SCC

SOUTHEASTERN
COMMUNITY COLLEGE

COURSE CATALOG
2025-2026

Southeastern Community College

2025-2026 Course Catalog

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SCC West Burlington Campus
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335 Messenger Road
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(319) 313-1923
Fax (319) 524-8621

SCC Mount Pleasant Center
200 North Main Street
Mount Pleasant, IA 52641
(319) 385-8012

SCC Fort Madison Center
712 Sixth Street
Fort Madison, IA 52627
(319) 208-5000

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Mission & Accreditation

MISSION:
Southeastern Community College provides accessible, quality programs and services which promote student success and economic vitality.

VISION:
Southeastern Community College, a visionary leader in lifelong learning, embraces diversity, transforms lives, strengthens communities, and inspires individuals to excellence.

VALUES:

Excellence:
We are committed to the highest standards in all aspects of teaching and learning.

Integrity:
We encourage honesty, respect and personal accountability among and between students, staff, and stakeholders.

Stewardship:
We are effective and vigilant stewards of our financial, physical, and human resources.

Continuous Improvement:
We promote evidence-based decisions and systems within a culture of empowerment and teamwork.

Southeastern community College is an Affirmative Action/Equal Opportunity Employer. Southeastern Community College is a publicly supported community college serving Iowa counties of Merger Area XVI.

The college makes every effort to ensure the accuracy of the content of this catalog, but reserves the right to make changes at any time without prior notice. This catalog is for informational purposes and does not constitutes a contract.

Published through the Office of Academic Affairs.

Southeastern Community College is accredited by the Higher Learning Commission.

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Chicago, IL 60604-1413
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Fax: (312) 263-7462
eMail: info@hlcommision.org
https://www.hlcommission.org/

Southeastern Community College is accredited by the Iowa Department of Education.

Southeastern Community College is a member of:

- The American Association of Community Colleges
- Association of Community College Trustees
- Iowa Association of Community College Trustees
- Iowa Association of Community College Presidents
- League for Innovation in Community Colleges

Admissions Information

The rules, policies, procedures, and fees described herein may be changed by the authorities of this institution without advance notice or commitment to such original rules, policies, procedures, and fees to which change is deemed necessary.

General Admissions Policy
The basic expectation of students entering the college credit program is a desire to learn. The college provides educational opportunities for a wide variety of achievement levels and has established realistic entrance standards for each level. These standards may include mandatory placement.

Board Policy 107

BOARD POLICY TYPE: **PHILOSOPHY & GOALS**

POLICY TITLE: **Nondiscrimination Statement**

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its program, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at (319) 208-5063 or the Vice President of Student Affairs (student concerns) at (319) 208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD (800) 877-8339 Email: OCR.Chicago@ed.gov.

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Students with Disabilities
Southeastern Community College (SCC) is committed to providing an accessible environment that supports students with disabilities. Accommodations are available to ensure equal access to educational opportunities. At SCC, our accessibility staff work with students to develop and coordinate services/needs for individuals. SCC's policy requires you to contact the accessibility staff to discuss your specific needs and provide necessary information and supporting documentation so appropriate accommodations can be secured. The Accessibility Office is located in room 109 on the West Burlington campus and room 206 on the Keokuk campus. You can reach the accessibility staff by calling (319) 208-5167. Information about accommodations is also available online at https://www.scciowa.edu/meet/services/accessibility.aspx.

Mandatory Placement
Southeastern Community College requires placement scores for English and some math classes. In addition, some academic programs require minimum scores for acceptance into the program. Placement scores must be within two years of enrollment in the course or program. Every student needing an English class will need to complete the Next Generation Accuplacer (Next Gen) Write Placer. The student will also need either the Next Gen Writing, ACT English, or SAT Writing & Language score. Only ALEKS (math) is accepted if the math course you need requires a placement score. The Next Generation Accuplacer and ALEKS are given free of charge to our incoming SCC students. Not sure if you need to complete placement assessments? Contact Admissions or your Student Success Advocate to help clarify.

Review the placement charts. Specific admission program test score requirements are listed on the individual program pages.

Specific Procedures for Students Applying for Admission
In order to receive full consideration, students are encouraged to have all entrance requirements completed and available to the Admissions Office at the earliest possible date, including Application for Admission, any required placement scores and transcripts of all previously earned academic credit (high school, high school equivalency, or college.

Students are required to complete a Pre-Enrollment Information Session, available online.

Health Career Programs
Students entering health career programs are expected to maintain a high standard of ethical and professional behavior throughout their courses of study. Characteristics of honesty, integrity, commitment, safety and confidentiality are essential for program success. It is also expected that students will maintain regular attendance in classroom and clinical assignments.

Students must maintain a high degree of professional behavior with patients and families during clinical assignments. All students will be required to pass a mandatory background check.

In addition to meeting the admissions requirements for the college, students entering health career programs must meet additional program admissions requirements. All health career programs require students to earn a grade of “C” (2.0 GPA) or above in all coursework within the program for which they are applying. In addition, students must have standardized placement scores completed within 24 months prior to the date of enrollment into the health careers program.

Admissions/Enrollment Prior to High School Graduation
SCC can help high school students get a jump start on college, a career path, and/or increase skills levels for employment. High school students and students participating in homeschooling who meet requirements as outlined in Senior Year Plus legislation have the opportunity to take college courses prior to high school graduation. Eligible courses are outlined in agreements between each area high school and SCC.

Upon successful completion of the enrolled course(s), students will earn both high school and college credit. Postsecondary credits earned are transferable to other colleges and universities depending on degree requirements at that institution. Contact your high school counselor for additional information regarding these opportunities. Students who do not meet criteria of Senior Year Plus, may also enroll in courses but assume all educational and financial responsibilities, if they choose.

Application Procedures - Credit Courses

Specific Procedures for Students Applying for Admission
Applications for Admission are accepted at any time and may be submitted online at www.scciowa.edu. Application forms can also be distributed or mailed from the Admissions Office. Enrollment is limited in certain courses and programs. In order to receive full consideration, students are encouraged to have all entrance requirements completed and available to the Admissions Office at the earliest possible date, including Application for Admission and transcripts of all previously earned academic credit (high school, high school equivalency, or college). Students are also required to complete a new student orientation, available online.

An admissions committee may evaluate an application to determine admission to particular programs.

Transfer Students
Students who wish to transfer from another college are eligible to apply for admission. Students transferring to Southeastern Community College from other institutions will have their credits evaluated on an individual basis. All transfer students are advised to consult with the Registrar's Office at (319) 208-5022 (registrar@scciowa.edu) well in advance of the beginning of each term so that transfer status may be established.

International Students (F-1 Status)
International students who apply from abroad or who would like to transfer from other institutions in the United States to Southeastern Community College must have a high school diploma or equivalent. Students must submit an International Student Application for Admission, high school/college transcripts and must also provide financial documentation showing proof of funds available to cover the cost of tuition, books, room, board, etc. SCC is authorized under Federal law to enroll non-immigrant students. For more information, please contact the International Program Office at (319) 208-5027 or international@scciowa.edu

Non-Native Speakers
All applicants to Southeastern Community College whose native language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL), EIKEN or Accuplacer-ESL with their application for admission and supporting academic documents. Students must demonstrate proficiency in the English language by obtaining a satisfactory score on the Accuplacer-ESL or TOEFL ESL. For more information, please contact Admissions.

Placement Charts

(Updated 3/29/2021)

SCC Math Mandatory Score Placement Charts

Cut Score (%)	Range (%)	Course Placement
< 14%	0-13	MAT-702 Intro to Math Applications (voc. only) MAT-110 Math for Liberal Arts MAT-117 Math for Elementary Teachers MAT-712 Business Math
≥ 14%	14-29	MAT-099 Combined Algebra MAT-704 Math Applications (voc. only)

Cut Score (%)	Range (%)	Course Placement
≥ 30%	30-45	MAT-092 Intermediate Algebra w/ out lab (If ALEKS score is 0-29, then MAT-016 must be taken.) MAT-156 Statistics
≥ 46%	46-60	MAT-120 College Algebra MAT-134 Trigonometry (If taken concurrently with MAT-120 OR successfully completed MAT-120 with a grade of C or better) MAT-140 Finite Math
≥ 61%	61-75	MAT-128 Pre-Calculus MAT-134 Trigonometry (If taken without enrollment in or previous credit for MAT-120) MAT 165 Business Calculus
≥ 76%	76-100	MAT-210 Calculus I

ESL Course Placement Chart

ESL Level	ACCUPLACER® ESL	TOEFL	IELTS	Eiken
Level I	Score 50 or Below	Score 30 or Below	4 or below	Grade 3
Level II	51-70	31-37	4.5	Grade Pre-2
Level III	71-90	38-45	5	Grade 2
Level IV	91-110	46-59	5.5	Grade 2A

SCC Writing Scores & Mandatory Course Placement Chart - No Waivers

Next-Gen ACCUPLACER®	**Classic** ACCUPLACER®	**SAT**	**ACT**	**Write Placer**	**Write Placer**	**Write Placer**	**Write Placer**	**Write Placer**	**Write Placer**	**Write Placer**	**Write Placer**	**Write Placer**
Writing	**Sentence Skills**	**Writing & Language**	**English**	**Score**	**Score**	**Score**	**Score**	**Score**	**Score**	**Score**	**Score**	**Score**
Score	**Score**	**Score**	**Score**	0	1	2	3	4	5	6	7	8
200-219	20-39	10-13	1-5	ENG-013	ENG-013	ENG-013	ENG-013 **OR** ENG-110	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131
220-239	40-59	14-18	6-11	ENG-013	ENG-013	ENG-013	ENG-013 **OR** ENG-110	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131
240-259	60-79	19-22	12-15	ENG-013	ENG-013	ENG-013	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131
260-279	80-99	23-26	16-19	ENG-013	ENG-013	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131
280-300	100-120	27-40	20-36	ENG-013	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 w/ ENG-067 lab **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131	ENG-105 **OR** ENG-110 **OR** ENG-111 **OR** ENG-131

Health Professions Pre-Admission Testing and Placement Standards
These assessment scores identify skills in reading, writing, and math for placement into appropriate courses or to meet admission criteria.

(Updated 6/2025)

Program	GPA/HS/Other	ACT®	SAT®	Next-Gen ACCUPLACER®	ALEKS®
EMT	• CPR Certification				
Emergency Medical Services (Paramedic)	• HS diploma or equivalency • CPR Certification • Iowa EMT				
Medical Coding & Billing	• HS diploma or equivalency • Science course within the last 5 years with "C" or above: • BIO-163 Essentials of Anatomy & Physiology	Reading: 19 Math: 19	Reading/Writing: 330 Math: 510	Reading: ≥ 248	Math: ≥ 14
Medical Assistant	• HS diploma or equivalency • Science course within the last 5 years with "C" or above: • BIO-163 Essentials of Anatomy & Physiology	Reading: 19 Math: 19	Reading/Writing: 330 Math: 510	Reading: ≥ 248	Math: ≥ 14
PN Nursing	• HS diploma or equivalency • Science course within the last 5 years with "C" or above: • BIO-168 Human Anatomy & Physiology I • BIO-173 Human Anatomy & Physiology II • BIO-186 Microbiology	Reading: 19 Math: 19 English: 17 **OR** Composite: 20	Reading/Writing: 330 Math: 510 **OR** Composite: 1040	Reading: ≥ 248 Writing: ≥ 260	Math: ≥ 14
ADN Nursing	• HS diploma or equivalency • LPN Licensure (active & unencumbered)	Reading: 19 Math: 19 English: 17 **OR** Composite: 20	Reading/Writing: 330 Math: 510 **OR** Composite: 1040	Reading: ≥ 248 Writing: ≥ 260	Math: ≥ 14

	• Science course within the last 5 years with "C" or above: • BIO-168 Human Anatomy & Physiology I • BIO-173 Human Anatomy & Physiology II • BIO-186 Microbiology				
Radiologic Technology Program	• HS diploma or equivalency • Courses within the last 5 years with "C" or above: • HSC-114 Medical Terminology • BIO-168 Human Anatomy & Physiology I • BIO-173 Human Anatomy & Physiology II			Reading: ≥ 248 Writing: ≥ 260	Math: ≥ 14
Respiratory Care	• HS diploma or equivalency • Department Math Test: ≥ 80% • Minimum GPA of 2.0 for at least 12 semester hours of baccalaureate **OR** • AA, AS, or baccalaureate degree with a minimum GPA of 2.0	Reading: 19 Math: 19 English: 17 **OR** Composite: 20	Reading/Writing: 330 Math: 510 **OR** Composite: 1040	Reading: ≥ 248 Writing: ≥ 260	Math: ≥ 14

*** Applicable placement scores must be current (no more than 24 months) at the time of enrollment.**

Satisfactory Academic Progress - Financial Aid Including Military Benefits

Students who receive financial assistance from Title IV, state or institutional funds must make satisfactory academic progress as described below to remain eligible to receive financial aid. Students will have their records reviewed at the end of each award period (semester) to determine if "satisfactory progress" is being maintained. The standards for satisfactory academic progress include a minimum cumulative completion rate of 67%, a minimum cumulative GPA of 2.00, and completion of the academic program in 150% of the published length of the program. Failure to maintain these standards can result in dismissal, which is termination from receiving further financial aid. If a student is placed on dismissal and a special circumstance exists, the student may submit an appeal.

Satisfactory Academic Progress Guideline for Military Education Benefits
Southeastern Community College is required to establish and monitor academic progress standards for enrolled students receiving military education benefits. This policy ensures that any student who receives or applies for military education benefits is making progress toward a degree. In order to maintain eligibility for military education benefits, a student must meet the standards of at least a 2.0 GPA. Failure to meet these requirements may result in the loss of education benefits.

Programs affected by standards requirements are:

- Chapter 33 (Post 9/11)
- Chapter 31
- Chapter 35
- Chapter 30
- Chapter 1606
- Federal Tuition Assistance
- Iowa National Guard Service Scholarship

Minimum Veteran's Administration Academic Progress Standards
A student's academic progress is assessed after each term. A student is expected to earn a minimum cumulative grade point average (GPA) of 2.0.

