
M.P.T., Physical Therapy, Midwestern University
B.S., Biology, Nebraska Wesleyan University
- Sellin, Sarah (2017)**
Agriculture
M.S., Agronomy, University of Nebraska-Lincoln
B.S., Agronomy/Animal Science, Oklahoma Panhandle
State University
- Shaffer, Angela (2004)**
Business
M.B.A., Wayne State College
B.S., Social Science, University of Nebraska-Lincoln
- Siedschlag, Tere (1994)**
Physical Therapist Assistant
B.S., Business Management, Bellevue University
A.A.S., Physical Therapist Assistant, Colby Community
College
- Simpson, Nathan (2016)**
Wind Energy Technology
A.A.S., Electrician Residential and Commercial, Northeast
Community College
Trade Experience
- Spray, Karen (2000)**
Administrative Professional
M.B.A., Wayne State College
B.A.S., Business Administration-Management, Peru State
College
A.A.S., Accounting, Northeast Community College
- Stolpe, Cleve (2016)**
Utility Line
A.A.S., Electrical Construction and Control, Northeast
Community College
Diploma, Electrical Residential and Commercial Wiring,
Northeast Community College
Licensed Electrical Contractor
Trade Experience
- Suhr, Andrea (2010)**
Physical Therapist Assistant
A.A.S., Physical Therapist Assistant, Northeast Community
College
- Sullivan, Thomas (2014)**
Mathematics
M.A.E., School Principalship, University of Nebraska-
Kearney
B.A., Mathematics, Hastings College
- Swenson, Wendy (2008)**
Spanish
M.E., Curriculum and Instruction, Doane University
B.S., Spanish, Creighton University
- Taylor, Michael (2022)**
Political Science/History
Ph.D., History, University of Georgia
M.A., History, James Madison University
M.A., Curriculum and Instruction, Virginia Tech University
B.A., Political Science, Virginia Tech University
B.A., History, Virginia Tech University
- Ternus, Eric (2020)**
Drafting
A.A.S., Drafting-Architectural, Northeast Community College
- Tharnish, Carole L. (2016)**
English-Vocational
M.A., English, Hastings College
B.S., Business Administration, University of Nebraska-
Kearney
- Thomason, Amanda (2013)**
Biology/Anatomy & Physiology/Microbiology
D.C., Palmer College of Chiropractic
B.S., Biology, University of Nebraska-Omaha
- Thyen, Bernie (2000)**
Agriculture
M.S., Agriculture, South Dakota State University
B.S., Crops and Soils Science, University of Wisconsin-
Platteville
A.A.S., Agronomy Technology, University of Minnesota-
Waseca
- Valdovinos, Angelica (2022)**
Allied Health
B.S.N., Nursing, St. Luke's College
A.S.N., Nursing, St. Luke's College
- Voecks, Kyle (2003)**
Utility Line
A.A.S., Utility Line, Northeast Community College
Trade Experience
- Vogt, Bradley (2000)**
Information Technology
M.B.A., Business Administration, University of South
Dakota
B.A., Business Administration, Doane University
- Wachter, Adam (2022)**
Precision Agriculture
A.A.S., Irrigation Technology, Northeast Community
College
A.A.S., Electrical Construction and Control, Northeast
Community College

Walker, Roger (2008)
 Building Construction
 B.A., Trades and Industrial Building Construction, Wayne State College
 A.A.S., Building Construction, Northeast Community College

Weidner, Karen (1997)
 Director of Nursing Programs
 D.N.P., Samford University
 M.S.N., University of Nebraska Medical Center
 B.S.N., Nursing, Creighton University
 B.S., Biology, University of Nebraska-Lincoln
 A.A.S., Pre-Med, McCook Community College

Weitzmann, Irina (2005)
 Biological/Physical Science
 Ph.D., Biology, Russian State Medical University
 M.D., Medico-Biological College, Russian State Medical University

Welke, Beth (2000)
 Mathematics
 M.S.E., Mathematics, University of Nebraska-Kearney
 B.S., Mathematics, Briar Cliff University

Wemhoff, Kelly (1995)
 Mathematics
 M.S.E., Mathematics, Wayne State College
 B.A., Mathematics, Wayne State College

Wessendorf, Cassandra (2020)
 Veterinary Technology/Biology
 D.V.M., Iowa State University
 B.S., Animal Science, University of Nebraska-Lincoln

Wortman, Misty (2008)
 Psychology/Sociology
 M.S.E., Interdisciplinary Studies, Wayne State College
 B.S., Psychology, Wayne State College

Wurdinger, Kenneth (2021)
 Information Technology
 B.S., Computer Science, Wayne State College

Zierke, Michael (2000)
 Ag Mechanics/Welding
 B.S., Agriculture, University of Nebraska-Lincoln

ADJUNCT FACULTY

Albers, Cory
 Business/Economics
 M.B.A., Upper Iowa University

Allyn, Susan
 Learning Skills/English
 M.E., University of Nebraska-Lincoln

Anderson, Adele
 EMS/Allied Health
 B.A., University of Northwestern-St. Paul

Anderson, Kristi
 Food Service & Dietary Management
 M.A., University of Nebraska-Lincoln

Anderson, Michael
 EMS
 A.A.S., Northeast Community College

Aschoff, Nicole
 Technical Communications
 B.S., University of Nebraska-Omaha

Atkins, Sandra
 EMS
 Field Experience, EMT Paramedic License

Baldwin, Christine
 Psychology
 M.S.E., Wayne State College

Barg, Dylan
 Auto Body Repair Technology
 A.A.S., Northeast Community College

Bayer, Samantha
 Psychology
 M.S., University of Nebraska-Omaha

Beaudette, Shawn
 Business/Agriculture/Criminal Justice
 J.D., University of Nebraska

Becker, Joshua
 Learning Skills
 B.S., Wayne State College

Becker, Thomas
 Health, Physical Education & Recreation
 M.A.E., University of Nebraska-Lincoln

Bentz, Nicholas
 EMS
 A.A.S., Northeast Community College

Bloom, Jennifer
 Nurse Aide
 B.S.N., University of Phoenix

Bohling, Kristin
 Vet Tech
 D.V.M., Iowa State University

Bosler, Rebecka
 Nursing
 M.S.N., Western Governors University

Brandl, Eric
 Information Technology
 M.S.E., Wayne State College

Bretschneider, Patti
 Nursing
 M.S.N., University of Nebraska Medical Center

Bridges, Stephen
 EMS
 EMS Instructor License

Broz, Sandra
 Psychology
 Ph.D., University of South Dakota

Brungardt, Gerald
 EMS
 EMS Instructor License

- Bryan, Joseph**
Business
M.B.A., East Carolina University
- Bryan, Theodore**
Chemistry
Ph.D., University of Arkansas
- Burbach, Courtney**
Health Information Management Systems
B.S., College of St. Mary
- Burres, Reed**
Agriculture
M.S., Oklahoma State University
- Burris, Pat**
English
Ph.D., University of South Dakota
- Burtwistle, Jennifer**
Biological Science
Ph.D., University of Nebraska-Lincoln
- Bussinger, Brandy**
Nurse Aide
B.S.N., University of Nebraska Medical Center
- Butterfield, Mary**
Psychology
M.S., Wayne State College
- Cantrell, Kay**
Mathematics
B.S., Wayne State College
- Carter, Ronald**
Sociology
M.A., Chico State College
- Christian, Kirk**
Information Technology
B.S., Walden University
- Clark, Gregory**
Agriculture
M.S., North Carolina State University
- Clausen, Aimee**
Early Childhood Education
M.E., Doane College
- Claussen, Heather**
Art
M.A., University of South Dakota
- Clayton, Wendy**
Health, Physical Education & Recreation
M.S.E., Wayne State College
- Coburn, Catherine**
Nurse Aide/Medication Aide
A.D.N., Northeast Community College
- Cole, Eric**
Foundational English
B.A., Wayne State College
- Collison, Tina**
Health, Physical Education & Recreation
Field Experience
- Crouch, Emily**
Nurse Aide/Medication Aide
B.S., Bellevue University
A.A.S., Western Iowa Tech Community College
- Curry, Ryan**
Psychology
M.Ed., Kent State University
B.A., University of Colorado
- Curtis, Michael**
Physical Therapist Assistant
A.A.S., Northeast Community College
- Darner Rasmussen, Kelly**
Microbiology
D.V.M., Western University of Health Sciences
- Davidson, Scott**
Mathematics
M.S.E., Wayne State College
- Dieckman, Sandy**
Mathematics
M.S.E., Wayne State College
- Eggers, Karol**
Speech
M.A., University of South Dakota
- Emenhiser-Harris, Karen**
Art
M.A., State University of New York-Buffalo
- Evers, Julia**
Criminal Justice
M.F.S., Nebraska Wesleyan University
- Farlee, Kathy**
Early Childhood
M.S.E., University of Nebraska-Lincoln
- Fick, Kathy**
Sign Language
A.A.S., Iowa Western Community College
- Fillipi, Sheri**
Early Childhood
M.S.E., Wayne State College
- Fisher, Anna**
Health, Physical Education & Recreation
D.C., Palmer College of Chiropractic
- Fleming-Trice, Tracy**
Social Work
M.S.W., University of New England
- Frank, Donald**
Agricultural Business
B.S., South Dakota State University
- French, Holli**
EMS
A.A.S., Southeast Community College
- Frohberg, Daniel**
Electrical Construction/Control
A.A., Northeast Community College