Veterans Administration Probation
A student will be placed on Veterans Administrative Probation the first term that the student fails to meet the minimum standard outlined above. A student placed on Veteran Administration Probation:

- Students eligible to receive Veterans Administration benefits must achieve at least a 2.0 semester GPA for the probationary term.
- A probationary student who has earned at least the minimum semester GPA required, but does not meet the minimum cumulative GPA requirement of 2.0, will continue to be on Veterans Administration Probation.

Veterans Administration Suspension
A probationary student who fails to earn the minimum semester GPA of 2.0 will be placed on Veterans Administration Suspension.

A student on Veterans Administration Suspension:

- Is not eligible to receive Veterans Administration benefits.
- Is required to complete a one-term absence (not including the summer semester) and may be re-admitted on probation.

The student will remain on probation until they meet the minimum requirement of a 2.0 semester GPA. Once a cumulative GPA of 2.0 is met, the student will be removed from probation. If the student does not meet the minimum requirement of a semester GPA of 2.0 during this probationary term, the student will, once again, be placed on suspension.

Reinstatement
It is the responsibility of the student to notify the Veterans Certifying Official that their coursework meets the minimum standards.

Appeals of Veterans Administration Suspension
A student may submit a written appeal if there are extenuating circumstance such as serious illness, death of a relative, job changes, etc. that prevent the student from meeting the minimum standards. Documentation will be expected; please notify the Veterans Certifying Official as soon as possible.

President's List
Students who have attempted 12 or more credit hours and achieved a grade point average of 4.0 in a Fall or Spring term are honored by being named to the President's list.

Dean's List
Students who have attempted 12 or more credit hours and achieved a grade point average of a 3.50-3.99 in a Fall or Spring term are honored by being named to the Dean's list.

Graduation Requirements

General Information
A student who intends to graduate from Southeastern Community College must file a Request to Graduate application. This application should be completed when registering for the last anticipated semester of classes. Under Self-Serve on Hawknet please click on the Graduation overview tab. Degree, diploma and certificate requirements stated in the Southeastern Community College catalog at the time of a student's initial enrollment will remain in effect for that student until graduation. If changes occur in graduation requirements subsequent to initial enrollment, the student may elect to graduate under the most recent degree or diploma requirements. The ability to graduate under the requirements of an older catalog is subject to a five-year limitation. The final determination of graduation requirements rests with the Registrar.

It is the responsibility of the student to know and observe the requirements of their curriculum and the rules governing academic work. Although a Student Success Advocate will attempt to help the student make informed decisions, the final responsibility for meeting the requirements for graduation rests with the student.

Graduation from Southeastern Community College shall be certified by the issuance of a degree, diploma, or certificate. No student shall be issued an award who has not earned a cumulative grade point average of at least 2.0 in their program course work at SCC.

If a student receives information from a Student Success Advocate which may have an impact upon the student's graduation requirements or application of credits toward graduation, the student is advised to secure the information in writing. It is further advised that this documentation be retained by the student.

Commencement
Commencement is an integral part of a student's experience in college. SCC's commencement is held at the conclusion of the spring semester for any student of the college who has completed all the necessary requirements for a degree, diploma, or a certificate. Additionally, any student of Southeastern Community College is eligible to participate in commencement if there is a clear indication made to the Registrar by the student at the beginning of the spring semester that necessary requirements will be completed prior to the beginning of the next fall semester.

Graduation with Honors
Qualifying students are recognized as meeting the requirements of Graduation with Honors at commencement ceremonies. To qualify for this recognition, a student's cumulative grade point average must be 3.75 or above as of the end of the fall semester. A minimum of 15 semester hours must have been completed at Southeastern Community College. A student with a GPA below 3.75, but above a 3.50, may qualify at the end of the spring semester if they receive spring grades which are high enough to raise their GPA to 3.75 or above at the end of the spring semester. It is the responsibility of the student to notify the Registrar of this possible last-minute designation.

Assessment Philosophy
Assessing student academic achievement at Southeastern Community College is a process of documenting student learning within the domain of general education requirements and within career education programs that go beyond traditional course grades. The purpose of assessment is to promote and document continuous educational improvement throughout the institution. The data gathered will be used to make adjustments within courses and/or programs when deemed necessary. Assessment data will also provide valuable information for use in the college's strategic planning and program review processes. The assessment of students' knowledge of course content, general education and career education objectives will also allow the college to become more articulate in its communication efforts with internal and external constituents regarding how well the college is accomplishing its mission and goals/objectives.

General Education Statement
The goal of Southeastern Community College is to instill within its degree graduates a body of knowledge, skills, and attitudes upon which they can build to be contributing members of society. To accomplish this, associate degree requirements are established which meet a diversity of interests associated with comprehensive community college students. Southeastern Community College requires that the Associate of Arts (AA) degree and the Associate of Science (AS) degree includes courses in the following areas:

- Communication
- Social Science
- Humanities
- Mathematics

- Science
- Cultural Awareness

SCC is committed to ensuring that students graduating with associate degrees have attained skills in the following areas:

- Communication
- Civic Awareness
- Critical Thinking
- Cultural Awareness
- Quantitative & Scientific Reasoning

The College Experience Course Policy
SCC requires first time degree-seeking students to take SDV-108 The College Experience during their first semester. This course is required for graduation. Exceptions to this requirement include:

- Transfer students with an official transcript(s) from a previous institution(s) who have earned a minimum of 24 credits with a cumulative GPA of 2.0 or higher (cumulative GPA encompasses all attempted credits, not just those earned).
- Transfer students with an official transcript from a previous institution who have taken a similar course with a grade of C- or better.
- Students who were previously enrolled at SCC (excluding high school concurrent enrollment) who have earned a minimum of 12 credits with a cumulative GPA of 2.0 or higher.

General Education Requirement Groups:

Communication
- ENG English
- SPC Speech

Humanities
- ART Art
- EDU Education
- LIT Literature
- Foreign Language — FLS Spanish, FLR Russian, FLF French
- HIS History
- HUM Humanities
- MUS, MUA Music
- PHI Philosophy
- DRA Drama
- REL Religion

Social Sciences
- ECN Economics
- ELE Electives
- GEO Geography
- HIS History
- POL Political Science
- PSY Psychology
- SOC Sociology

Math and Science
- MAT Mathematics
- BIO Biology
- CHM Chemistry
- ENV Environmental Science
- PHY Physics
- PHS Physical Science

Cultural Awareness
- ART Art
- DRA Drama
- ENG English

- FLS Foreign Language Spanish
- HIS History
- HUM Humanities
- MUS Music
- PHI Philosophy
- REL Religion
- SOC Sociology

Credit earned toward satisfaction of one group requirement may not be applied toward satisfaction of a second group requirement.

Academic Awards

Requirements for each of the college's curriculum must be satisfactorily completed prior to an individual being eligible to receive an award from SCC. One of the following will be awarded to a student who completes the specified requirements:

- Associate of Arts degree
- Associate of Science degree
- Associate of Applied Science degree
- Diploma
- Certificate

Associate of Arts Degree

The Associate of Arts degree is primarily intended for those students who plan to transfer to a four-year college or university. A transfer student should always consult with the four-year institution to determine application of particular courses toward his/her degree objectives. All candidates for the Associate of Arts Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at Southeastern Community College. (If a student completed at least 30 credit hours at SCC and then transfers to another college, the student is eligible to transfer up to 30 credit hours back from that college to earn this degree under the Reverse Credit Transfer Program.)
2. Earn a minimum cumulative grade point average (GPA) of 2.00 at SCC.
3. All general education group requirements necessary for the associate of arts degree must be selected from transfer course offerings.
4. Each of the following minimum general education group requirements must be met:

SDV-108	1 credit hr.
Communication (ENG-105, ENG-106, and SPC-101 or SPC-112)	9 credit hrs.
Humanities*	9 credit hrs.
Social Sciences*	12 credit hrs.
Science & Mathematics*	10 credit hrs.
Cultural Awareness	3 credit hrs.
Electives	16 credit hrs.
Minimum Total:	60 credit hrs.

** Select courses from at least two different disciplines in this area. In the Science and Mathematics group, at least one lab science and one mathematics course must be taken.*

Associate of Science Degree

The Associate of Science degree is primarily intended for those students who plan to transfer to a four-year college or university. A transfer student should consult with the four-year institution to determine application of particular courses toward their degree objectives. All candidates for the Associate of Science degree must meet the following requirements:

1. Earn a minimum of 15 of their final 20 semester hours of credit in resident classes at SCC. (If a student completed at least 30 credit hours at SCC and then transfers to another college, the student is eligible to transfer up to 30 credit hours back from that college to earn this degree under the Reverse Credit Transfer Program.)

2. Earn a minimum cumulative grade point average (GPA) of 2.0 at SCC.
3. All general education group requirements and specialty area requirements necessary for the Associate of Science degree must be selected from transfer course offerings.
4. Each of the following minimum general education group requirements must be met:

SDV-108	1 credit hr.
Communication (ENG-105, ENG-106 and SPC-101 or SPC-112)	9 credit hrs.
Humanities*	6 credit hrs.
Social Sciences*	6 credit hrs.
Science & Mathematics*	20 credit hrs.
Cultural Awareness	3 credit hrs.
Electives	15 credit hrs.
Minimum Total:	60 credit hrs.

** Select courses from at least two different disciplines in this area. In the Science and Mathematics group, at least one lab science and one mathematics course must be taken.*

Associate of Applied Science Degree
The Associate of Applied Science degree is intended for those students who are enrolled in a two-year career education program which prepares the student with the skills and competencies necessary to enter the workforce upon degree completion. The standard length of all career education curricula leading to an Associate of Applied Science degree is a minimum of four semesters. All candidates for the Associate of Applied Science Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at SCC. If a student completed at least 30 credit hours at SCC and then transfers to another college, the student is eligible to transfer up to 30 credit hours back from that college to earn this degree under the Reverse Credit Transfer program.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 in the AAS degree curriculum at SCC.
3. General education courses required for the associate of applied science degree must be selected from courses listed in the approved program curriculum. A minimum of 15 semester hours of general education requirements must be taken with at least one course from each of the three areas: Communication; Social Sciences and/or Humanities; Mathematics and/or Science.
4. Satisfactory completion of all core and general education requirements as specified for the curriculum selected. The standard length of all career education curricula leading to an associate of applied science degree is a minimum of four semesters.

Diploma
The diploma shall be awarded to a student who has satisfactorily completed an approved Career and Technical Education program. A diploma may be a component of, and apply toward, subsequent completion of an AAS. All candidates for a diploma must meet the following requirements:

1. Earn a minimum of 10 of the last 13 semester hours of credit in resident classes at SCC.
2. Earn a minimum cumulative grade point average (GPA) of 2.0 at SCC in the diploma curriculum.
3. General education courses and elective credits required for a diploma are listed in the approved curriculum for that diploma.
4. Satisfactory completion of all general education and core requirements as specified for the diploma program.

Certificate
A certificate of completion may be awarded to a student who has satisfactorily completed a course of study prescribed by the institution that is designed to prepare students for entry-level employment. The certificate may be a component of, and apply towards, subsequent completion of a diploma or an AAS. All candidates for a Certificate must meet the following requirements:

1. All requirements must be met through earned SCC credits or through approved action by the registrar.
2. Earn a minimum cumulative grade point average (GPA) of 2.0 in the certificate curriculum at SCC.

3. General education courses, if required, are listed in the approved curriculum for that certificate.
4. Satisfactory completion of all core, general education and/or elective requirements as specified for the certificate program.

Arts and Sciences Transfer Programs

The Arts and Sciences Transfer Program provides courses of study which will readily transfer to most colleges and universities. Students planning to earn a baccalaureate degree may begin coursework at SCC and complete the general education requirements for most majors with the completion of an Associate of Arts degree or Associate of Science degree. Iowa community colleges and Iowa regent universities (University of Iowa, University of Northern Iowa, and Iowa State University) have developed an articulation agreement to assist in the transfer process. SCC also has articulation agreements with other colleges and universities.

Students should consult with an SCC Student Success Advocate at either West Burlington (319) 208-5010, admissionswb@scciowa.edu or Keokuk (319) 313-1923, admissionskeo@scciowa.edu to determine the transfer of coursework since many majors require specific classes. Students may also be referred to faculty for questions regarding specific majors.

Steps to Assist in the Transfer of Credit
Students who intend to transfer credits earned at SCC toward degree requirements at another college are urged to observe the following steps. Students should:

1. THINK carefully about personal interests and abilities. Students will then be in a better position to make decisions regarding educational goals, and SCC will be able to better assist the student in accomplishing those goals.
2. MEET with an SCC Student Success Advocate to discuss educational plans and select courses for each term.
3. CONTACT the transfer college to obtain information necessary for a successful transfer. Students should be aware that many majors require specific coursework at SCC.
4. DISCUSS any change in educational plans with an SCC Student Success Advocate. Never rely on rumors about what will or will not transfer. Always meet with a Student Success Advocate or the transfer institution and get the facts.

To be assured of an ideal transfer, it is very important for students to know both their chosen majors and transfer colleges as soon as possible. Most transfer colleges provide information on their websites for transfer students.