256 Adjunct Faculty

Godfrey, Jill

Business
B.S., Wayne State College

Goeden, Jazmin

Speech
M.S., Wayne State College

Gotschall, Scott

EMS
B.S., University of Nebraska Lincoln
EMS Instructor

Graham, Robyn

Agriculture
M.S., Kansas State University

Green-Warnstadt, Mary

English
M.A., University of Iowa

Hain, Kathryn

History
Ph.D., University of Utah

Hammock, Michelle

Psychology
M.S., Capella University

Henkel, Glenn

Political Science
M.A., Holy Apostles College and Seminary

Hanscom, Sharon

English
Ph.D., The George Washington University
M.A., George Mason University
B.A., George Mason University

Hauf, April

Sociology
Ph.D., University of Utah
M.A., Western Illinois University

Haymart, Clay

English
M.S.E., Wayne State College

Hebb, Kamilla

Health, Physical Education & Recreation
B.S., Wayne State College

Heffner, Franklin

Political Science
M.S., Morningside College

Heider, Carole

Music
M.M.E., University of South Dakota

Henn, Ryann

Veterinary Technology
A.A.S., Northeast Community College

Herfel, Sheila

Nurse Aide/Medication Aide
A.A.S., Western Iowa Tech Community College
L.P.N., Western Iowa Tech Community College

Hermelbracht, Brian

Agriculture
M.S., Northwest Missouri State University

Hetzel, Kristy

Biology/Chemistry
B.S.N., Kansas State University

Hilson, Michael

Music
B.M., North Texas State University

Hoffman, Karen

Nurse Aide/Medication Aide
L.P.N., Pierre School of Practical Nursing

Hoile, Stacie

Biology
M.S., Tiffin University

Holt, Carrie

Nursing
M.S.N., Nebraska Methodist College

Hulstein, James

History and Geography
M.A., University of Nebraska-Omaha

Hunt, Adrienne

EMS
B.S., University of Nebraska-Lincoln
B.S., University of Nebraska Medical Center

Ihm, Irene

Biology
Ph.D., Colorado State University

Ippensen, Jennifer

Library
M.A.Ed., University of Nebraska-Kearney
M.F.A., University of Nebraska-Omaha

Irlmeier, Jordyn

Music
B.A., University of Nebraska-Omaha

Jacob, Jared

Allied Health
A.A.S., Northeast Community College

Junck, Jill

Allied Health/Nursing
M.S.N., Nebraska Methodist Hospital

Kampschnieder, Carol

Nurse Aide/Medication Aide
M.S., University of Nebraska Medical Center

Kathol, Lyle

Learning Skills
M.S.E., Wayne State College

Kauth, Renae

Dietary Management
B.A., Mount Marty College

Kebaili, Melissa

English
B.S., Morningside University

Kent, Brian

Criminal Justice
J.D., University of Nebraska-Lincoln

- Ketteler, Rhonda
EMS
A.D.N., Northeast Community College
- Kindschuh, Alice
Nursing
D.N.P., University of Nebraska Medical Center
- Kinnan, Aaron
Building Construction
A.A.S., Southeast Community College
- Kinney, Lauren
Nursing
M.S.N., Nebraska Methodist College
- Kneifl, John
EMS
EMT Instructor License
- Kneifl, Kevin
EMS
EMT Instructor License
- Knutzen, Holly
Nurse Aide/Medication Aide
B.S., Nebraska Methodist College
- Kochenower, Kathryn
Business
B.B.A., Baker College
- Korth, Bradley
EMS/American Heart Association
A.A.S., Northeast Community College
- Krause, Tama
Dietary Management
M.S., University of Nebraska-Lincoln
- Kroupa, David
Accounting
M.B.A., University of Nebraska-Kearney
- Lafleur, Ross
Education
M.S., Wayne State College
- Lammers, Shelley
Career Planning
M.A., University of South Dakota
- Lamlli, Jason
Business
J.D., Marquette University
- Lang, Ashley
Agriculture
M.S., University of Wyoming
- Larson, Constance
Psychology/Education
Ph.D., Marquette University
- Larson, Kevin
Building Construction
M.S.E., Wayne State College
- Lee, Treyla
Education
M.S.E., Wayne State College
- Lemke, Gary
Education
M.A.E., Wayne State College
- Leu, Annette
Administrative Professional
B.S., Bellevue University
- Lewis, Robert
Horticulture
Industry Experience
- Li, Na
Foundational English
M.L.S., Fort Hays State University
- Lindahl, Bonnie
Business
B.A., Buena Vista University
- Long, Amy
Business
M.S., Salve Regina University
- Love, Jason
Business
B.S., Wayne State College
- Luikens, Linda
Information Technology
A.A.S., Northeast Community College
- Maricle, Hilary
Agriculture
M.S., University of Nebraska-Lincoln
- Martyn, Harry (Al)
Science
M.A., University of South Dakota
- Mathis, Jeffrey
EMS
A.A.S., Northeast Community College
- Mattison, Haley
Health, Physical Education & Recreation
M.S., University of Colorado-Colorado Springs
- Mattson, Joshua
EMS
EMS Instructor License
- McCoy, Deb
Speech
B.A., Tennessee Temple University
- McElroy, Robert
EMS
A.A.S., Northeast Community College
- McFee Jeanette
Criminal Justice
M.S., University of Nebraska-Omaha
- McManigal, Steve
History
M.A.E., Wayne State College
- Mead, Ryan
Business
B.S., Wayne State College

Meisinger, Kara

Health, Physical Education & Recreation
M.P.H., University of Nebraska-Omaha

Michaels, Maria

Business
M.S., Bellevue University

Mills, Jerrett

Journalism
B.A., Dakota Wesleyan

Mitchell, David

Psychology
Ph.D., University of South Dakota

Moeller, Lacy

Nurse Aide
B.S.N., University of Nebraska Medical Center

Monteith, Tina

EMS
B.S., Creighton University
A.A.S., Northeast Community College
EMS Instructor License