To see more information on articulation agreements currently in place or how any SCC courses transfer, go to the SCC website Transfer Guides (https://www.scciowa.edu/programs/transfer/index.aspx)

Graduation Requirements for Associate of Arts Degree

To graduate with an Associate of Arts degree, students must have a 2.00 grade point average or above and have successfully completed sixty (60) semester hours of credit in courses as designated below. In addition, students must meet the requirements specified in the following categories:

Requirement	Required Credit Hours
THE COLLEGE EXPERIENCE	
The College Experience: SDV-108 or SDV-218	1
COMMUNICATIONS	
COMPOSITION: ENG-105, 106	6
SPEECH: SPC-112 or 101	3
HUMANITIES - Select from at least 2 different departments	9
ART: ART-101, 109, 120, 123, 133, 134, 138, 143, 144, 154, 157, 173, 174, 184, 186, 203, 204, 208, 928	
DRAMA: DRA-101, 110, 141, 142, 165	
ENGLISH: ENG-221, 929	
FOREIGN LANGUAGES: FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232	
HISTORY & WORLD CIV: HIS-110, 111, 131, 132, 151, 152, 211, 231, 251, 257, 266, 271	
HUMANITIES: HUM-101, 114, 145, 287	
LITERATURE: LIT-101, 120, 121, 131, 150, 151, 161, 184, 209, EDU-235	
MASS MEDIA STUDIES: MMS-111	
MUSIC: APPLIED MUSIC: MUA-101, 104, 108, 120 through 127, 170 GENERAL MUSIC: MUS-100, 102, 120, 121, 135, 136, 140, 161, 162, 185, 204, 205, 250, 306	
PHILOSOPHY: PHI-101, 105	
RELIGION: REL-101	
SPEECH: SPC-115, 120, 122, 132	
SOCIAL SCIENCE - Select from at least 2 different departments	12
EARLY CHILDHOOD EDUCATION: ECE-170	
ECONOMICS: ECN-120, 130	
EDUCATION: EDU-240	
GEOGRAPHY: GEO-121, 126	
HISTORY & WORLD CIV: HIS-110, 111, 131, 132, 151, 152, 211, 231, 251, 257, 266, 271	
POLITICAL SCIENCE: POL-110, 111	
PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 228, 241, 251, ELE-170	
SOCIOLOGY: SOC-110, 114, 115, 120, 160, 161, 212, 230, 240	

MATH & SCIENCE - Must include one math and one laboratory science course 10

MATHEMATICS: MAT-110, 112, 113, 117, 120, 128, 134, 140, 149, 156, 165, 210, 216, 219, 227

LAB SCIENCE:
BIOLOGY: BIO-105, 112, 113, 138, 157, 163, 168, 173, 186, 248, 252
CHEMISTRY: CHM-115, 122, 165, 175, 263, 273
ENVIRONMENTAL SCIENCE: ENV-111
PHYSICAL SCIENCE: PHS-120, 151
PHYSICS: PHY-106, 162, 172, 212, 222
SCIENCE: SCI-123

NON-LAB SCIENCE:
BIOLOGY: BIO-151, 217, 277
PHYSICAL SCIENCE: PHS-165, 185
SCIENCE: SCI-928

CULTURAL AWARENESS - Minimum of 3 hours 3

ART: ART-101, 203, 204, 208
DRAMA: DRA-101, 110

EDUCATION: EDU-220
ENGLISH: ENG-221
FOREIGN LANGUAGES-FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232
HISTORY: HIS-211, 257
HUMANITIES: HUM-101, 114, 145
LITERATURE: LIT-120, 121, 131, 150, 151, 209
GENERAL MUSIC: MUS-100, 204, 205
PHILOSOPHY: PHI-101, 105, 122
RELIGION: REL-101
SOCIOLOGY: SOC-212
SPEECH: SPC-120

ELECTIVES 16

Once category requirements are met, any course from the above discipline areas may be applied toward elective credits, as well as, any 100 level or higher Career Technical course or approved military credit. CTE credits must be completed with a C or better. Students may apply up to four credit hours of physical education activity (PEA or PEV) courses to elective credits. Students should plan their elective courses according to their college major if they are planning to transfer on for a four year degree. Information on suggested coursework is available in the Enrollment Services office.

TOTAL 60

Graduation Requirements for Associate of Science Degree

To graduate with an Associate of Arts degree, a student must have a 2.00 grade point average or above and have successfully completed sixty (60) semester hours of credit in courses designated for transfer. In addition to these requirements, every student must meet the following requirements:

Requirement	Required Credit Hours
THE COLLEGE EXPERIENCE	
The College Experience: SDV-108 or SDV-218	1
COMMUNICATIONS	
COMPOSITION: ENG-105, 106	6
SPEECH: SPC-112 or 101	3
HUMANITIES - Select from at least 2 different departments	6
ART: ART-101, 109, 120, 123, 133, 134, 138, 143, 144, 154, 157, 173, 174, 184, 186, 203, 204, 208, 928	
DRAMA: DRA-101, 110, 141, 142, 165	
ENGLISH: ENG-221, 929	
FOREIGN LANGUAGES-FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232	
HISTORY & WORLD CIV: HIS-110, 111, 131, 132, 151, 152, 211, 231, 251, 257, 266, 271	
HUMANITIES: HUM-101, 114, 145, 287	
LITERATURE: LIT-101, 120, 121, 131, 150, 151, 161, 184, 209, EDU-235	
MASS MEDIA STUDIES: MMS-111	
MUSIC: APPLIED MUSIC: MUA-101, 104, 108, 120 through 127, 170 GENERAL MUSIC: MUS-100, 102, 120, 121, 135, 136, 140, 161, 162, 185, 204, 205, 250, 306	
PHILOSOPHY: PHI-101, 105	
RELIGION: REL-101	
SPEECH: SPC-115, 120, 122, 132	
SOCIAL SCIENCE - Select from at least 2 different departments	6
EARLY CHILDHOOD EDUCATION: ECE-170	
ECONOMICS: ECN-120, 130	
GEOGRAPHY: GEO-121, 126	
HISTORY & WORLD CIV: HIS-110, 111, 131, 132, 151, 152, 211, 231, 251, 257, 266, 271	
POLITICAL SCIENCE: POL-110, 111	
PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 228, 241, 251, ELE-170	
SOCIOLOGY: SOC-110, 114, 115, 120, 160, 161, 212, 230, 240	

MATH & SCIENCE - Must include one math and one laboratory science course 20

MATHEMATICS: MAT-120, 128, 134, 140, 149, 156, 165, 210, 216, 219, 227

ADVANCED LAB SCIENCE:
BIOLOGY: BIO-112, 113, 163, 168, 173, 186
CHEMISTRY: CHM-165, 175, 263, 273
PHYSICS: PHY-162, 172, 212, 222

OTHER SCIENCE:
BIOLOGY: BIO-105
PHYSICAL SCIENCE: PHS-151, 165, 185
PHYSICS: PHY-106
SCIENCE: SCI-123

CULTURAL AWARENESS - Minimum of 3 hours 3

ART: ART-101, 203, 204, 208
DRAMA: DRA-101, 110

EDUCATION: EDU-220
ENGLISH: ENG-221
FOREIGN LANGUAGES-FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232
HISTORY: HIS-211, 257
HUMANITIES: HUM-101, 114, 145
LITERATURE: LIT-120, 121, 131, 150, 151, 209
GENERAL MUSIC: MUS-100, 204, 205
PHILOSOPHY: PHI-101, 105, 122
RELIGION: REL-101
SOCIOLOGY: SOC-212

SPEECH: SPC-120

ELECTIVES 15

Once category requirements are met, any course from the above discipline areas may be applied toward elective credits, as well as, any 100 level or higher Career Technical course or approved military credit. LTE credits must be completed with a C or better. Students may apply up to 4 credit hours of physical education activity (PEA or PEV) courses to Elective credits. Students should plan their elective courses according to their college major if they are planning to transfer on for a four year degree. Information on suggested coursework is available in the Enrollment Services office.

TOTAL 60

Graduation Requirements for Associate of Arts Degree - Online

To graduate with an Associate of Arts degree, students must have a 2.00 grade point average or above and have successfully completed sixty (60) semester hours of credit in courses as designated below. In addition, students must meet the requirements specified in the following categories:

Requirement	Required Credit Hours
THE COLLEGE EXPERIENCE	
The College Experience: SDV-108	1
COMMUNICATIONS	
COMPOSITION: ENG-105, 106	6
SPEECH: SPC-112 or 101	3
HUMANITIES - Select from at least 2 different departments	9
ART: ART-101, 120, 133, 186, 204	
DRAMA: DRA-101, 110	
ENGLISH: ENG-221	
FOREIGN LANGUAGES-FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232	
HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 271	
HUMANITIES: HUM-101, 287	
LITERATURE: LIT-101, 120, 131, 150, 151, 184	
MUSIC: MUS-100, 102, 204, 205	
PHILOSOPHY: PHI-101, 105	
RELIGION: REL-101	
SOCIAL SCIENCE - Select from at least 2 different departments	12
ECONOMICS: ECN-110, 120, 130	
GEOGRAPHY: GEO-121, 126	
HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 271	
POLITICAL SCIENCE: POL-110, 111	
PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 228, 241, 251	
SOCIOLOGY: SOC-110, 115, 120, 160, 212, 230, 240	
MATH & SCIENCE - Must include one math and one laboratory science course	10
MATHEMATICS: MAT-110, 112, 113, 120, 128, 134, 140, 156, 165, 210, 216, 219, 227	
LAB SCIENCE: BIOLOGY: BIO-105, 163, 168, 173, 186 CHEMISTRY: CHM-122, 165, 175 ENVIRONMENTAL SCIENCE: ENV-111	

PHYSICAL SCIENCE: PHS-120, 151
PHYSICS: PHY-162, 172, 212, 222
SCIENCE: SCI-123

NON-LAB SCIENCE:
BIOLOGY: BIO-151, 277
PHYSICAL SCIENCE: PHS-185

CULTURAL AWARENESS - Minimum of 3 hours 3

ART: ART-101, 203, 204, 208
DRAMA: DRA-101, 110
ENGLISH: ENG-221
FOREIGN LANGUAGES-FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232
HISTORY: HIS-211, 257
LITERATURE: LIT-120, 131
GENERAL MUSIC: MUS-100, 204
PHILOSOPHY: PHI-101, 105
RELIGION: REL-101
SOCIOLOGY: SOC-212
SPEECH: SPC-120

ELECTIVES 16

Once category requirements are met, any course from the above discipline areas may be applied toward elective credits, as well as, any 100 level or higher Career Technical course or approved military credit. Students should plan their elective courses according to their college major if they are planning to transfer on for a four year degree. Information on suggested coursework is available in the Enrollment Services office.

TOTAL 60

Graduation Requirements for Associate of Science Degree - Online

To graduate with an Associate of Arts degree, a student must have a 2.00 grade point average or above and have successfully completed sixty (60) semester hours of credit in courses designated for transfer. In addition to these requirements, every student must meet the following requirements:

Requirement	Required Credit Hours
THE COLLEGE EXPERIENCE	
The College Experience: SDV-108	1
COMMUNICATIONS	
COMPOSITION: ENG-105, 106	6
SPEECH: SPC-112 or 101	3
HUMANITIES - Select from at least 2 different departments	6
ART: ART-101, 120, 123, 133, 186, 203, 204	
DRAMA: DRA-101, 110	
ENGLISH: ENG-221	
FOREIGN LANGUAGES-FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232	
HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 271	
HUMANITIES: HUM-101, 287	
LITERATURE: LIT-101, 105, 120, 131, 150, 151, 184	
MUSIC: MUS-100, 102, 204, 205	
PHILOSOPHY: PHI-101, 105	
RELIGION: REL-101	
SOCIAL SCIENCE - Select from at least 2 different departments	6
ECONOMICS: ECN-120, 130	
GEOGRAPHY: GEO-121	
HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 271	
POLITICAL SCIENCE: POL-110, 111	
PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 228, 241, 251	
SOCIOLOGY: SOC-110, 115, 120, 160, 212, 230, 240	
MATH & SCIENCE - Must include one math and one laboratory science course	20
MATHEMATICS: MAT-120, 128, 134, 140, 156, 165, 210, 216, 219, 227	
ADVANCED LAB SCIENCE: BIOLOGY: BIO-163, 168, 173, 186 CHEMISTRY: CHM-165, 175 PHYSICS: PHY-162, 172, 212, 222	

OTHER SCIENCE:
BIOLOGY: BIO-105, 151, 277
CHEMISTRY: CHM-122
ENVIRONMENTAL SCIENCE: ENV-111
PHYSICS: PHY-152, 185

CULTURAL AWARENESS - Minimum of 3 hours 3

ART: ART-101, 203, 204, 208
DRAMA: DRA-101, 110
ENGLISH: ENG-221
FOREIGN LANGUAGES-FLF-141, 142; FLG-141, 142; FLS-141, 142, 231, 232
HISTORY: HIS-211, 257
LITERATURE: LIT-120, 131
GENERAL MUSIC: MUS-100, 204
PHILOSOPHY: PHI-101, 105
RELIGION: REL-101
SOCIOLOGY: SOC-212
SPEECH: SPC-120

ELECTIVES 15

Once category requirements are met, any course from the above discipline areas may be applied toward elective credits, as well as, any 100 level or higher Career Technical course or approved military credit. Students should plan their elective courses according to their college major if they are planning to transfer on for a four year degree. Information on suggested coursework is available in the Enrollment Services office.

TOTAL 60

Technical Standards Section

Technical Standards

Technical standards exits for many of our Continuing Technical Education (CTE) Programs. For specific requirements, click on a program below.

Automotive Collision Repair and Refinish Technology

Automotive Technology

Computer-Aided Design and Technology

Construction Technology

Healthcare Technology Management

Industrial Controls, Automation, and Robotics Technology

Precision Machining and CNC Technology

Welding Technology

Technical Standards for Automotive Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Motor Skills	• Able to lift objects weighing up to 30 lbs. • Able to stand or sit for prolonged period of time • Able to perform repetitive physical actions • Able to work with hands, being able to feel by touch, finger dexterity	• Operating lifts and jacks, use of common hand tools, ratchets, wrenches, air powered tools • Bending, squatting, reaching • Lifting automotive parts & wheels • Removing and installing mechanical fasteners for bolt on vehicles
Vision	• Sufficient enough to access printed and electronic documents as well as readings on gauges • Able to operate motor vehicle • Able to see shades of color	• Review product technical data sheets, service documents, as well as air pressure gauges • Valid driver's license to move vehicles in and out of shop • Able to see color change while mixing products • Able to identify colors of wires • Able to comprehend wiring schematics and identify connector/ pin locations and wire size
Technological	• Able to operate PC basic functions • Able to look up online technical service information	• Log in to SCC Hawknet and Canvas • Access vehicle service information such as Mitchell Manager and Repair
Communication	• Able to follow written and verbal instructions • Demonstrate the ability to professionally interact with vehicle owner and employer • Ability to use industry terminology • Able to read, write in English language	• Able to follow technical instructions from instructor / employer/ online service sources • Able to explain vehicle needs to customer • Use correct verbiage when ordering parts/ materials
Critical Thinking/ Problem Solving	• Ability to think using analysis, evaluation, problem solving, judgment and the creative process	• Diagnose automotive systems and advise on repair
Interpersonal Skills	• Able to work well with peers and small groups • Able to accept constructive criticism	• Be respectful of others from diverse backgrounds • Accept advice from peers, instructors and employers

Environmental Tolerance	• Able to get hands and clothes dirty • Able to work in extreme environments	• Working on and around vehicles can be dirty • Hot and cold temperatures
Shop Safety	• Able to wear appropriate personal protective equipment	• Safety glasses required at all times while in shop area

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Technical Standards for Automotive Collision Repair and Refinish Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Motor Skills	• Able to lift objects weighing up to 30 lbs. • Able to stand or sit for prolonged period of time • Able to perform repetitive physical actions • Able to work with hands, being able to feel by touch, finger dexterity	• Operating lifts and jacks, use of common hand tools, ratchets, wrenches, air powered tools • Bending, squatting, reaching • Lifting automotive body parts bumpers, fenders, & wheels • Removing and installing mechanical fasteners for bolt on body parts
Vision	• Sufficient enough to access printed and electronic documents as well as readings on gauges • Able to operate motor vehicle • Able to see shades of color	• Review product technical data sheets, service documents, as well as air pressure gauges • Valid driver's license to move vehicles in and out of shop • Able to see color change while mixing products
Hearing	• Able to see hear equipment running • Able to hear	• Able to hear equipment notifications and necessary sounds during operation of equipment • Able to hear fire alarms and carbon dioxide detectors
Technological	• Able to operate PC basic functions • Able to look up online technical service information	• Log in and out of Blackboard and Techlink • Access vehicle service information such as CCC One Estimating Software, AllData, & I-CAR (Inter-Industry Collision Association of Repairers)
Communication	• Able to follow written and verbal instructions • Demonstrate the ability to professionally interact with vehicle owner and employer • Ability to use industry terminology • Able to read, write in English language	• Able to follow technical instructions from instructor/ employer/ online service sources • Able to explain vehicle needs to customer • Use correct verbiage when ordering parts/ materials
Critical Thinking/ Problem Solving	• Ability to think using analysis, evaluation, problem solving, judgment and the creative process	• Able to analyze collision damage in order to create a repair plan

Interpersonal Skills	• Able to work well with peers and small groups • Able to accept constructive criticism	• Be respectful of others from diverse backgrounds • Accept advice from peers, instructors and employers
Environmental Tolerance	• Able to get hands and clothes dirty • Able to work in extreme environments	• Working on and around vehicles can be dirty • Hot and cold temperatures
Smell	• Able to smell	• Able to identify hazardous chemicals by smell to ensure you are not breathing hazardous chemicals while wearing required respiratory protection,
Tactile	• Able to understand information perceived by touch.	• Determine coarseness of sand scratches and high/ low spots in body contours • Identify safe temperatures for repair procedures
Shop Safety	• Able to wear appropriate personal protective equipment	• Safety glasses required at all times while in shop area • OSHA approved respirator required for refinishing operations to filter air from toxins
Self-Evaluation	• Able to recognize you may not be at an experience level to complete repairs safely and up to OEM standards • Able to ask for assistance from experienced coworkers or trainers	• Personal and Automotive Safety • Working within your skill set to ensure proper procedures are followed • Maintain positive attitude towards life-long learning and skill attainment

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Technical Standards for Computer Aided Design Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Motor Skills	• Hand/ eye coordination • Able to stand or sit for prolonged period of time • Able to perform repetitive physical actions • Able to lift objects weighing up to 35 lbs.	• Operating hand tools and precision instruments • Bending, squatting, reaching • Lifting equipment and supplies
Vision	• Able to see details at close range • Have the ability to match or detect differences between colors, including shades of color and brightness • View computer monitors, drawings and objects for extended periods of time	• Creating/ inspecting designs on a computer monitor
Technological	• Able to operate PC basic functions	• Log in to SCC Hawknet and Canvas • Use computer systems to enter data and manage files
Communication	• Able to listen to and understand information and ideas presented through spoken words and sentences • Able to understand written sentences and paragraphs • Able to provide information to others in written form or orally	
Critical Thinking/ Problem Solving	• Ability to choose the right mathematical methods or formulas to solve a problem	
Interpersonal Skills	• Able to work well with peers and small groups • Able to accept constructive criticism	• Be respectful of others from diverse backgrounds • Accept advice from peers, instructors and employers

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Technical Standards for Construction Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Mobility & Motor Skills	• Able to stand or sit for prolonged period of time • Able to perform repetitive physical actions • Able to work with hands, being able to feel by touch, finger dexterity	• Lift power tools and materials • Stand and maintain balance • Safely use power tools and hand tools • Bending and squatting • Reaching above shoulders and below waist • Move within confined spaces
Physical Strength & Abilities	• Physical strength sufficient to perform task related to the construction field	• Lift and carry 40 lbs. • Climb Ladders and Scaffolding • Push and pull 30 lbs of weight • Support 30 lbs of weight • Squeeze with hands • Be able to perform labor intensive work for prolonged periods of time
Sensory	• Connected with the physical senses of touch, smell, hearing and sight	• Respond to voice commands in the classroom and field • Identify objects at close and distant range. • Use peripheral vision. • Respond to auditory alarms. (Backup alarms on equipment) • Be able to clearly distinguish colors, shades and textures of various materials. • Be able to wear the appropriate and required personal protective equipment, such as hard hats, safety glasses, steel toe shoes/boots, gloves, face masks,reflective mask and safety harnesses.
Technological	• Able to operate PC basic functions	• Log in to SCC Hawknet and Canvas • Check email
Communication	• Able to follow written and verbal instructions • Demonstrate the ability to professionally interact with vehicle owner and employer • Ability to use industry terminology	• Present information about individual projects, participate in group projects and discussions, follow printed directions, read & discuss construction plans & documents and demonstrate listening skills.

	• Able to read, write, and speak in the English language	• Communicate & print clearly for all aspects of the college including online classes, and labs • Demonstrate proficiency in writing in documentation and electronic mail • Be able to perform math calculations.
Critical Thinking/ Problem Solving	• Ability to think using analysis, evaluation, problem solving, judgment and the creative process	• Diagnose automotive systems and advise on repair
Interpersonal & Emotional Skills	• Able to work well with peers and small groups • Able to accept constructive criticism	• Be respectful of others from diverse backgrounds • Accept advice from peers, instructors and employers • Fully participate in group assignments and projects • Provide assistance to all when asked • Help others safely navigate construction sites • Maintain a positive attitude while on-site or in the classroom
Environmental Tolerance	• Function safely in a carpentry shop or on a work site environment • Able to work in extreme environments	• Tolerate extreme noise • Safely handle sharp tools and materials • Handle chemicals and toxins • Work around dust, heat, and fumes • Work around slippery or uneven surfaces • Work in settings with variations in lighting • Work in extreme temperatures.
Safety	• Able to wear appropriate personal protective equipment	• Safety glasses when required

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Technical Standards for Healthcare Technology Management

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Motor Skills	• Able to lift objects weighing up to 25 lbs. • Able to stand or sit for prolonged period of time • Able to bend and stretch • Have the motor skills and eye/hand coordination required to use hand tools and precision instruments	• Use of soldering iron requires exact placement of an extremely hot tool • Repair of equipment in hospital environments requires the ability to operate in confined spaces • Repairing/Installing PCs and various equipment requires lifting and positioning of equipment at least 25 lbs.
Vision	• Able to see details at close range • Able to match or detect differences between colors, including shades of color and brightness	• Reading schematics involves discerning connections and component orientation • Medical devices are often wired using colored wire to differentiate between connection type, use, and correct orientation
Hearing	• Able to detect audible signals and distinguish between varying tones	• Various types of electronic equipment emit tones identifying trouble codes
Technological	• Able to use computers and computer systems to enter data and manage files	• Preventive maintenance and logging information requires extensive knowledge of file systems and organization
Communication	• Able to listen to and understand information and ideas presented through spoken words and sentences • Able to understand written sentences and paragraphs • Able to provide information to others in written form or orally	• Medical electronic and instrument technicians routinely work in teams and shifts requiring both oral and written communications concerning status and progress of projects • Technicians often have to explain maintenance plans/schedules, equipment defects, and give status updates on items under repair to equipment owners
Critical Thinking/ Problem Solving	• Able to choose the right mathematical methods or formulas to solve a problem	• Selecting the correct piece of equipment to meet a voltage and/or power requirement involves being able to calculate these values • Able to use direct observation of operation, troubleshooting steps,

		and results of equipment testing to identify malfunctions in equipment • Technicians gather information through various means to diagnose problems with medical devices
Interpersonal Skills	• Able to work well with peers and small groups • Able to accept constructive criticism • Work with others in a laboratory environment	• Be respectful of others from diverse backgrounds • Accept advice from peers, instructors and employers • Technicians often work in teams • Customer service positions involve communicating with individuals of varying technical understanding
Safety	• Able to wear appropriate personal protective equipment	• Safety glasses when required • Lead shielding when required

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Technical Standards for Industrial Controls, Automation, and Robotics Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Motor Skills	• Sufficient motor functions necessary to operate machining and manufacturing equipment in a safe manner.	• Manual dexterity sufficient to gain access and operate controls on a variety of electrical/ mechanical equipment. • Maintain proper safety precautions while working on electrical and mechanical equipment with potentially lethal voltages and mechanical hazards • Lift items up to 30 lbs individually or in coordination with others
Vision	• Must possess good peripheral vision and have depth perception. • Must be able to see/ differentiate between arrange of colors	• Ability to respond to visual alarm indicators during the operation of some electrical/ electronic equipment. • Ability to identify the difference between black, white, red, and green wires • Read safety labels and warnings • Work with small electronic components used in labs
Hearing	• Be capable of distinguishing various sounds, tones, and pitches emitted by machining and manufacturing equipment	• Ability to respond to alarm indicators during the operation of some electrical/ electronic equipment • Ability to audibly discern unusual equipment noises that can indicate potential safety hazards
Technological	• Be able to effectively use a computer through the use of a manual keyboard, mouse, and viewing a monitor/ screen to accomplish tasks requiring email and web browsers	• Utilize email and web-based systems to complete and submit assignments, and communicate with classmates, instructors, and college staff • Use Canvas and Amatrol eLearning to access course content and complete assignments
Communication	• Be able to effectively and clearly communicate with others in English, and to accurately gather, disseminate, and clarify specific information	• Effectively communicate orally and using written documents containing technical information

Critical Thinking/ Problem Solving	• Ability to measure, calculate, reason, analyze, integrate and synthesize information	• Demonstrate the ability to understand engineering and technical drawings, and interpret the information to solve problems
Interpersonal Skills	• Must be able to effectively communicate and work within a team	• Must work within a team setting to identify solutions to problems • Demonstrate time management skills
Environmental Tolerance	• Tolerant of extended exposure to equipment noise, and prolonged periods of standing/ walking	• Must stand to safely operate most machining equipment • Walking to multiple locations within the labs is necessary for retrieval of tools and other resources

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Technical Standards for Precision Machining and CNC Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Motor Skills	• Able to lift objects weighing up to 30 lbs. • Able to stand or sit for prolonged period of time • Sufficient motor functions necessary to operate machining and manufacturing equipment in a safe manner • Able to work with hands, being able to feel by touch, finger dexterity	• Manual dexterity sufficient to operate controls on variety of manual lathe, mill, surface grinders, drill presses, pedestal grinders and CNC Machines • Maintain proper safety precautions while working on mechanical equipment and mechanical hazards • Able to operate rotating equipment safely
Vision	• Must possess good peripheral vision and have depth perception	• Ability to respond to visual alarm indicators during the operation of some manual and CNC equipment • Have sufficient visual capacity to read blueprints, sketches, and other printed documents including but not limited to tape measures, dial calipers, and micrometers
Hearing	• Be capable of distinguishing various sounds, tones and pitches emitted by machining and manufacturing equipment	• Ability to respond to alarms indicators during the operations of some manufacturing equipment • Ability to audibly discern unusual equipment noises that can indicate potential safety hazards
Technological	• Able to operate PC basic functions • Be able to effectively use a computer through the use of a manual keyboard, mouse, and viewing a monitor/screen to accomplish tasks requiring emails and web browsers	• Log in to SCC Hawknet and Canvas
Communication	• Able to follow written and verbal instructions • Demonstrate the ability to professionally interact with other students • Ability to use industry terminology • Able to read, write in English language	• Able to follow technical instructions from instructor • Effectively communicate orally and using written documents containing technical information

Critical Thinking/ Problem Solving	• Ability to think using analysis, evaluation, problem solving, judgment and the creative process	• Be able to understand technical drawings/ blueprints, instructions, and descriptions and use to solve problems • Be able to read and comprehend technical manuals • Be able to perform simple and some complex mathematical calculations
Interpersonal Skills	• Able to work well with peers and small groups • Able to accept constructive criticism • Must be able t0 effectively communicate and work within a team	• Be respectful of others from diverse backgrounds • Accept advice from peers, instructors and employers • Must work within a team setting to identify solutions to problems
Environmental Tolerance	• Able to get hands and clothes dirty • Tolerant of extended exposure to equipment noise, and prolonged periods of standing/ walking	• Working on and around vehicles can be dirty • Must stand to safely operate most machining equipment • Walking to multiple locations within the labs is necessary for the retrieval of tools and other resources
Shop Safety	• Able to wear appropriate personal protective equipment • Able to maintain a situational awareness of surrounding and other students before operating equipment necessary for lab work	• Safety glasses required at all times while in shop area • Not have a fear of rotating machining equipment in the labs • Need to be able to safely handle petroleum products and other chemicals used in the program, such as layout dye and solvents

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Technical Standards for Welding Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.
If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact SCC's Accessibility Office and request accommodations. The Accessibility Office is the primary office on campus with the specialized knowledge and experience in accessibility issues. This office serves students with physical, psychological, medical and learning disabilities.