Morton, Carla

Health, Physical Education & Recreation
M.S., University of Missouri-Columbia

Munderloh, Linda

Nurse Aide/Medication Aide
L.P.N., Northeast Community College

Murray, Jordon

Drafting
A.A.S., Northeast Community College

Neal, Chelsea

Health Information Management Systems/Business
M.B.A., Regis University

Niewohner, Laura

EMS
R.N., Bryan Memorial Hospital School of Nursing

Nolan, Emily

Med Aid/Health Information Management Systems
M.S.N., Clarkson College

Novak, Anna

Biology
M.S.N., Clarkson College

Novotny, Lawanda

Nurse Aide
L.P.N., Northeast Community College

Nuss, Angela

Allied Health
B.S., Concordia University-St. Paul, Minnesota

O'Brien Joseph

Criminal Justice
M.S., Nebraska Wesleyan University

O'Brien, Trevor

EMS
A.A.S., Northeast Community College

O'Connor, Melissa

Information Technology
A.A.S., Northeast Community College

Ohnesorg, Wayne

Agriculture
Ph.D., University of Nebraska-Lincoln

Osborne, Kristina

Accounting
B.S., Colorado Technical University

Ostberg, Ann

Mathematics
M.A.E., University of Nebraska-Lincoln

Osuna, Trina

EMS
A.A.S., Northeast Community College

Packard, Stephen

Business
M.B.A., University of South Dakota

Paeper, Mary

Nurse Aide
R.N., Nebraska Methodist College

Paulsen, Brian

Criminology
M.F.S., Nebraska Wesleyan University

Peiffer, Jeff

History/Sociology
M.A.E., Wayne State College

Peitzmeier, Barbara

Biology
M.S., University of Nebraska-Lincoln

Petersen, Connie

Psychology
Ph.D., Wichita State University

Petersen, Trisha

Health Information Management Systems
A.A.S., Northeast Community College

Pickinpaugh, Monica

Early Childhood Education
M.A., University of South Dakota

Plagge, Joan

Biology
M.S., Wayne State College

Porn, Brian

History
M.A., Adams State University

Putnam, Mark

Business
M.S., Wayne State College

Reese, Megan

Psychology
M.S., Purdue University Global

Rentschler, Tayler

Health Information Management Systems
M.S.N., Purdue University Global

- Reznicek, Joan
Health, Physical Education & Recreation
M.S.E., Wayne State College
- Rief, Sharon
Psychology
M.S.E., Wayne State College
- Ripple, Traci
Sociology
M.A., University of Nebraska-Omaha
- Robinette-Prewitt, Carrie
EMS
B.S., Bellevue University
- Roscovius, Jim
Information Technology
M.S., American Sentinel University
- Saalfeld, Pamela
English/Theatre/Global Studies/Humanities
M.A.E., Wayne State College
- Sazama, Matthew
Learning Skills
M.S.E., Wayne State College
- Schartz, Kelly
Mathematics
M.E., Chadron State College
- Scheehan, Michael
Welding
A.A.S., Southeast Community College
- Schellen, William
Horticulture
B.S., University of Nebraska-Lincoln
- Schneider, Katelyn
English
B.S., Wayne State College
- Schutter, Chelsea
Psychology
M.A., Townson University
- Schwager, Janet
English/Psychology
M.S.E., University of Nebraska-Kearney
- Seagren, Michelle
Health, Physical Education & Recreation
M.S., South Dakota State University
- Seil, Fae
Health, Physical Education & Recreation
M.A., University of St Thomas
- Sheehan, Michael
Welding
A.A.S., Southeast Community College
- Sherwood, James
Chemistry
B.S., Morningside College
- Sherwood, Steven
Geography
M.A., University of Nebraska-Omaha
- Shonka, Staci
Mathematics
M.S., Chadron State College
- Simonsen, Giseile (Gigi)
Technology
A.A.S., Northeast Community College
- Simonson, Nicholas
Chemistry/Biology
M.S.E., University of Nebraska-Kearney
- Sixta, Connie
Speech/Learning Skills
M.A., Bellevue University
- Skoda, Leigh
Nurse Aid/Medication Aide
A.A.S., Bryan School of Nursing
- Soderberg, Brock
EMS/Allied Health
A.A.S., Northeast Community College
EMS Instructor and Paramedic Licenses
- Spahn, Danny
Information Technology
M.S., Dakota State University
- Stevens, Lyle
History
M.A., Northwest Missouri State University
- Stout, Robert
Welding
Diploma, Northeast Community College
- Stratton, Rachel
Health, Physical Education & Recreation
B.S., University of Nebraska-Lincoln
- Taylor, Nicholas
Health, Physical Education & Recreation
M.S., United States Sports Academy
- Tejral, Debora
Health Information Management Systems
B.S.N., College of St. Mary
- Thomas, Robert
Agriculture
A.A.S., Northeast Community College
- Thomas, Sharyn
Early Childhood Education
M.S.E., Wayne State College
- Tillotson, Heather
Education
M.E., Doane University
- Tillotson, Rachel
Mathematics
B.S., Wayne State College
- Tillotson, Shawn
Business
B.S., University of Nebraska-Lincoln
- Timm, Cheryl
Health, Safety & Nutrition
M.S., University of Nebraska-Lincoln

Timm, Gary
History/Political Science
M.A.E., Wayne State College

Trowbridge, Lori
Business
B.S., University of Nebraska-Lincoln

True, Patricia
Human Services
M.S.E., Wayne State College

Uhl, Steven
Business
M.P.A., University of South Dakota

Vande Zande, Amanda
Music
M.M., University of South Dakota

Villicana, Maria
Spanish
M.A., University of Nebraska-Kearney

Vonglan, Leroy
Art
B.F.A., Wayne State College

Watkins, Michael
EMS
B.S., Bellevue University

Wecker, Rachel
Anatomy & Physiology
M.S., Clarkson College

Wemhoff, Angela
Nurse Aide
A.D.N., Northeast Community College

White, Jeffrey
Business
B.S., Wayne State College

Whitlock, Jodi
Art
M.F.A., University of South Dakota

Windeshausen, Contessa
Nurse Aide
B.S.N., Briar Cliff University

Wolfe, Nick
Building Construction
B.S., Wayne State College

Wright, Richard
Horticulture
Industry Experience

Zeman, Donald
EMS
A.A.S., Western Iowa Technical Community College
Paramedic License

SUPPORT STAFF

ADMINISTRATIVE SERVICES

Afrank, Stacy
Print Services Assistant

Aguilar, Maribel
Payroll Specialist

Andersen, Carla
Custodian

Anson, Michael
Custodian

Arreguin, Luz Maria
Custodian

Arreguin, Roberto
Custodian

Arreguin, Rosa
Custodian

Boecker, Leon
Maintenance – Plumbing

Brabec, Loretta
Associate Director of Custodial Services

Brandl, Tonya
Student Accounts Specialist

Brauer, James
Groundskeeper

Brauer, Michaela
Accounts Payable Specialist II

Bredehoeft, Tina
Groundskeeper

Bruegman, James
Associate Director of Utility Systems

Carlson, Julie
Director of Retail and Print Services

Chambers, Anthony
Director of Physical Plant

Cooper, Susan
Maintenance – Facilities

DeLancey, Mandy
Purchasing Administrative Assistant

Dorado, Analia
Custodian

Eby, William
Custodian/Maintenance – O’Neill

Erickson, Keith
Custodian

Erickson, Rich
Warehouse Manager

Ferguson, Jacqueline
Custodian

Freudenburg, Amy
Accounts Payable Specialist

Good, Janice
Custodian

Griffith, Kelly
Director of Student Accounts and Cashiering

Grissom, David
Maintenance/HVAC

Happold, Jennifer
Administrative Services Executive Assistant

Hemminger, Seth
Maintenance

Hernandez Chaclan, Maria
Custodian (PT)

Hernandez, Zuleyka
Custodian

Hedell, Steven
Custodian

Hrabanek, Sharon
Custodian

Jones, Terry
Custodian

Kampa, Marlowe
Groundskeeper

Ketteler, Monique
Prints Services Coordinator

Kolar, Sarah
Custodian

Lange, Douglas
Custodian

Leicy, Duane
Custodian

Lindahl, Bonnie
Student Accounts Specialist

Lutz, Parker
Groundskeeper

Maly, Brandon
Director of Accounting

McGowen, Chet
Director of Payroll

McKibbon, Chris
Director of Budgeting

Melcher, Mark
Maintenance/Irrigation

Mendez, Yolanda
Custodian

Miller, Anthony
Maintenance/HVAC

Mitchell, Cyndee
Custodian

Mitchell, Tabitha
Custodian

Moman, Trevor
Custodian

Nelson, Savannah
Retail Services Specialist

Oligmueller, Sarah
Assistant Director of Retail & Print Services

Osborne, Kristina
Associate Director of Accounting

Painter, Sharon
Grants Compliance Accountant

Ponder, Albert
Lead Custodian

Porter, Brian
Groundskeeper

Ranslem, Kendra
Staff Accountant

Reikofski, Gregg
Maintenance – Construction

Rutten, Christopher
Director of Purchasing

Sayers, Shawn
Associate Director of Grounds

Schafer, J.J.
Groundskeeper

Schindler, Judy
Purchasing Specialist

Schovanec, Amy
Custodian – South Sioux City

Schoonover, Taira
Custodian – South Sioux City

Serres, Jacob
Custodian

Serres, James
Maintenance – HVAC

Serres, Joseph
Maintenance – Residence Life

Shelhamer, Sandra
Custodian

Simpson, Christopher
Custodian

Smith, Melany
Custodian

Smith, Taylor
Custodian

Smydra, Allana
Payroll Specialist

Sok, Marci
Custodian

Vavra, Corey
Maintenance – Electrical

Vaughan, Troy
Custodian

Waddington, Cameron
Custodian

Walker, Christopher
Custodian

Wiedeman, Carol
Custodian

Wilken, Jeanie
Custodial Supervisor – Second Shift

DEVELOPMENT & EXTERNAL AFFAIRS

Barnes, Gabe
Event Specialist

Boschen, David
Executive Assistant Development and External Affairs

Goeden, Jazmin
Assistant Director of Development Services

Kassmeier, Lynda
Lifelong Learning Center Coordinator

Kent, Natalie
Associate Director of Grants and Contracts

Lamm, Cori
Director of Corporate and Foundation Relations

Parks, Jeri
Director of Grants and Contracts

Quinn, Holly
Director of Development Services

Risinger-Green, Susan
Development Officer

Roberts, Chandra
Development Specialist

EDUCATIONAL SERVICES

Andersen, Christopher
Truck Driving Trainer – South Sioux City

Andersen, Kimberly
Apprenticeship Director

Andrew, Donna
Applied Technology Executive Assistant

Bates, Debbie
Nursing Program Specialist/Advisor

Bode, Jessica
Academic Scheduling System Administrator

Cook, Ryan
Truck Driving Trainer

Cook, Terrill
Truck Driving Trainer

Corkle, Sonja
Regional Coordinator – Ainsworth

Cross, Paul
Director of Fabrication Lab

Daberkow, Lynn
Extended Campus Administrative Assistant – West Point

Doherty, Dawn
Health & Public Services Executive Assistant/PTA
Administrative Assistant

Duncan, Emily
Director of Adult Education

Flamig, Russell
Regional Coordinator – Hartington

Fuchs, Brandi
Allied Health/EMS Administrative Assistant

Ginter, Amber
Nebraska Math Readiness Project (NMRP) Regional
Coordinator

Goeden, Henry
Apprenticeship Coordinator

Haberer, Sonia
Testing Center Coordinator

Hake, Karmen
Ag-ceptional Administrative Assistant

Hanson, Jason
College Farm Manager

Harleman, Mark
Building Construction Trainer – West Point

Heemstra, Jill
Agriculture Program Director

Holtz, Gina
Extended Campus Director – West Point

Hood-Hytrek, Tonya
Coordinator of Adult Education Volunteers

Hood, Vern
Welding Trainer

Kaiser, Amy
Scholarship and Continuing Education Coordinator

Kampa, Kellie
Allied Health Administrative Assistant

Krishnamurthy, Shubha
Academic Information Technology Program Director

Lammers, Glen
Applied Engineering Trainer

Lewis, Edward
Truck Driving Trainer

Lopez, Isabel
Adult Education Administrative Assistant

Luikens, Linda
Schedule Specialist

Mazuch, Tina
HIMS Program Director

McCarville, Jim
Workforce Development Coordinator

McGee, Angela
Service Center Specialist – South Sioux City

Melcher, Tracy
Workforce Development Coordinator

Nelson, Courtney
Precision Agriculture Trainer

O'Connor, Melissa
Business & Humanities Executive Assistant

Oetken, Larry
Job Training & Safety Coordinator

Pennings, Rhonda
Adult Education Integrated Education Training (IET)
Coordinator

Radenz, Daniel
College Farm Operations Specialist

Ranslem, Brad
Associate Dean of Applied Technology

Romero, Edith
Adult Education Administrative Assistant (PT)

Schneider, Merri
Extended Campus Director – O'Neill

Sixta, Connie
Associate Dean of Business & Humanities

Sudbeck, Marissa
Educational Services Executive Assistant

Thelander, Trish
Workforce Development Executive Assistant

Timmerman, Kathy
Extended Campus Administrative Assistant – O'Neill

Van Deest, Daniel
Service Center Specialist – South Sioux City

Weinrich, Ashley
Science, Technology, Agriculture, and Math Executive Assistant

Wiebelhaus, Cara
Advisor – South Sioux City

Wilken, Curtis
Assistant Farm Production Overseer

Williams, Makala
Director of Early College

Wrage, Becky
Instructional Designer

HUMAN RESOURCES

Lammers, Kathy
Associate Director of Talent & Development

Retzlaff, Natalie
Talent Acquisition Coordinator

Salak, Carly
Director of Compensation and HR Compliance

Svendsen, Tammy
Human Resources Executive Assistant

PRESIDENT'S OFFICE

Reikofski, Diane
President's Executive Assistant

Spiegel, Lindsay
Director of Institutional Effectiveness

STUDENT SERVICES

Balaski, Mary
Director of Disability Services

Becker, Josh
Director of TRIO Student Support Services

Becker, Kristi
College Welcome Center Receptionist (PT)

Belz, Lisa
Career Education & Outreach Coordinator

Bertsch, Jill
Director of Marketing

Bollwitt, Betty
Residence Life Desk Clerk (PT)

Bowers, Cindy
Residence Life Coordinator

Campbell, Cash
Advisor I

Carlson, Beth
Veterans Educational Benefits Administrative Assistant (PT)

Casselmann, Rachel
Associate Registrar, Admissions and Registration

Cassidy, Joni
Recruiter

Christiansen, Taylor
Advisor

Clapp, Marcus
Baseball Coach/Fall Intramural Coordinator

Clausen, Amy
Student Services Executive Assistant

Dames, Elissa
Marketing Coordinator

Defor, Julie
College Welcome Center Receptionist (PT)

Dieckman, Stacy
Director of Financial Aid

Earl, Sara
Director of Residence Life & Student Conduct

Erickson, Paige
Testing Specialist

Faust, Anthony
Director of Recruitment

Frost, Bobby
Sports Information & Athletic Event Coordinator

Gascoigne, Paula
Financial Aid Specialist

Gonzalez, Maria
Multicultural Recruiter

Goodwater, Kathy
Residence Life Desk Clerk (PT)

Gubbels, Liz
Advisor

Hampl, Matthew
Academic Support Coordinator

Headlee, Brian
Creative Manager

Heggemeyer, Terri
Director of Career Services

Heine, Mindy
Financial Aid Coordinator

Heithold, Makayla
TRIO Student Support Services Administrative Assistant (PT)

Hoefler, Karen
Assistant Registrar

Hopper, Tiffany
Enrollment Specialist II

Johnson, Alexa
Recruiter

Johnson, Janet
Disability Services Advisor

Knobbe, Brenda
Admissions and Registration Specialist

Kollath, Carissa
Director of College Engagement

Konopasek, Lindsey
Enrollment Specialist Supervisor

Krysl, Gina
Director of Student Care & Outreach

Lassila, Kate
Global & Multicultural Engagement Administrative Assistant (PT)