Skills	Description	Specific Examples
Motor Skills	• Students will require excellent hand-eye coordination, flexibility, strength, dexterity, and balance to perform welding operations.	• Capable of lifting and holding up to 50 lbs. • Requires dexterity to make welds in confined spaces and at high elevations over 6 ft. • Ability to work in extremely hot and cold temperatures • Proficient in the use of hand tools, electrode holders, cutting torches, & grinders
Vision	• Vision sufficient enough to exhibit accurate vision from a distance of 6" to 36"	• Vision sufficient enough to perform welding operations with attention to details and in a safe manner • Distinguish shapes, forms and patterns and visualize three-dimensional objects • Calculate slopes, circumferences, and decimals equivalents • Take accurate measurements and do conversions
Hearing	• Hearing sufficient enough to respond to instruction and communicate with others while surrounded by industrial noise	• Capable of responding to others over loud decibel tool operations • Often requires hearing protection • Willing to work in areas where decibel level exceeds 85 dB
Technological	• Students will need strong technical skills to perform in modern welding environments and complete assignments	• Standard knowledge of search engines • Basic Computer Knowledge • Capable of reading and setting digital power source
Communication	• Students should have sufficient personal skills to interact with supervisors, colleagues, customers, and coworkers	• Capable of working in a team environment with others to complete a task • Ability to control emotions in difficult situations and not display aggressive behavior • Use written and oral communication to demonstrate comprehension of welding concepts
Critical Thinking/ Problem Solving	• Students must use logic to identify problems and solutions to	• Develop plans for fabrication and foresee problems

	complete tasks. Students need to be attentive in the classroom and lab to observe demonstrations	• Determine appropriate filler material and tools for welding operations • Interpret multiple welding codes and standards • Ability to follow a standard welding procedure • Capable of making precise measurements with tape, rule, calipers, etc.
Interpersonal Skills	• Students must adapt to different work environments that require multiple personal traits	• Able to work in a team environment at times but mainly enjoy working alone, be self-motivated, be organized and detail oriented and enjoy working with hands
Employability Skills	• Students must adapt to working in industrial environments	• Demonstrate good work ethic • Attend class daily • Arrive to class on time
Environmental Tolerance	• Students must be able to work in an industrial environment.	• Must be able to work in confined spaces • Must be able to work in extremely loud and hot environments • Must be able to work in environment containing hazards that include: sharp objects, moving equipment, trip hazards, and uneven surfaces • Must be able to wear Personal Protective Equipment for long periods of time • Work at heights • Must be able to tolerate variations in lighting while wearing protective welding equipment

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

LEGAL INFORMATION

Fee Schedule

SCC Fiscal Year 2024 Service Charge and Fee Schedule

Student Services

$10.00	Duplicate Copy of Diploma/Degree
$15.00	CLEP Test Administration Charge Per Test
$15.00	Student and Community Member Prox Card Replacement Charge
$5.00	Electronic Transcript Delivery
$20.00	ALEKS full-set; non-SCC student (provides initial exam and up to 4 re-takes)
$15.00	ALEKS full-set retest fee, SCC student (provides 2nd full set of initial exam & up to 4 retakes)
$20.00	ACCUPLACER full-set; non-SCC student (provides all three exams - Reading, Writing and WritePlacer)
$10.00	ACCUPLACER Reading or Writing or WritePlacer, non-SCC Student (per original and per retake)
$5.00	ACCUPLACER Reading or Writing or WritePlacer; SCC student, retesting 3rd time and beyond (per exam)
$5.00	Forward placement test/scores
$15.00	Proctored exam; non SCC, ICCOC or Iowa CC class
$25.00	Commercial/Private Applicator (Pesticides) Testing Per Day
$25.00	Dental Board Testing Per Exam

Note: There is no charge to incoming SCC students to take ACCUPLACER or ALEKS

Instruction

$100.00	EMS Certification Fee: ACLS, PALS, EMS 667
$150.00	Emergency Medical Responder National Registry Practical Written & Exam EMS-114
$65.00	EHR Go Electronic Health Records Access (PNN-534, PNN-535, ADN-641, ADN-642 and CPC-110, CPC-170 and MAP-122)

$480.00	Applied Music Charge Per Credit (as per Part-Time Hourly Salary Schedule) MUA-101, 104, 120, 121, 122, 123, 124, 125, 126, 127, 143, 146, 170, 173, 180, 183
$25.00	EMT Paramedic Part I and II - materials charge EMS-663; EMS-667
$150/per day	Clinical instructor make-up fee - PNN-534, PNN-535, ADN-641, ADN-642
$20.00	Service Charge Per Hour - Automotive Technology/Collision & Welding
$60.00	National Criminal Background Check Fee CPC-121, HTM-932, EMS-201, 239, 663; HSV-163, MAP-364, MTR-158, RCP-231 and NET-820
$70.00	PNN-222, ADN-221 (for advanced placement students - add fee manually to accounts)
$100.00	Drug Screen Fee CPC-121, EMS-201, EMS-663, HSV-920, MAP-364, HSC-168, PNN-160, PNN-220, PNN-534, PNN-535, PNN-311, ADN-641, ADN-642, ADN-311, MTR-158; RCP-231 - applied only to students with probable cause and signs of impairment
$50.00	Respiratory Care Lab Fee (RCP-232, RCP-332, RCP-524, RCP-620) to cover lab costs
$100.00	EMT - State Certification Fee: EMS-114, 201, 239, 665
$260.00	EMT National Registry Practical and Written Exam ONLY ON EMS-201
$175.00	Nurse Aid Test ($115 Nurse Aide Skills Test/$60 nurse Aide Computer Based Test) HSC-168
$25.00	NOCTI Program Exit Exam ECE-284
$14.50	Mask Fit Testing Fee RCP-231, EMS-201, EMS-663
$25.00	Iowa Criminal Background Check Fee (CNA Program)
$75.00	Vocational Supply Fee: WEL-160, 164, 172, 198, 292; MFG-209, 106; ELE-310; CRR-100; ELE-195
$75.00	CJ-SIM apply to PNN-534 and manually apply to Advanced Placement students in ADN-641

$80.00	HESI Exam Fee: PNN-535, ADN-642, EMS-667, MAP-369
$30.00	CIW Professional Exam Fee: NET-153
$59.00	CON-147 Carpentry 1, MFG-212 Basic Machine Theory, IND-174 Safety Practices
$100.00	American Welding Society (AWS) Testing Fee WEL-172, WEL-235
Varies	ICCOC Resource Fee - etext, mylab - applies to SCC on-line resource fee (includes cost of digital content and SCC support services) for shared and restricted courses (dependent upon charge from the publisher; text book fee rounded up to next level of indicated fee)
$55.00	IMT Resource Fee for IND-107 - applies to on-campus sections; cost of curriculum/course materials for student instruction
$100.00	Per Semester Per Non-Athlete for PEH-169 or PEA-187-use of Great River Wellness weight training equipment
$125.00	MAP-369 Medical Assistant Certification Exam
$100.00	Medical Assistant Lab Fee MAP-369 (to cover lab expenses)
$100.00	Medical Assistant Lab Fee MAP-364 (to cover lab expenses)
$81.00	NET-101 - CompTIA exam fee for IT Technician Diploma
$60.00	EDU-920 Field Experience and EDU-247-Background check fee for individuals becoming a licensed educator
$46.00	ASE Fee for Perkins Exit Exam AUT-246, AUT-505, AUT-244, CRR-932
$115.00	Advanced Emergency Medical Technician National Written Test EMS-239
$165.00	Paramedic National Written Test Fee EMS-667
$75.00	Simulation Tech Fee - (PNN-534, PNN-535, ADN-641, ADN-642, EMS-201, EMS-663, EMS-667)
$55.00	HESI RN Cat (ADN-642) (Computerized adaptive test that

	mimics the NCLEX nursing license exam)
$10.00	Student ID Badge/Badge Buddy Fee (PNN-534, EMS-201, EMS-663, RCP-231, MAP-364, EDU-920, EDU-247, ADN-641
$10.00	Student ID Badge/Badge Buddy Fee for replacement badges per occurrence for Health Professions students
$90.00	National Center for Competency Testing (NCCT) for Phlebotomy (Optional test to certify) - SCC is newly authorized site for National Center for Competency testing for Phlebotomy students to become certified
$25.00	CPR/first Aid Training Fee for ECE-133 - early childhood program - required 6 hours training
$425.00	AAPC Membership ($100) and Certification Exam CPC-151 ($325) - Medical coding and billing program related to certification exam
$300.00	Practicode CPC-160 (Computerized proficiency testing and coding simulation practicum) - online software program to prepare for certification exam for medical coding and billing program
$150.00	Trajecsys Centralized Clinical Record System RCP-751 - Trajecsys is a cloud-based record keeping system that will help the respiratory care program deliver the highest quality respiratory care education and meet the CoARC (Committee on Accreditation for Respiratory Care) standards for annual reporting, and reaccreditation
$50.00	I-CAR Registration Fee for CRR-100 - student subscription cost
$100.00	I-CAR Certification Exit Fee for CRR-932 - student cost
$24.00	Honorlock Annual Fee; PNN-160, PNN-534, PNN-222, PNN-535, PNN-311, ADN-221, ADN-641, ADN-642

** Health fees are subject to change due to required state mandates.*

Business Office

$10.00	Locker Rental Charge Per Fiscal Year

$30.00	Late Payment or Missed Payment of Payment Plan
$50.00	Reinstatement of Dropped Schedule
$25.00	Insufficient Funds Check Charge
$60.00	Background Check for Education Students – general fee to be applied by business office that is not connected to a course

Continuing Education

	State Mandated
$20.00	Driver Improvement Reschedule Fee
$12.00	Duplicate Basic Life Support Certification Card Fee
$80.00	CPR Certification BLS for Health Care Providers ($12 workbook included)
$10.00	Duplicate Driver Improvement Certificate
$129.00	Heartsaver CPR, AED, and Pediatric First Aid (workbook included)
$30.00	EMT - State Certification Fe
$5.00	Duplicate Health Records Fee (TB, Immunizations, etc.)
	SCC Fees
$100.00	EMT National Registry Practical Exam
$20.00	Retesting fee for NR Practical Exams per skill test
$75.00	Emergency Medical Responder National Registry Practical Exam
$12.00	HSC-132 and HSC-181 First Aid/CPR Certification Card
$135.00	Microsoft Office Specialist (MOS) Testing Charge per Module
$65.00	IC3 Testing Charge per Module
$35.00	MOS, IC3 Retake Proctor Fee

PROFESSIONAL LICENSURE INFORMATION

In compliance with the U.S. Department of Education 668.43 (a) (5) (v) and 668.43 (c) which requires educational institutions provide a list to students of where the education institution has determined that program curriculums meets the curriculum requirements, doesn't not meet curriculum requirements, and where no determination has been made about licensure requirements for each state.

These disclosures are to inform students in programs, regardless of method of delivery, designed to meet education requirements for specific vocation licensure or certification that are required for employment in an occupation or advertising as meeting such requirements.

Each health profession or discipline area that leads to certification or licensure may have specific requirements unique to each state and may be governed by a state regulatory authority.

These designations are typically conveyed to a person by a regulatory body or professional association, and individuals must complete various requirements to become eligible to receive and maintain the designation. Eligibility for professional designations varies by occupation and location, and often involves more than successful degree completion (such as submitting an application, passing an examination, paying an entrance/application fee, or providing evidence of work experience). Some professional designations do not require degree completion to obtain. The US Department of Eduction maintains a list of several licensed professions by state.

For accreditation information, visit our Institution and program Accreditation Page.

The information required is provided for each of SCC's programs as listed below:

- Emergency Medical Services
- Medical Assistant
- Medical Coding and Billing
- Nurse Aide
- Nursing (Practical & Associate Degree)
- Respiratory Care

Automotive Technology

National Certification
(More information here)

State Licensure
(More information here)

SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure are strongly encouraged to review the licensure or certification requirements at the appropriate website, linked below where available, for the state in which they intend to practice.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states:
(updates pending)

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
(none)

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:

Iowa	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee
Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

Collision Repair

National Certification
(More information here)

State Licensure
(More information here)

SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure are strongly encouraged to review the licensure or certification requirements at the appropriate website, linked below where available, for the state in which they intend to practice.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states:
(updates pending)

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
(none)

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:

Iowa	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee
Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

Emergency Medical Services

National Certification
All students in the EMS programs are trained to the current national EMS standards. At the completion of the course each student will be eligible to sit for a National Register of EMT's certification exam. Successful completion of that exam will allow for reciprocity to any state.

State Licensure
Please visit the State EMS Agency Map on the NREMT.org website.

SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure are strongly encouraged to review the licensure or certification requirements at the appropriate website, linked below where available, for the state in which they intend to practice.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states:

Iowa	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee
Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
(none)

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:
(none)

Medical Assistant

The Medical Assistant program prepares students for employment in a private physician's office, clinic, and health related agencies.

Medical Assistant Program (webpage)
Medical Assistant Program (PDF)

National Certification
Students who successfully complete the program are eligible to take the national certification examination for Certified Medical Assistants administered by the American Association of Medical Assistants. SCC's Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Program
9355 - 113th St. N, #7709
Seminole, FL 33775
Telephone: (727) 210-2350
FAX: (727) 210-2354
www.caahep.org

Medical Assisting Education Review Board
2020 N. California Ave., #213, Suite 7
Chicago, IL 60647
Telephone: (800) 228-2262
www.maerb.org

State Licensure
SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure are strongly encouraged to review the licensure or certification requirements at the appropriate website, linked below where available, for the state in which they intend to practice.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states:
Iowa

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
Unknown

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:

	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee

Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

Medical assistants in Iowa are not required to possess a certification, registration, or license to work as a medical assistant.