Loera, Maria
Enrollment Specialist – South Sioux City

Maple, Makala
Registrar

Mattison, Haley
On-Campus Recruiter

Meyer, Connie
Disability Services Advisor

Miller, Becky
Communications Specialist

Miller, Chad
Women's Soccer Coach/Game Management Coordinator

Mills, Jerrett
Director of Athletics

Pinkelman, Tiffany
Residence Life Overnight Support Specialist

Potter, Adam
Men's Soccer Coach

Potter, Judy
Admissions and Registration Specialist

Reifenrath, Lisa
Director of Advising Services

Retzlaff, Brandy
Adaptive Technology Coordinator

Richling, Denise
TRIO Student Support Services Advisor

Rupprecht, Erika
College Engagement Coordinator

Saalfeld, Pam
Director of the Center for Global Engagement

Sazama, Matthew
TRIO Student Support Services Advisor

Seybold, Tiffany
Web Developer

Schilling, Tara
Digital Marketing Manager

Schuckman, Pattie
Residence Life Database Specialist

Schultze, Amanda
Volleyball Coach/Instructor

Schwede, Jenny
Advisor

Smith, Joe
Residence Life Coordinator

Svehla, Matt
Women's Basketball Coach/Instructor

Terrill, Brittnee
Assistant Director of Financial Aid

Vanosdall, Kim
Associate Director of Financial Aid

Wallick, Kendall
Advisor

Westerhaus, Katie
Financial Aid Specialist

Wilken, Jadrien
TRIO Student Support Services Advisor

Woodhead, Iris
Women's Softball Coach/Advisor

TECHNOLOGY SERVICES

Auten, Mike
Director of Service Center Operations

Bonner, Shelby
Service Center Specialist

Briseno, Michael
Network Administrator

Caauwe, Jeff
Technology Support Specialist

Cone, David
Associate Director of Web & Enterprise Systems

Dueling-Mefford, Qwenton
Service Center Specialist

Fenton, Tim
Learning Space Technologist

Furstenau, Kevin
Network Cabling & Systems Technician

Gibson, Jody
Director of Analytics

Gleason, Jennifer
Application Developer

Grote, Jay
Systems Administrator

Hall, Aaron
Data Analyst

Ippensen, Jennifer
Director of Library Services

Kosch, Julie
Application Systems Analyst

Kotnour, Rachelle
Data Analyst

Lockee, Jacob
Security and Network Analyst

Marten, Levi
Service Center Specialist

May, Field
Associate Director of Network & Infrastructure

Melnick, Julie
Director of Institutional Research

Michaels, Maria
Applications Systems Analyst

Pendergast, Dustin
Service Center Specialist

Peters, Renee
Director of Security & Technology Services

Preister, Cory
Systems Administrator

Olson, Ethan
Systems Administrator

Reynolds, Justin
Application Systems Analyst – Technology

Rowlett, Bobbi
Technology Services Executive Assistant

Ruskamp, Lori
Library Technical Services Specialist (PT)

Sager, Wayne
Technology Sourcing Specialist

Schwartz, Pam
Application Administrator

Teply, Tina
Service Center Specialist

Tillotson, Shawn
Project Manager

FOUNDATION

The Northeast Community College Foundation was established in 1975 and is committed to providing support for quality educational opportunities for students. Donations from area residents, businesses, and Northeast alumni help Northeast expand access, facilities, and educational offerings.

The Foundation is governed by a Board of Directors, which consists of volunteers in our area who are dedicated to Northeast Community College and its students. Many merit and need-based scholarships are offered through the Foundation. Please contact the Foundation Office or Financial Aid Office for more information.

| | |
|--------------------|------------------|
| Del Ames | Neligh |
| Walter Aschoff | Osmond |
| Kendra Barnes | Norfolk |
| Dr. Robert Cox | Norfolk |
| Matt Dresden | Hartington |
| Melissa Figueroa | Norfolk |
| E. Clark Gotschall | Atkinson |
| Paula Havranek | O’Neill |
| Matt Hoelsing | Norfolk |
| Mitch Hyde | Norfolk |
| Metka Kolm | Norfolk |
| Arlan Kuehn | South Sioux City |
| Roy Miller | Oakland |
| Leisa Piper | Norfolk |
| Juan Sandoval | Norfolk |
| Jeff Scherer | Beemer |
| Courtney Schmidt | Madison |
| Amy Shane | O’Neill |
| Wayne Studebaker | Norfolk |
| Dr. G. Tom Surber | Norfolk |
| Kathryn Svik | Norfolk |
| Bill Tielke | Atkinson |

ADVISORY COMMITTEES

Northeast Community College has received state recognition for its vocational/technical programs. These programs are growing in scope and popularity primarily because they are relevant to students and area needs.

This success is due in large measure to the knowledge and energy given to programs by the advisory committees which work closely with Northeast Community College to make the programs practical and meaningful. The committees assist in determining needs, defining training objectives, planning and developing program content, organizing practical evaluation, serving as a liaison for student placement in working positions, and providing the follow-up of graduates and continuing liaison with agriculture, businesses, and industry.

Accounting

| | |
|------------------|--------------------------------|
| Lynndsy Beckmann | McMill CPAs and Advisors |
| Derrick Blum | Sehi and Associates |
| Karlie Brummels | Associated Wholesale Grocers |
| Jana Cline | Faith Regional Health Services |
| Michelle Cruise | Cruise and Associates |
| Metka Kolm | Nucor Steel |
| Brandon Maly | Northeast Community College |
| Brad Noel | Norfolk Iron and Metal |
| Kristina Osborne | Northeast Community College |
| Ryan Zwingman | Nucor Cold Finish |

Administrative Professional/Business

| | |
|---------------------|----------------------------------|
| Jodie Altwine | Rely Real Estate |
| Pamela Coenen | Great West Casualty |
| Sarah Dirkschneider | Target |
| Dan Goeken | Insight Financial Planning |
| Amy Kakacek | Re/Max |
| Whitney Kiepke | Norfolk Mutual Insurance |
| Tanner Lancaster | State Farm |
| Jason Love | Midwest Bank |
| Mary Magana | HyVee |
| Andy Pfeifer | Farm Credit |
| Tami Pick | Day Companies |
| Angie Stenger | Growing Together Nebraska |
| Jordan Suehl | BankFirst |
| Kelle Tichota | Norfolk Area Chamber of Commerce |

Adult Education

| | |
|---------------|---|
| Carol Conway | Holt Co. Veterans Services, O'Neill |
| Tracey Garvey | ELL Teacher, South Sioux City Middle School |
| Patti Goodier | Head Librarian, Ponca Carnegie Library |
| Taylor Kester | Antelope Co. Jailer/Dispatcher, Neligh |
| Ellen Kyser | Retired Teacher, Ainsworth |

| | |
|--------------|---|
| Cara Snider | Wheeler Co. Clerk, Bartlett |
| Nick Strehle | Manager, Ridder Feedlot, Beemer |
| Cindy Weber | ELL Teacher, South Sioux City Middle School |
| Hayle Yeldon | Wayne HeadStart |

Agriculture

| | |
|----------------------|---|
| David Brunsing | Midwest Bank |
| Brandon Christiansen | Farmer |
| Brian Coufal | Beef Feedlot Owner and Farmer |
| Ivan Lentsch | Precision Planning |
| Jim Miller | Farmer |
| Kathy Neidig | Neidig Farms and Lakeside Livestock Equipment |
| Van Neidig | Neidig Farms and Lakeside Livestock Equipment |
| Aaron Sauser | Lindsay Manufacturing Co. |
| Kyle Schmidt | Manzer Equipment |
| Dennis Smydra | AKRS |

Audio and Recording Technology

| | |
|-----------------|----------------------------|
| Werner Althaus | NET |
| B. Cletus Baker | Studio B, Ltd. |
| Matt Davis | Midwest Sound and Lighting |
| Pete Franks | Theatrical Media Services |
| Jasper Goforth | Audio Visions |
| Dan Kane | Power Base Studio |
| Kurt Labenz | Mixing Room Studios |
| Bill Lohrberg | Midwest Sound and Lighting |
| Doug VanSloun | Focus Mastering |
| Tom Ware | Ware House Studios |