While the state does not require a license or certification, you many need to obtain certification to get a job as a medical assistant or to get a promotion in medical assisting. You can obtain certification as a medical assistant from either the American Associate of Medical Assistants (AAMA) or the American Medical Technologists (AMT). To get the credential, in most circumstances, you will have to attend a school that is accredited in medical assisting. The courses at these schools will qualify you to take either the Certified Medical Assistant (CMA) exam or the Register Medical Assistant (RMA) exam. Obtaining the CMA or RMA credential will provide employers with proof of having obtained skills at the nationally accepted standard level.

Visit tests.com for Information to become Certified/Registered as a Medical Assistant. Tests.com also has a Medical Assistant Practice Exam to help you study.

In Iowa, there is no governing body that oversees medical assistant. It is up the individual employers to ensure their medical assistant hires are capable of performing the job.

Medical Coding and Billing

The Medical Coding and Billing program provides the latest information related to medical coding, chart auditing, and insurance reimbursement.

This program is affiliated with the American Academy of Professional Coders (AAPC). Upon completion of the program students will be eligible to sit for certification as a Certified Professional Coder (CPC).

View program information.

State Licensure
SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure as a Registered Nurse are strongly encouraged to review the licensure requirements at the associated website, linked below where available, for the state in which they intend to practice.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states:
Iowa

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
(Unknown)

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:

	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee
Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

Nurse Aide

The Nurse Aide Certificate (CNA) program prepares the student in basic patient care and to provide physical support to assist patients with daily living activities, and how to assist nurses and other health care professionals in settings including care facilities, nursing home, private homes, and more.

The CNA program is approved by the Iowa Department of Inspections and Appeals. Upon successful complete of the Nurse Aide course, students are eligible to take the Iowa skills and written exam. Upon successful completion of the course and the Iowa skills and written exam, students are placed in the Iowa Direct Care Worker Registry.

The CNA program is approved in Iowa. CNA's from other states that wish to apply to be on the Iowa Direct Care Worker Registry must apply online for registration.

State Licensure
SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure are strongly encouraged to review the licensure or certification requirements at the appropriate website, linked below where available, for the state in which they intend to practice.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states:
Iowa

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
Unknown

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:

	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee
Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming

American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

Nursing

Practical Nursing and Associate Degree Nursing
The Practical Nursing diploma prepares students to become a practical nurse. Students who successfully complete the program are eligible to take the National Council Licensure Examination (NCLEX-PN) and to practice as a Licensed Practical Nurse.

Practical Nursing program details

The Associate Degree of Applied Science in Nursing prepares students to become a professional nurse. Students who successfully complete the program are eligible to take the National Council Licensure Examination (NCLEX-RN) and to practice as a Registered Nurse.

AAS Nursing Degree program details

The SCC Nursing Program is approved by the Iowa Board of Nursing (IBON).

State Licensure
SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure as a Registered Nurse are strongly encouraged to review the licensure requirements at the associated website, linked below where available, for the state or territory in which they intend to practice.

SCC is part of NC-SARA: National Council for State Authorization Reciprocity Agreement. Listed below are states or jurisdictions and whether or not the SCC Nursing Program “Meets or Does Not Meet” that particular states regulations for licensure by examination and if an SCC Nursing Program graduate may take the NCLEX test in that state. *(Updated April 4, 2025.)*

State/Territory	Meets Education Requirements for Licensure	If Does Not Meet, rationale...
Alabama	Meets	
Alaska	Meets	
American Samoa	Undetermined	Contact the Department of Health, America Samoa: 1 (684) 633-5871
Arizona	Meets	
Arkansas	Meets	
California	Does Not Meet	Requires 6 credits in Communication as prerequisite (SCC has 3 credits; ENG-105: Composition 1)
Colorado	Meets	
Connecticut	PN: Does Not Meet ADN: Undetermined	PN: Requires 1500 contact hours. ADN: External degrees are reviewed on an individual basis.
Delaware	Meets	
District of Columbia	Meets	
Florida	Meets	
Georgia	Meets	
Guam	Meets	
Hawaii	Meets	

Idaho	Meets	
Illinois	Meets	
Indiana	Does Not Meet	RN Faculty Requires master's degree Minimum
Iowa	Meets	
Kansas	Meets	
Kentucky	Meets	
Louisiana	PN: Does Not Meet ADN: Meets	PN: Requires at least 1500 "clock hours"
Maine	Meets	
Maryland	Meets	
Massachusetts	Meets	
Michigan	Meets	
Minnesota	Meets	
Mississippi	Meets	
Missouri	Meets	
Montana	Meets	
Nebraska	Meets	
Nevada	Meets	
New Hampshire	Meets	
New Jersey	Meets	
New Mexico	Meets	
New York	Meets (see additional requirements)	PN: Requires Infection Control Course Approved by NYSED ADN: Requires Child Abuse Reporting and Infection Control Courses Approved by NYSED
North Carolina	Meets	
North Dakota	Meets	
Northern Mariana Islands	Undetermined	Contact Northern Mariana Islands Board of Nursing: 1 (670) 233-2263. See https://nmibon.info/
Ohio	Meets	
Oklahoma	Meets	
Oregon	Meets	
Pennsylvania	PN: Does Not Meet ADN: Meets (see additional requirements)	PN: Requires 1500 hours. ADN: Requires 3 hour board approved CE in child abuse recognition & reporting for initial licensure.

Puerto Rico	Undetermined (no longer on list from NCSBN)	www.salud.gov.pr / 1 (787) 725-7506
Rhode Island	Meets	
South Carolina	Meets	
South Dakota	Meets	
Tennessee	Does Not Meet	PN: Requires Clinical Hours in Mother/ Infant- 60; Care of Children 35; Mental Health 35. No one faculty member shall teach all of the classroom(theory) content. At least one RN employed FT to direct each program.
Texas	Meets	
Utah	Meets	
Vermont	Meets	
Virgin Islands	Meets	
Virginia	Does Not Meet	PN: Requires 400 clinical hours. ADN: Requires 500 clinical hours.
Washington	Meets	
West Virginia	Meets	
Wisconsin	Meets	
Wyoming	Meets	

Licensure requirements are different in each state. Students enrolled in nursing programs are encouraged to review the licensure requirements for each state they will be practicing.

State contact information can be found on the ncsbn.org link with a dropdown for each state.

Board of Nursing Profession Licensure Requirements by State/US Department of Education Regulation 34 CFR

https://www.ncsbn.org/nursing-regulation/education/board-of-nursing-licensure-requirements.page

The Nurse Licensure Compact (NLC) allows a nurse to have one multistate license with the ability to practice in the home state and other compact states.

https://www.ncsbn.org/compacts.page

NC-SARA
The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs.

Recognizing the growing demand for distance education opportunities, higher education stakeholders – including state regulators and education leaders, accreditors, the U.S. Department of Education, and institutions – joined together in 2013 to establish the State Authorization Reciprocity Agreements (SARA), which streamline regulations around distance education programs.

In partnership with four regional compacts, NC-SARA helps states, institutions, policymakers, and students understand the purpose and benefits of participating in SARA. Today, more than 2,200 institutions in 49 member states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands all voluntarily participate in SARA.

Why NC-SARA Matters:

- Improves distance education program quality nationwide.
- Makes it easier for students to access distance education programs across state lines.
- Reduces costs and bureaucracy for states and institutions.
- Improves coordination between states on higher education opportunities.
- Provides valuable oversight of distance education programs.
- Shares out-of-state learning experience data like clinical hours and practice teaching.

Respiratory Care

SCC's Respiratory Care program was created to meet the need for respiratory care professionals locally and in the surrounding communities.

The Southeastern Community College Respiratory Care Program, CoARC #200462, located in West Burlington, Iowa offers and Associate of Applied Science Degree and is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

The Iowa Board of Respiratory Care and Polysomnography evaluates the qualifications of applicants for licensure and grants licenses to those who qualify. The Board establishes rules and regulations to ensure the integrity and competence of licensed respiratory care practitioners and investigates complaints for unprofessional conduct. The Board is the link between the consumer and the licensed respiratory care practitioner and, as such, promotes the public health, welfare, and safety. Licensees are responsible for meeting all licensure requirement and should review the rules carefully and frequently.

Programmatic Accreditation: The Associate of Applied Science in Respiratory Care program (200462) is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Please review the programmatic outcomes.

National Credentialing
Upon successful completion of the CoARC approved A.A.S. Respiratory Care program, students are eligible to apply for the credentialing exams offered by the National Board for Respiratory Care (NBRC). Successful candidates earn the Registered Respiratory Therapist (RRT) credential.

State Licensure
SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure are strongly encouraged to review the licensure or certification requirements at the appropriate website, linked below where available, for the state in which they intend to practice. An additional resource of information is the American Association of Respiratory Care.

Alabama, Alabama State Board of Respiratory Therapy

Alaska, (Not currently regulated in Alaska)

Arizona, Arizona State Board of Respiratory Care Examiners

Arkansas, Arkansas State Medical Board

California *1, Respiratory Care Board of California

Colorado, Colorado Society for Respiratory Care

Connecticut, Connecticut State Department of Public Health

Delaware, Delaware Division of Professional Regulation

District of Columbia (DC), Maryland/District of Columbia Society for Respiratory Care

Florida *2, Florida Board of Respiratory Care

Georgia, Georgia Composite Medical Board

Hawaii, Hawaii Society for Respiratory Care

Idaho, Idaho Board of Medicine

Illinois, Illinois Department of Financial and Professional Regulation

Indiana, Indiana Professional Licensing Agency

Iowa, Iowa Department of Public Health

Kansas, Kansas Respiratory Care Society

Kentucky, Kentucky Board of Respiratory Care

Louisiana, Louisiana State Board of Medical Examiners

Maine, Maine Board of Respiratory Care Practitioners

Maryland, Maryland/District of Columbia Society for Respiratory Care

Massachusetts, Massachusetts Board of Respiratory Care

Michigan, Michigan Board of Respiratory Care

Minnesota, Minnesota Board of Medical Practice

Mississippi, Mississippi Society for Respiratory Care

Missouri, Missouri Board for Respiratory Care

Montana, Montana Board of Respiratory Care Practitioners

Nebraska, Nebraska Department of Health and Human Services

Nevada, Nevada State Board of Medical Examiners

New Hampshire, New Hampshire Respiratory Care Practitioners Governing Board

New Jersey, New Jersey Society for Respiratory Care

New Mexico, New Mexico Society for Respiratory Care

New York, New York State Society for Respiratory Care

North Carolina, North Carolina Respiratory Care Board

North Dakota, North Dakota State Board of Respiratory Care

Ohio, State Medical Board of Ohio

Oklahoma, Oklahoma Respiratory Care Practitioners

Oregon *3, Oregon Respiratory Therapist and Polysomnographic Technologist Licensing Board

Pennsylvania, Pennsylvania Society for Respiratory Care

Rhode Island, State of Rhode Island Department of Health

South Carolina, South Carolina Society for Respiratory Care

South Dakota, South Dakota Society for Respiratory Care

Tennessee, Tennessee Department of Health

Texas, Texas Medical Board

Utah, Utah Division of Occupational and Professional Licensing

Vermont, Vermont Office of Professional Regulation: Respiratory Care Practitioners

Virginia, Virginia Board of Medicine

Washington, Washington State Department of Health

West Virginia, West Virginia Board of Respiratory Care

Wisconsin, Wisconsin Society for Respiratory Care

Wyoming, Wyoming State Board for Respiratory Care

*1 California: Applicants for employment in California are required to complete a Board-approved Law and Professional Ethics course prior to licensure. The course can be completed either through the American Association for Respiratory Care (AARC) or the California Society for Respiratory Care (CSRC). The course can be completed online or through a live session provided by the CSRC. Please visit California Requirements for Licensure for additional information. July 2020

*2 Florida: Applicants for employment in Florida are required to complete a Board approved two hour course in medical error prevention. Please visit https://floridasrespiratorycare.gov/ for more information.

*3 Oregon: Applicants for employment in Oregon must pass the Board approved Respiratory Therapist Oregon Laws and Administrative Rules examination within two years before the date of application. Please visit Application Requirements for more information.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states and territories:

Iowa	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee
Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
District of Columbia (Washington DC)		

This credential meets the licensure requirements in all states except Alaska. Licensure requirements has not been determined in Alaska because licensure is not currently regulated.

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
(none)

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:

American Samoa	Guam	Puerto Rico
	Northern Mariana Islands	US Virgin Islands

Welding

National Certification
(More information here)

State Licensure
(More information here)

SCC makes every effort to verify the information provided on requirements for licensure is accurate and up-to-date, however, these requirements are subject to change at any time. Students who will be seeking licensure are strongly encouraged to review the licensure or certification requirements at the appropriate website, linked below where available, for the state in which they intend to practice.

Southeastern Community College has determined its curriculum meets the state educational requirements for licensure in the following states:
(updates pending)

Southeastern Community College has determined its curriculum does not meet the state educational requirements for licensure in the following states:
(none)

Southeastern Community College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in the following states and territories:

Iowa	Illinois	Missouri
Alabama	Maine	Ohio
Alaska	Maryland	Oklahoma
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
California	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Connecticut	Montana	South Dakota
Delaware	Nebraska	Tennessee
Florida	Nevada	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Vermont
Idaho	New Mexico	Virginia
Indiana	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

STUDENT OUTCOMES

- Completions by Program, Gender, and Ethnicity
- Graduation Rates for Students Receiving Athletically Related Student Aid (Student Right-to-Know Act)
- Graduation Rates & Transfer-out Rates (Student Right-to-Know Act)
- Placement
- Retention Rates (IPEDS)
- EMS Programs Student Outcomes or PDF Version
- Health Programs Student Outcomes or PDF Version
- Medical Assistant Program Student Outcomes or PDF Version
- Medical Coding and Billing Program Student Outcomes or PDF Version
- Nursing Graduation Rates or PDF Version
- Radiologic Technology Student Outcomes or PDF Version
- Respiratory Care Student Outcomes or PDF Version

Retention Rates

Retention Rate (Student Right-to-Know Act)
Integrated Postsecondary Education Data System (IPEDS) Retention Rate (Fall-to-Fall) Definition: IPEDS measures the rate at which students persist in their educational program at an institution, expressed as a percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall (see Table 1).The first-time, full-time IPEDS retention rate is accessible and viewable by the public via the National Center for Education Statistic (NCES), via websites such as College Navigator, via the U.S. Department of Education College Scorecard, and via the Free Application for Federal Student Aid (FAFSA). The first-time, full-time IPEDS retention rate is also utilized as the Student Right-to-Know retention rate.

Graduation Rates & Transfer Out Rates

Student Right-To-Know Graduation and Transfer-Out Rates

Fall 2016 Cohort by August 2019

All First-Time Full-Time Degree Seekers

	Fall Cohort	Graduating within 150% of Normal Time		Transfer-Out		Combined Graduation & Transfer-Out	
	Number	Number	Rate	Number	Rate	Number	Rate
2016 Cohort	410	129	31.5%	79	19.3%	208	50.7%

2016 Cohort First-Time Full-Time Degree-Seeking Student Athletes

	Fall Cohort	Graduating within 150% of Normal Time		Transfer-Out		Combined Graduation & Transfer-Out	
	Number	Number	Rate	Number	Rate	Number	Rate
Women	16	9	56.3%	2	12.5%	11	68.8%
Men	39	23	59.0%	14	35.9%	37	94.9%
Total	55	32	58.2%	16	29.1%	48	87.3%

Graduation and transfer-out rates are based on three years of attendance that equates to 150% of our longest program. The rates do not include students who left SCC to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded. Race/ethnicity is not presented due to the insufficient number of cases within categories.

entered 2020205/dka from SCC Institution Research data fo 20200623/Hope Clark

Graduation Rates for Athletes Receiving Aid

Completion by Program, Gender, & Ethnicity

Download the Completion by Program, Gender, and Ethnicity report.

Placement Rates

Download the SCC Academic Program Employment and Wage Outcomes file.

EMS Student Outcomes

	2019	2020	2021	2022	2023
Number of Students Attempting Certification Exam	10	7	2	7	9
NREMT Psychomotor Pass Rate					
First attempt	100%	100%	100%	100%	N/A
Total all attempts	100%	100%	100%	100%	N/A
NREMT Cognitive Pass Rate					
First attempt	30%	100%	0%	71%	44%
Total three attempts	60%	100%	0%	71%	55.6%
Total all attempts	70%	100%	50%	86%	89%
Retention Rate*	83%	100%	100%	78%	90.9%
*Defined as successful completion of course.					
Positive Placement+	70%	71%	50%	86%	80%
+The graduate is employed full or part-time in the profession or in a related field, or continuing his/her education, or serving in the military.					

CAAHEP Accredited Paramedic Programs and CoAEMSP Letter of Review (LoR) Programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP). The most current CoAEMSP Annual Report was for the calendar year 2023. The most recent success rate for the National Registry of EMT Paramedic/State Cognitive exam was 89%. The most recent positive placement rate for graduates was 80%. Positive placement is defined by the CoAEMSP as ‘Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military’. Positive placement is measured at completion of the program. The most recent retention rate was 90.9%.

updated 20250404/dka

Health Student Outcomes

Health Programs Licensure and Certification Pass Rates

PROGRAM	Nursing - Practical Nursing Diploma National Council for Licensure Examination (NCLEX-PN)	Nursing - Associate Degree in Nursing National Council for Licensure Examination (NCLEX-RN)
	SCC - State	**SCC - State**
2014	90% - **91%**	**86%** - 78%
2015	**95%** - 93%	**84%** - 81%
2016	**98%** - 91%	**85%** - 82%
2017	**98%** - 94%	81% - **86%**
2018	**98%** - 94%	**87%** - 87%
2019	**100%** - 95%	**94%** - 87%
2020	**97%** - 93%	**97%** - 81%
2021	**98%** - 91%	**87%** - 82%
2022	**94%** - 94%	**88%** - 86%
2023	**98%** - 96%	**96%** - 91%
SCC Average - Benchmark	**96%** - 95%	88% - **90%**

PROGRAM	Respiratory Care - AAS Therapist Multiple Choice Exam (TMC)	Medical Assistant - Diploma American Association of Medical Assistants Certification Exam	Medical Coding and Billing Diploma* American Academy of Professional Coders Certification Exam
	SCC - Nat'l	**SCC - Nat'l**	**SCC - Nat'l**
2014	**92%** - 84%	**100%** - 67%	**80%** - N/A
2015	**91%** - 85%	**100%** - 64%	**67%** - N/A
2016	**100%** - 82%	**100%** - 65%	**78%** - N/A
2017	**83%** - 82%	**100%** - 64%	**78%** - N/A
2018	**90%** - 79%	**100%** - 63%	**75%** - N/A
2019	**92%** - 84%	**100%** - 67%	**80%** - N/A
2020	**89%** - 71%	**91%** - 66%	**100%** - N/A
2021	**89%** - 65%	**100%** - 63%	**100%** - N/A
2022	**86%** - 86%	**64%** - 64%	**100%** - N/A
2023	**86%** - 71%	Not Yet Available - Not Yet Available	**80%** - N/A
SCC Average - Benchmark	**89%** - 80%	**94%** - 65%	**84%** - 60%

*Note: Unofficial data; official data not reported from American Academy of Professional Coders.

entered 20240207/dka

Medical Assistant Student Outcomes

Date	Retention	Job Placement*	Exam Passage
2023	85.71%	100%	100%
2022	100%	91.67%	91.67%
2021	100%	100%	100%
2020	100%	100%	90.91%
2019	100%	100%	100%
Five-year Average	**97.73%**	**97.87%**	**95.74%**

- The medical assisting program at Southeastern Community College institution has a five-year retention rate of 97.73% for the years 2019-2023.
- The medical assisting program at Southeastern Community College institution has a five-year average of 97.87% for job placement* for the years 2019-2023.
- The five-year average for the exam passage rate for the years 2019-2023 is 95.74%.

*The graduate is employed full or part-time in the profession or in a related field, or continuing his/her education, or serving in the military.

SCC's Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

updated from 2024 Annual MAERB Report, 20250324/dka

Medical Coding and Billing Student Outcomes

Nursing Student Outcomes

SCC PN Program 3-yr Completion Rates

	2022 PN Cohort (1 Yr. Data)	2021 PN Cohort (2 Yr. Data)	2020 PN Cohort (3 Yr. Data)	2019 PN Cohort (3 Yr. Data)	2018 PN Cohort (3 Yr. Data)
COMPLETION RATES					
PN West Burlington Day	82.35% (PN aggregate)	86% (PN aggregate)	78.1%	84.6%	85.7%
PN West Burlington Eve			67.7%	83.3%	88.5%
PN Keokuk Day			91.3%	85.7%	69.2%

SCC ADN Program 3-yr Completion Rates

	2022 ADN Cohort (1 Yr. Data)	2021 ADN Cohort (2 Yr. Data)	2020 ADN Cohort (3 Yr. Data)	2019 ADN Cohort (3 Yr. Data)	2018 ADN Cohort (3 Yr. Data)
COMPLETION RATES					
ADN West Burlington Day	82.35% (ADN aggregate)	81.25% (ADN aggregate)	79.4%	87.8%	90.4%
ADN West Burlington Eve			82.6%	88.4%	80.7%
ADN Keokuk Day			72.2%	88.2%	94.4%

updated 20240206/dka

Radiologic Technology Student Outcomes

Institution Name: Southeastern Community College
Program Type: Radiologic Technology
Degree Type: AAS

Program Effectiveness Data
The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. Click here to go directly to the JRCERT webpage.

Credentialing Examination:
The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	**number passed on 1st attempt divided by number attempted within 6 months of graduation**
Year	**Results**
Year 1 - 2026	0 of 0 - 0%
Year 2 - 2027	0 of 0 - 0%
Year 3 - 2028	0 of 0 - 0%
Year 4 - 2029	0 of 0 - 0%
Year 5 - 2030	0 of 0 - 0%
Program 5-Year Average	**0 of 0 - 0%**

Job Placement:
The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	**number employed divided by number actively seeking employment within 12 months of graduation**
Year	**Results**
Year 1 - 2026	0 of 0- 0%
Year 2 - 2027	0 of 0 - 0%
Year 3 - 2028	0 of 0 - 0%
Year 4 - 2029	0 of 0 - 0%
Year 5 - 2030	0 of 0 - 0%
Program 5-Year Average	**0 of 0 - 0%**

Program Completion:
The number of students who complete the program within the stated program length. The annual benchmark established by the program is TBD%.

Program Completion Rate	**number graduated divided by number started the program**

Year	Results
Year - 2026	0 of 0
Annual Completion Rate	**0%**

Respiratory Care Student Outcomes

APPLIED TECHNOLOGIES MAJORS

- Automotive Technology
  - Automotive Mechanics Diploma
  - AAS
  - Management AAS
- Collision Repair and Refinish Technology
  - Diploma
  - AAS
- Construction Technology
  - Building Construction Certificate
  - Building Construction Diploma
  - Carpentry AAS
  - Management AAS
- Healthcare Technology Management
  - Diploma
  - AAS
- Industrial Controls and Robotics Technology
  - Basic Electrical Maintenance Technology Certificate
  - Electrical Maintenance Technology Diploma
  - AAS
- Precision Machining and CNC Technology
  - Certificate
  - Diploma
  - AAS
- Welding
  - Basic Welding Certificate
  - Advanced Welding Certificate
  - Advanced Manufacturing Welding Certificate
  - Diploma
  - AAS

Automotive Technology

- Automotive Mechanics Diploma
- AAS
- Management AAS

Automotive Technology - Automotive Mechanics Diploma

Program Information

The Automotive Technology program is an Automotive Service Excellence (ASE) certified program. This certification assures the student that the program meets the standards set by National Automotive Technicians Education Foundation (NATEF) regarding equipment, tools, scheduling, instructors and curriculum.

In order for a technician to become ASE certified, they must have two years experience in addition to passing tests in the various areas of automotive repair. However, by attending the SCC Automotive Technology program, students may take these tests at any time during their education. If a student passes these tests, they will become ASE certified pro-tem upon graduation. After just one year of experience in the field, they become officially ASE certified.

The Automotive Technology AAS is awarded after successful completion of two full years.

*Diploma can be earned one time.

Please view the technical standards for this course.

For specific information regarding program rules and expectations, please view the Automotive Program Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester		Credit
AUT-106	Introduction to Automotive Technology	2
AUT-126	Fundamentals of Automotive Servicing	2
AUT-405	Automotive Suspension and Steering	5
AUT-505	Automotive Brake Systems	5
HSC-181	First Aid/CPR for Non-Health Care Workers	1.5
MAT-702	Introduction to Math Applications	3
Semester Total		18.5

Spring Semester		Credit
AUT-166	Automotive Engine Repair	6
AUT-244	Manual Drivetrains I	3
AUT-610	Automotive Electrical I	4
ENG-110	Writing for the Workplace	3
ELT-295	AC/DC Fundamentals	2
Take WBL-110 as 1 credit:		
WBL-110	Employability Skills	1
Semester Total		19

Program Total.....37.5

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Automotive Technology - AAS

Program Information

The Automotive Technology program is an Automotive Service Excellence (ASE) certified program. This certification assures the student that the program meets the standards set by National Automotive Technicians Education Foundation (NATEF) regarding equipment, tools, scheduling, instructors, and curriculum.

In order for a technician to become ASE certified, they must have two years experience in addition to passing tests in the various areas of automotive repair. However, by attending the SCC Automotive Technology program, students may take these tests at any time during their education. If a student passes these tests, they will become ASE certified pro-tem upon graduation. After just one year of experience in the field, they become officially ASE certified.

The Automotive Technology - Automotive Mechanics diploma is awarded after successful completion of the first two semesters.

*Diploma can be earned one time.

Please view the technical standards for this course.

For specific information regarding program rules and expectations, please view the Automotive Program Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
AUT-106	Introduction to Automotive Technology	2
AUT-126	Fundamentals of Automotive Servicing	2
AUT-405	Automotive Suspension and Steering	5
AUT-505	Automotive Brake Systems	5
HSC-181	First Aid/CPR for Non-Health Care Workers	1.5
MAT-702	Introduction to Math Applications	3
Semester Total		18.5

Spring Semester I		Credit
AUT-166	Automotive Engine Repair	6
AUT-244	Manual Drivetrains I	3
AUT-610	Automotive Electrical I	4
ENG-110	Writing for the Workplace	3
ELT-295	AC/DC Fundamentals	2
Take WBL-110 as 1 credit:		
WBL-110	Employability Skills	1
Semester Total		19

Summer Semester		Credit
Take 1 of 2 courses:		
SOC-114	Conflict Resolution in the Workplace	3
SOC-115	Social Problems	3
Take 1 of 3 courses:		
HUM-287	Leadership Development Studies	3
HIS-251	US History: 1945 to Present	3
PHI-105	Introduction to Ethics	3
Semester Total		6

Fall Semester II		Credit
AUT-625	Automotive Electrical II	8
AUT-800	Engine Performance	8
Take 1 of 2 courses:		
PSY-111	Introduction to Psychology	3
SOC-110	Introduction to Sociology	3
Semester Total		19

Spring Semester II		Credit
AUT-190	Hybrid Fundamentals	2
AUT-207	Automatic Transmissions/Transaxles	6
AUT-246	Manual Drivetrains II	3
AUT-700	Automotive Heating and Air Conditioning	2.5
AUT-911	Internship	4
Semester Total		17.5
Program Total		80

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Automotive Technology Management - AAS

Program Information

This is an option of the Automotive Technology Program allowing student to pursue a management track in their second year.