Auto Body Repair Technology

| | |
|-----------------|----------------------------|
| Jake Aufenkamp | Woodhouse Auto Family |
| Joe Barg | Renner Auto Body |
| Jerry Doherty | Wattier's Auto Body Repair |
| Matt Hansen | Farm Bureau Insurance |
| Will Hatterman | Will's Paint and Body |
| Scott Hauser | Norfolk Auto Supply, Inc. |
| Doug Huttman | Renner Auto Body |
| Dustin Johansen | Ernst |
| Nick Kenny | Marrs Body Shop |
| Josh Kruger | Norfolk GM |
| Brett Luethold | Wattier Auto Body Repair |
| Dennis Mitchell | 3-D Auto Body, Inc. |
| Al Pfeifer | Pfeifer Auto Body, Inc. |
| Derek Price | Pfeifer Auto Body |
| Aaron Reeker | B Street Collision Center |
| Jeff Regan | Axalta |
| Gary Waggerman | 402 Collision and Towing |

Automotive Technology

| | |
|------------------|------------------------------|
| Nathan Arens | Pearson Motor Company |
| Don Bermel | Full Throttle Service |
| Rick Brandt | Advance Auto |
| Derek Fenster | Penner's Tire and Auto, Inc. |
| Michael Guenther | Downtown Auto Service |

| | |
|------------------|------------------------|
| Dan Heikes | Heikes Automotive |
| Troy Krantz | Northtown Automotive |
| Ron Lingenfelter | Norfolk Transmission |
| Kevin Olson | Quality Transmission |
| Blake Otte | Norfolk Public Schools |
| Rick Pearson | Pearson Motor Co. |
| Rick Prince | Rick's Auto Repair |
| Kasey Prochaska | Cornhusker Auto Center |
| Kris Turk | Creighton Auto |

Broadcasting – Radio/TV

| | |
|-------------------|-----------------------|
| Haylie Babl | News Channel Nebraska |
| Keith Bliven | KTIV-TV |
| Andy Bottger | KCAU-TV |
| Mike Drahota | Sparklight |
| Danielle Feenstra | KCAU-TV |
| David Kelley | KTCH/KCTY |
| Scott Posse | KBRX FM |
| Jeffrey Steffen | WJAG, Inc. |
| Angela Stenger | Flood Communications |
| Billy Wolf | WJAG, Inc. |

Building Construction

| | |
|--------------------|------------------------------|
| Jon Bolin | Bolin Construction |
| Scott Carhart | Carhart Lumber |
| Erica Daake | Whitecliff Development |
| Chris Daniels | Huff Construction |
| Chad Gilsdorf | Mead Lumber |
| Tim Hassenstab | A&H Building and Supply Inc. |
| Robert Kelberlau | Kelberlau Construction |
| Kevin Lingenfelter | Lingenfelter Construction |
| Chuck Pearson | Gerhold Concrete |
| Troy Petersen | Century Lumber |
| Don Wisnieski | Wisnieski Construction |
| Terry Wolfe | Wolfe Custom Homes |

Criminal Justice

| | |
|-----------------|--------------------------------------|
| Mark Benne | Northeast Nebraska Juvenile Services |
| Dain Hicks | Nebraska State Patrol |
| Terry Kotrous | Madison County Sheriff's Department |
| Bob Lowe | State of Nebraska Probation Office |
| Don Miller | Norfolk Police Division |
| Matt Otte | O'Neill Police Department |
| Fred Roskins | BlueLine Security Services |
| Travis Tjeerdma | Mike Durfee State Prison |

Diesel Technology

| | |
|----------------|---------------------------------------|
| Larry Carley | Cornhusker International Trucks, Inc. |
| Jason Cook | Dinkel Implement |
| Bryce Dennis | Manzer Equipment, Inc. |
| Chad Dorcey | Titian Machinery |
| Jim Eskens | Ziegler Cat |
| Bill Fehringer | Green Line, Inc. |
| Nick Folkers | Folkers Brothers Garage |

| | |
|-------------------|---------------------------|
| Dale Kavan | Norfolk Truck Center |
| Bill McKay | RDO |
| James Wordekemper | Affiliated Carriers, Inc. |
| Dennis Zimmerer | Peterbuilt of Norfolk |

Dietary Manager Training Program

| | |
|--------------------|-------------------------|
| Kristi Anderson | Consulting Dietitian |
| Christy Heller | Careage of Wayne |
| Julleen Johnson | Plainview Manor |
| Renae Kauth | Consulting Dietitian |
| Christal Skillstad | Good Samaritan – Albion |

Drafting

| | |
|--------------------|-----------------------------------|
| Tim Barber | Kiewit |
| Kelli Bisson | Interstate |
| Doug Burkink | Davis Design |
| Kristopher Burnham | Specialized Engineering Solutions |

| | |
|-------------------|--|
| Kelly Carman | HDR |
| Roger Compton | RK Steel, Inc. |
| Robert Eckdahl | Black and Veatch |
| Anthony Fehringer | Vulcraft |
| Josh Harrell | PDM Precast |
| Bryan Hinrichsen | Tyson |
| Chad Hoepfner | Homestead Homes |
| Ben Hoffmann | Central Confinement Service LLC |
| Jake Hunke | Schnacked Engineers, Inc. |
| Craig Jackson | Heritage Homes |
| Abby Johnson | Astec |
| Kim Klute | Klute Inc. |
| Seth Lange | Olsson Associates |
| Brett McCarthy | Alvine Engineering |
| Melanie McManigal | Timerlyne |
| Rebecca Munson | Norfolk Public High School |
| Nicole Postello | Empirical Foods, Inc. |
| Phil Rardon | Nucor Detailing Center |
| Gwen Reinke | Behlen Mfg. Co. |
| Leanne Ritter | Advanced Consulting Engineering Services |
| Les Swanson | Bullseye Fire Sprinkler, Inc |
| Shane Stevens | Norfolk Iron and Metal |

Early Childhood Education

| | |
|---------------|--|
| Kathy Amen | Amen 4 Kids |
| Leslie Baker | Fits and Giggles and Independent Contractor |
| Kate Bamsey | Sacred Heart Early Learning Center |
| Sharon Bonner | Fits and Giggles |
| Tonya Brester | Tonya's Tiny Town |
| Chad Bryant | Christ Lutheran Childcare, Preschool, After School Program |
| Hayly Daudt | Hayly's Happy Hearts |
| Tammy Day | Daycos |
| Allison Deck | Head Start |
| Erika Fink | Goldenrod Hills Head Start |
| Jean Ganstra | Department of Health and Human Services |

Cassie Hall Our Savior's Kings Kids
 Melissa Jantz Little Panthers Preschool
 Molly Kassmeier Happy Kids Daycare
 Shayla Lind Y-Kids
 Sarah Moje Christ Lutheran Elementary School
 Amanda Smith Early Childhood Community Coordinator
 Liz Sudbeck Early Childhood Advocate

Electrical Construction and Control

Mike Abler Abe Electric
 Stuart Bauer State of Nebraska Electrical Inspector
 Jim Claussen IES
 Dick Clements Alby's Electric
 Robert Jenkins Reliable Electric
 Mark Johnson Johnson Electric
 Jeff Jones Model Electric
 William Nelson City of Norfolk
 Randy Noeker Interstate Electric
 Richard Schutz State of Nebraska Electrical Inspector (retired)
 Amy Tlam Muth Electric

Electromechanical Technology

Dustin Anderson Nucor Steel
 Clifford Barnhart Nucor Steel
 Jay Connelly Continental
 Darren Garber Cardinal Health
 Martin Goding U.S. Corps of Engineers
 Cory Hendrickson CED
 Kyle Hotchkin Nucor Steel
 Keith Leader Nebraska Public Power District
 Gene Reed CED
 Matt Shoop City of Norfolk
 Don Skillings Continental
 Michael Welch U.S. Corps of Engineers
 Preston Witt Nucor Steel

Graphic Design

Candice Alder City of Norfolk
 Meagan Cook Blissful Images
 Donna Froehlich Digital Dreams Photography
 Julie Hermsen Norfolk Area Shopper
 Mark Malmberg Bid Red Printing, Inc.
 Michael Meuret Midwest School Services
 Greg Parr Custom Sports
 Kristy Parr Custom Sports
 Jodi Richey Richey Design
 Bill Settell Copy Craft Printing
 Gene Walters Big Red Printing, Inc.

Health Information Management Systems (HIMS)

Tracy Benjes Elkhorn Logan Valley Public Health Department
 Marilyn Blunck, Norfolk Veteran's Home
 BS, RHIT

Kayla Briese, MercyOne
 RHIT, HSC-D
 Courtney Burbach, Atlas MedStaff
 RHIA
 Lisa Fix, RHIT West Holt Memorial Hospital
 Gina Glaser, BS Norfolk Medical Group
 Julie Hable, Mayo Clinic
 MBA, RHIA
 Cindy Jakubowski Avera Medical Clinic
 Gretchen Jopp, Clarkson College
 MS, RHIA, CCS, CPC
 Brenda Machmueller, Columbus Women's Healthcare
 RHIT, CPC
 Rebekah Mussman RuralMED
 Chelsea Neal, Faith Regional Health Services
 MBA, AFC
 Kathy Nordby Midtown Health Center
 Allison Nozicka, RHIT Faith Regional Health Services/
 Graduate of Northeast HIMS
 Program
 Lori Richter, CommonSpirit Health, NHIMA
 MA, RHIA, Board Member Representative
 CPHIMS, CHPS
 Paulina Woehl, Methodist Health System
 MPA, RHIA

Heating, Ventilation, and Air Conditioning

Curt Brodsky Kalin's Indoor Comfort
 Marty Clausen Clausen Air
 Warren Hoferer WinAir Supply
 Nathan Johnson Major Refrigeration
 Terry King Trane
 James Loutzenhiser NPPD
 Gary Love Custom Heating and Air
 Conditioning
 Energy Control
 Pat Sukup

Horticulture

Kelly Feehan University of Nebraska
 Extension
 Fischer Tree
 Garrett Fischer Master Gardeners
 Jody Gartner Bluebird Nursery
 Tom Hammernick
 Rick and Rhonda Johansen Johansen's Nursery
 Aundria Kirchoff Grow Hope Farms/Tower
 Gardens
 Delray Kumm Shamrock Nursery
 Robert Lewis Antelope County Country Club
 Daniel Moore Kinghorn Gardens
 Brian Munk Downtown Lincoln Association
 Wayne Ohnesorg University of Nebraska
 Extension
 Nathan Powell City of Norfolk
 Steve Rasmussen NE Forester
 Shawn Sayers Northeast Community College
 Todd Stewart Lower Elkhorn NRD
 Kim Todd University of Nebraska

Advisory Committees

Jeff Wrage Norfolk Country Club
Richard Wright The Sprinkler Company

Information Technology

Ryan DeVall Duncan Aviation
Trevor Doyle Midwest Bank
Myron Elg Solutions, Inc.
Steven Groetken DayCos
Terry Kahland Continental ContiTech
Mike Lewis Werner
Rich Meester Fareway Food Stores
Tim Miller West Point Hospital
Ron Pilcher Crete Carrier
Tim Pinkelman CharterWest bank

Machining and Manufacturing Automation

Jennifer Blackburn-Nielsen Blackburn Manufacturing
Austin Casselberry Norfolk Public Schools
Jay Connelly Continental ContiTech
Machele Hale Beef Products, Inc
Jose Hernandez Norfolk Public Schools
Mike King Vulcraft
Carl Lindahl Vulcraft
Jim Monk Norfolk Specialties, Inc.
Derek Nordy Nucor Cold Finish
Scott Orwig Norfolk Iron and Metal
Nicole Postello Beef Products, Inc
Doug Stevens Apache Industries

Nursing

Dorothy Bybee, RN Columbus Community Hospital
Ann Crumly, RN Valley Hope
Crystal Dredge, RN Heritage of Bel Air
Betsy Feilmeier, RN Faith Regional Health Services
Nicole Haglund, RN Providence Medical Center
Staci Kolm, RN Faith Regional Health Services
Amy Langan, RN Avera St. Anthony Hospital
Cindy Lesiak, RN Boone County Health Center
Bette Lingenfelter, RN Norfolk Regional Center
Lacey Moeller, RN Norfolk Veterans Home
Kathy Nordby Midtown Health Center
Heather Persinger, RN St. Joseph's Rehabilitation and Care Center
Katie Peterson, RN Pender Community Hospital
Tiffany Rice, RN Osmond General Hospital
Connie Rupp, RN Faith Regional Health Services
Minnie Sauser, RN CHI Health Plainview
Dara Schlecht, RN Franciscan Healthcare
Carrie Sousek, RN Faith Regional Health Services
Merry Sprout, RN Antelope Memorial Hospital
Melissa Vietor, RN Faith Regional Health Services
Brenda Wells, RN Faith Regional Health Services
Karissa Zwingman, RN Faith Regional Health Services

Paramedic

Adele Anderson Public Member
Trevor O'Brien Norfolk Fire Division
Karmen Rotherham Antelope Memorial Hospital

Wendy Snodgrass Nebraska EMS Educational Compliance Program Manager
Dr. G. Tom Surber Medical Director
Michael Wanke Norfolk Ambulance, Inc.
Tim Wragge Norfolk Fire Division
Dr. Lisa Yosten Faith Regional Health Services
Don Zeman LifeNet of the Heartland

Physical Therapist Assistant

Emily Afrank, DPT Family Physical Therapy & Sports Center
Kristi Busch, PTA CHI Health
Bridgette Christensen, Aegis Therapies PTA
Jami Doele, OTR/L, CHT Faith Regional Health Services
Ryan Gallagher, DPT, ATC Overland Rehabilitation Services
Angie Jackson Northeast Community College
Tracy Jacobsen, OTR/L Jacobsen Physical Therapy
Stacey Knutson, PTA Hausmann Physical Therapy
Dawn McKown, PT/ATC Regional West Hospital
Patrick Meuret, PT, DPT Faith Regional Health Services
Katie Nohr, COTA/L Premier Estates/Stanton Health Center
Trisha VanDiest, PTA Live Well Physical Therapy
Marci Woehler, PTA Wayne Country View Care and Rehabilitation
Jennifer Wrenholt, PTA Madonna Rehabilitation Hospital

Plumbing

Jeff Brown Wood Plumbing and Heating
Mike Doering Doering Trenching and Plumbing
Larry Dolejsi Larry's Plumbing Service
Arlen Gall Gall Plumbing, Inc.
Dan Hofmann Hofmann Plumbing
Dave Johnson Johnson's, Inc. Plumbing and Heating
Kevin Johnson Nedrows
Dale Primrose Pettitt Plumbing, Heating and Air Conditioning
Dave Prochaska Norfolk Public Schools
Paul Serres City of Norfolk
Joe Tangeman Tangeman Plumbing and Sewer Service
Randy Uttecht Norfolk Winnelson
Aaron Volkman Volkman Plumbing and Heating, Inc.
Scott Zaruba Black Hills Energy

Truck Driving

Corey Brader NIM Transport
Ryan Cook Big Dog on Campus
Terrill Cook Northeast Community College

Doug Fredrick
 Tim Gibbons
 Shanelle Grudzinski
 Mandee Lade
 Ed Lewis
 Katie Mckie
 Mike Olsen
 Bryan Schafer
 Kevin Signor
 Jason Spangler
 Kyle Wiesen

Werner Enterprises
 Crete Carriers
 Northeast Community College
 Chief Carriers
 Northeast Community College
 Vocational Rehab
 Consumers Supply
 Schneider
 Signor Trucking
 FCC
 Grand Island Express

Utility Line

Todd Barger
 Don Dubus

Scott Fritz
 Scott Haber

Dan Hellbusch
 Jeremy Kaiser
 Ray Knott
 Todd Knutson

Michael McLaughlin
 Larry Oetken

Zach Slagle
 Mike Stockwell

Andrew Urkowski
 Todd Zimmerer

Southern Public Power District
 Stanton County Public Power District
 Nebraska Public Power District
 Cuming County Public Power District
 Loup Power District
 Dawson Public Power District
 Omaha Public Power District
 Elkhorn Rural Public Power District
 Nebraska Public Power District
 Northeast Community College
 JTS
 Lincoln Electric Systems
 Cornhusker Public Power District
 Lincoln Electric System
 North Central Public Power

Veterinary Technology

Jeff Claborn
 Katie Hostler, LVT
 Jennifer Jacobsen, LVT
 Shane Pedersen, DVM
 Sharon Schnepf, MWI
 Dale Stephenson, DVM
 Brittany Swanson, LVT
 Phil Wurdinger, LVT

Twin Rivers Veterinary Clinic
 Stolley Park Veterinary Hospital
 Nebraska Veterinary Services
 Willow Creek Veterinary Services
 Veterinary Supply
 Companion Animal Clinic
 Veterinary Emergency Services
 Hanson Hog West

Welding

Josh Arnst
 Erin Baird
 Tyler Bertsch
 Larry Bledsoe
 Craig Broyhill
 Ronnie Derby
 Mark Folkers
 Pat Gubbels
 Rob Haake

Mathison Linweld
 Sabre Communications
 Behlen Manufacturing
 ARI
 Broyhill Company
 Vermeer Corporation
 Astec
 Theisen Construction Inc.
 Weiland Doors

Jen Horken
 Todd Jepson
 Joe Krajicek
 Wayne Krueger
 Dan Lee
 Jessica Leffers
 Paul Morfeld
 Rita Nelson
 Kevin Potter
 Mark Prosocki
 Gabe Rohan

Beef Products International
 Reliance Construction
 South Sioux City High School
 South Sioux City High School
 Port Neal Welding
 Superior Industries, Inc.
 Dodge Manufacturing
 Greater Yankton Living
 Heritage Industries
 Sentinel Building Systems
 Superior Industrial Mechanical, Inc.

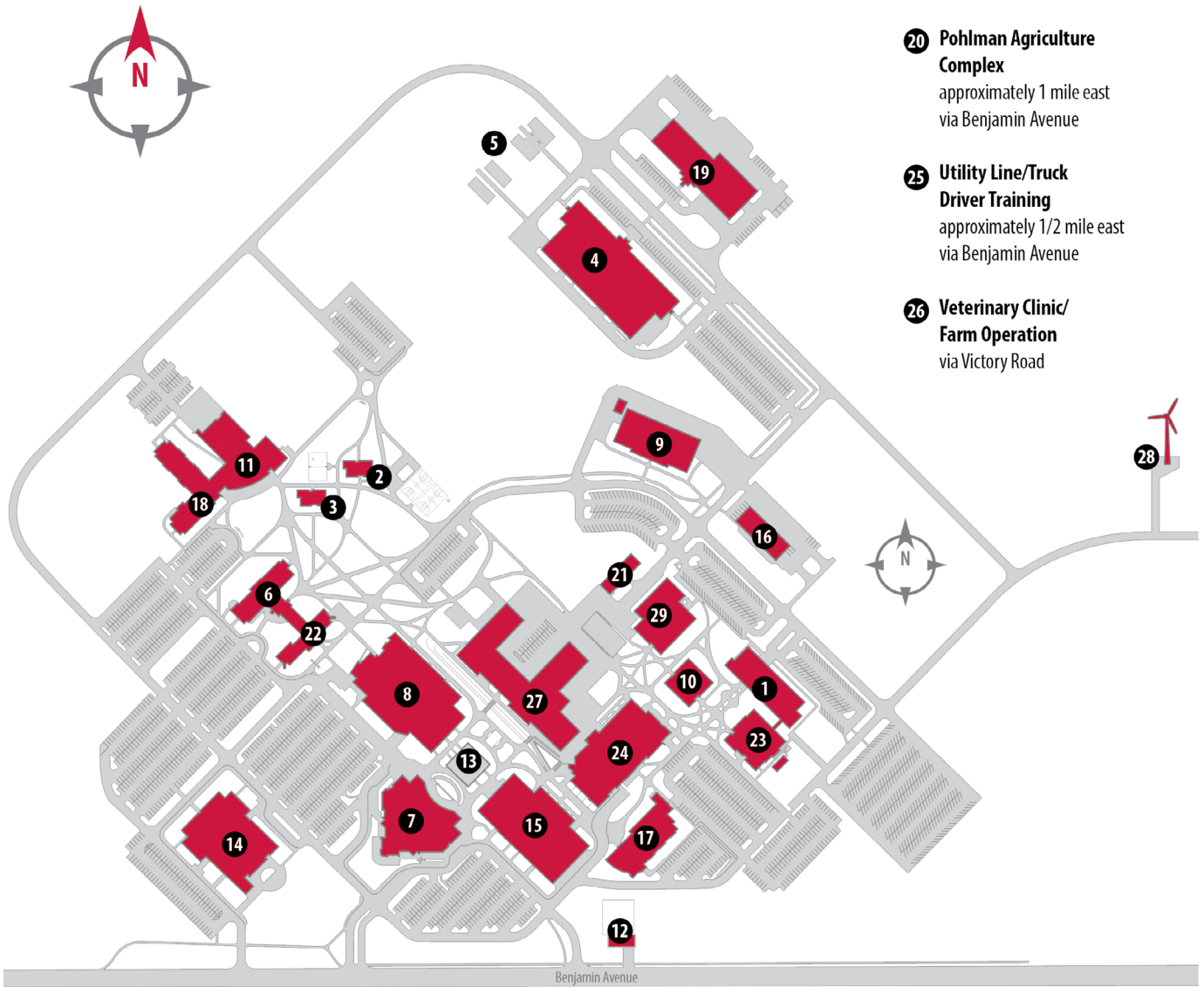
Michael Ross
 Greg Schroeter
 Darrel Shoultz
 Jesse Versch
 Marty Winebrenner
 Angie Wright
 Elliot Zach
 Cindy Zeman

Nucor Vulcraft
 Strobel Energy Group
 Industrial Tools and Machine
 Beef Products International
 Plains Boiler
 Valmont/Newmark
 Norfolk Specialties
 IDFI 3T

Wind Energy

Sam Becker
 Blake Carter
 Brett Citrowske
 Brian Dozeler
 Caelen Friedow
 Luke Hinkle
 Mitch Hyde
 James Loutzenhiser
 Cole Mohnen
 Christopher Walnofer
 Aaron Wyatt Vestas

GE
 Siemens Gamesa
 Renew Energy Maintenance
 Clearway Energy
 Nextera Energy
 Invenergy
 Bluestem Energy Solutions
 Nebraska Public Power District
 Vestas Grande Prairie
 Nebraska Public Power District
 Elkhorn Ridge/Crofton Bluffs GE



- 20 Pohlman Agriculture Complex**
approximately 1 mile east
via Benjamin Avenue
- 25 Utility Line/Truck Driver Training**
approximately 1/2 mile east
via Benjamin Avenue
- 26 Veterinary Clinic/
Farm Operation**
via Victory Road

- | | | |
|---|---|---|
| 1. Agriculture/Allied Health | 11. Hawks Point | 21. Surplus Building |
| 2. Apartment A | 12. Law and Public Safety Training Lab | 22. Simon Hall |
| 3. Apartment B | 13. | 23. Science |
| 4. Applied Technology | 14. Lifelong Learning Center | 24. Union 73 |
| 5. Building Construction Student Built Homes | 15. Maclay | 25. Utility Line/Truck Driver Training |
| 6. Burkhardt Hall | 16. Maintenance | 26. Veterinary Clinic/Farm Operation |
| 7. College Welcome Center | 17. McIntosh College of Nursing | 27. Weller |
| 8. Cox Activities Center | 18. Path Hall | 28. Wind Turbine |
| 9. Diesel Technology | 19. Physical Plant | 29. Wirth |
| 10. Echtenkamp | 20. Pohlman Agriculture Complex | |

Main Campus

801 E. Benjamin Avenue / Norfolk, Nebraska 68701
(402) 371-2020 / (800) 348-9033

Extended Campus Locations

O'Neill, South Sioux City, and West Point

Regional Office Locations

Ainsworth and Hartington



NORTHEAST.EDU



Northeast
community college