The SCC Automotive Technology program is an ASE (Automotive Service Excellence) Certified program. This certification assures the student that the program meets the standards set by NATEF (National Automotive Technicians Education Foundation) regarding equipment, tools, scheduling, instructors and curriculum.

In order for a technician to become ASE certified, he/she must have two years experience in addition to passing tests in the various areas of automotive repair. However, by attending the SCC Automotive Technology program, students may take these tests at any time during their education. If they pass these tests, they will become ASE Certified pro-tem upon graduation. After just one year of experience in the field, they become officially ASE Certified.

After successful completion of the first two semesters, the Auto Mechanics Diploma will be awarded.

*Diploma can be earned one time.

Please view the technical standards for this course.

For specific information regarding program rules and expectations, please view the Automotive Program Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
AUT-106	Introduction to Automotive Technology	2
AUT-126	Fundamentals of Automotive Servicing	2
AUT-405	Automotive Suspension and Steering	5
AUT-505	Automotive Brake Systems	5
HSC-181	First Aid/CPR for Non-Health Care Workers	1.5
MAT-702	Introduction to Math Applications	3
Semester Total		18.5

Spring Semester I		Credit
AUT-166	Automotive Engine Repair	6
AUT-244	Manual Drivetrains I	3
AUT-610	Automotive Electrical I	4
ENG-110	Writing for the Workplace	3
ELT-295	AC/DC Fundamentals	2
Take WBL-110 as 1 credit:		
WBL-110	Employability Skills	1
Semester Total		19

Summer Semester		Credit
Take 1 of 2 courses:		
PSY-111	Introduction to Psychology	3
SOC-110	Introduction to Sociology	3
Take 1 of 2 courses:		
SOC-114	Conflict Resolution in the Workplace	3
SOC-115	Social Problems	3
Semester Total		6

Fall Semester II		Credit
ACC-131	Principles of Accounting I	4
ADM-117	Keyboarding and Document Production	3
BUS-102	Introduction to Business	3
BUS-180	Business Ethics	3
MGT-101	Principles of Management	3
Semester Total		16

Spring Semester II		Credit
BUS-121	Business Communications	3
HUM-287	Leadership Development Studies	3
MKT-110	Principles of Marketing	3
Take 1 of 2 courses:		
MGT-130	Principles of Supervision	3
MGT-170	Human Resource Management	3
Semester Total		12

Program Total....71.5

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Collision Repair and Refinish Technology

- Diploma
- AAS

Automotive Collision Repair and Refinish Technology - Auto Body Diploma

Program Information

The Automotive Collision Repair and Refinish Technology Associate of Applied Science program combines state-of-the-art equipment with an Inter-Industry Conference on Auto Collision Repair (I-CAR) curriculum, equipping students with the technical and professional skills required to pursue a career in the ever-changing collision repair industry. I-CAR techniques and procedures are the industry standard for collision repair professionals. Students will gain hands-on technical experience in SCC's state-of-the-art lab facility. Students will use the latest tools and equipment to perform repair methods related to mechanical, electrical, refinishing, structural, non-structural and calibration.

After successful completion of the first two semesters, students will earn the Automotive Collision Repair and Refinish Diploma.

Students will complete an internship with an industry partner where the student will have the opportunity to apply the technical training and theory instruction in an automotive collision repair or related industry setting.

This program may equip students with numerous industry-recognized certifications including:

- I-CAR Pro-Level 1, 2, and 3 Non-Structural Certification
- I-CAR Pro-Level 1, 2, and 3 Refinishing
- I-CAR Pro-Level 1 Structural
- ASE Student Certifications
- S/P2 Lift Safety
- S/P2 Collision Repair and Refinish Safety
- S/P2 Collision Repair and Refinish Pollution Prevention
- National Emission Standards for Hazardous Air Pollutants (NESHAP)
- Other Manufacturer Specific Certifications

Please view the technical standards for this course.

For specific information regarding program rules and expectations, please view the Automotive Program Handbook.

West Burlington Campus

Fall Semester		Credit
CRR-100	Introduction to Collision Repair and Refinishing Industry	2
CRR-106	Fundamentals of Collision Repair and Refinishing	3
CRR-112	Disassembly and Reassembly	3
CRR-117	Small Dent Repair	3
CRR-123	Introduction to Automotive Refinish Operations	3
MAT-702	Introduction to Math Applications	3
Semester Total		17

Spring Semester		Credit
CRR-205	Welding in Collision Repair	4
CRR-124	Automotive Refinish Operations II	5
CRR-220	Plastic Repair	3
CRR-455	Automotive Glass Removal and Replacement	2
ENG-110	Writing for the Workplace	3
Semester Total		17

Program Total..... 34

Instructor and Staff

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Automotive Collision Repair and Refinish Technology - AAS

Program Information

The Automotive Collision Repair and Refinish Technology Associate of Applied Science program combines state-of-the-art equipment with an Inter-Industry Conference on Auto Collision Repair (I-CAR) curriculum, equipping students with the technical and professional skills required to pursue a career in the ever-changing collision repair industry. I-CAR techniques and procedures are the industry standard for collision repair professionals. Students will gain hands-on technical experience in SCC's state-of-the-art lab facility. Students will use the latest tools and equipment to perform repair methods related to mechanical, electrical, refinishing, structural, non-structural and calibration.

After successful completion of the first two semesters, students will earn the Automotive Collision Repair and Refinish Diploma.

Students will complete an internship with an industry partner where the student will have the opportunity to apply the technical training and theory instruction in an automotive collision repair or related industry setting.

This program may equip students with numerous industry-recognized certifications including:

- I-CAR Pro-level 1, 2 and 3 Non-Structural Certification
- I-CAR Pro-Level 1,2 and 3 Refinishing
- I-CAR Pro-Level 1 Structural
- ASE Student Certifications
- S/P2 Lift Safety
- S/P2 Collision Repair and Refinish Safety
- S/P2 Collision Repair and Refinish Pollution Prevention
- National Emission Standards for Hazardous Air Pollutants (NESHAP)
- Other Manufacturer Specific Certifications

Please view the technical standards for this course.

For specific information regarding program rules and expectations, please view the Automotive Program Handbook.

West Burlington Campus

Fall Semester I		Credit
CRR-100	Introduction to Collision Repair and Refinishing Industry	2
CRR-106	Fundamentals of Collision Repair and Refinishing	3
CRR-112	Disassembly and Reassembly	3
CRR-117	Small Dent Repair	3
CRR-123	Introduction to Automotive Refinish Operations	3
MAT-702	Introduction to Math Applications	3
Semester Total		17

Spring Semester I		Credit
CRR-205	Welding in Collision Repair	4
CRR-124	Automotive Refinish Operations II	5
CRR-220	Plastic Repair	3
CRR-455	Automotive Glass Removal and Replacement	2
ENG-110	Writing for the Workplace	3
Semester Total		17

Summer Semester		Credit
ART-133	Drawing	3
PHI-105	Introduction to Ethics	3
Semester Total		6

Fall Semester II		Credit
CRR-505	Structural Repair Operations	5
CRR-615	Collision Repair of Mechanical Systems	4
CRR-775	Collision Repair Diagnostics and Recalibration	6
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		18

Spring Semester II		Credit
CRR-755		
CRR-855	Automotive Refinish Operations III	5
CRR-865	Advanced Automotive Refinish Operations	5
CRR-932	Internship	4
Semester Total		14
Program Total		72

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Contruction Technology

- Building Construction Certificate
- Building Construction Diploma
- Carpentry AAS
- Management AAS

Construction Technology: Carpentry Emphasis - Building Construction Certificate

Program Information

The Construction Technology – Carpentry program combines the National Center for Construction Education and Research (NCCER) curricula with the Associate of Applied Science degree requirements, meshing illustrated instructional material with structured classroom activities.

This program emphasizes four levels of carpentry, with each building on the previous level. During the summer term between the students' first and second year, a paid internship is required, giving students real-world experience with a local construction company.

*Certificate can be earned one time.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
CON-147	Carpentry I	6
CON-332	Construction Materials and Resources	3
MAT-702	Introduction to Math Applications	3
Semester Total		12
Program Total		12

Instructor and Staff

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Construction Technology - Building Construction Diploma

Program Information

The Construction Technology – Carpentry program combines the National Center for Construction Education and Research (NCCER) curricula with the Associate of Applied Science degree requirements, meshing illustrated instructional material with structured classroom activities.

This program emphasizes four levels of carpentry, with each building on the previous level. During the summer term between the students' first and second year, a paid internship is required, giving students real-world experience with a local construction company.

The Building Construction certificate is awarded after successful completion of first semester courses.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
CON-147	Carpentry I	6
CON-332	Construction Materials and Resources	3
MAT-702	Introduction to Math Applications	3
Semester Total		12

Spring Semester I		Credit
CAD-101	Introduction to CAD	3
CON-113	Construction Printreading	2
CON-148	Carpentry II	6
CON-252	Construction Electricity	3
Take 1 of 2 courses:		
ENG-105	Composition I	3
ENG-110	Writing for the Workplace	3
Semester Total		17

Summer Semester		Credit
CON-350	Internship	5
Semester Total		5

Program Total.....34

Instructor and Staff

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Construction Technology: Carpentry - AAS

Program Information

The Construction Technology program combines the National Center for Construction Education and Research (NCCER) curricula with the Associate of Applied Science degree requirements, meshing illustrated instructional material with structured classroom activities.

This program emphasizes four levels of carpentry, with each building on the previous level. During the summer term between the students' first and second year, a paid internship is required, giving students real-world experience with a local construction company.

MAT-120 is required for transfer to a four-year university.

A completed apprenticeship program may be substituted for CON-147, CON-148, CON-149, and CON-262. Students who have completed an apprenticeship approved by the Bureau of Apprenticeship & Training and the Iowa Department of Education will be allowed to articulate up to 29 credits after 12 credits of "C" or better are earned in the approved Construction Technology degree program at SCC.

The Building Construction certificate is awarded after successful completion of first semester courses.

The Building Construction diploma is awarded after successful completion of the first three semesters.

*Certificates and diploma can be earned one time.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
CON-147	Carpentry I	6
CON-332	Construction Materials and Resources	3
MAT-702	Introduction to Math Applications	3
Semester Total		12

Spring Semester I		Credit
CAD-101	Introduction to CAD	3
CON-113	Construction Printreading	2
CON-148	Carpentry II	6
CON-252	Construction Electricity	3
Take 1 of 2 courses:		
ENG-105	Composition I	3
ENG-110	Writing for the Workplace	3
Semester Total		17

Summer Semester		Credit
CON-350	Internship	5
Semester Total		5

Fall Semester II		Credit
CON-149	Carpentry III	6
CON-270	Mechanical Systems	3
HEQ-131	Safety and Introduction to Heavy Equipment	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		15

Spring Semester II		Credit
CON-128	Construction Management Estimating	3
CON-262	Commercial Carpentry II	6
CON-345	Soils and Concrete	3
SOC-115	Social Problems	3
Take 1 of 2 courses:		
ART-133	Drawing	3
SPC-112	Public Speaking	3
Semester Total		18

Program Total.....67

Instructor and Staff

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Construction Technology: Construction Management Emphasis - AAS

Program Information

The SCC Construction Technology Program combines the NCCER Curricula with the Associate of Applied Science Degree requirements. Students will receive an Associate of Applied Science Degree upon completion of this program. Program curriculum is based on NCCER Curricula and combines illustrated instructional material with structured classroom activities.

During the summer term, between the students' first and second year, a paid internship is required, giving students real-world experience with a local construction company. This program couples carpentry and managerial skills for students to seek a career in a management role within the construction industry.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
CON-332	Construction Materials and Resources	3
DRF-113	Fundamentals of Technical Drafting	3
ECN-130	Principles of Microeconomics	3
ENG-105	Composition I	3
MAT-120	College Algebra	3
Semester Total		15

Spring Semester I		Credit
ACC-142	Financial Accounting	3
CAD-101	Introduction to CAD	3
CON-113	Construction Printreading	2
PSY-102	Human and Work Relations	3
Take 1 of these courses:		
HIS-151	US History to 1877	3
HIS-152	US History Since 1877	3
Semester Total		14

Summer Semester		Credit
CON-350	Internship	5
Semester Total		5

Fall Semester II		Credit
ARC-113	Architectural Drafting I	4
HEQ-131	Safety and Introduction to Heavy Equipment	3
MGT-101	Principles of Management	3
PHY-162	College Physics I	4
Semester Total		14

Spring Semester II		Credit
CON-128	Construction Management Estimating	3
CON-345	Soils and Concrete	3
PHY-172	College Physics II	4
SOC-114	Conflict Resolution in the Workplace	3
Take 1 of these courses:		
ART-133	Drawing	3
SPC-112	Public Speaking	3
Semester Total		16

Program Total.....64

Instructor and Staff

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Healthcare Technology Management

- Diploma
- AAS

Healthcare Technology Management - Diploma

Program Information

The Healthcare Technology Management program will prepare students to seek a variety of entry-level positions in the biomedical and healthcare technology management industry. Students will engage in coursework related to biomedical information systems, electronics, networking, troubleshooting, digital and mechanical systems, database fundamentals, and safety and compliance. An emphasis on medical applications, operations, and procedures is embedded within the various program courses. The program includes instruction in instrument calibration, design, installation. and testing, as well as safety, maintenance, and equipment repair procedures. Students will garner the skills and working knowledge to perform medical equipment maintenance services characterized by repair or module replacement; repair of general medical equipment malfunctions; adjustment of medical equipment utilizing common and special purpose tools and electronic test equipment; conduct preventive maintenance checks and services: and conduct calibration, verification, certification and electrical safety tests. Students will be placed in an internship where they will be able to apply all of the skills learned throughout the duration of the program.

Students who complete the two-year program will complete a certification course that will prepare them for the Certified Associate in Biomedical Technology (CABT) credential.

The Healthcare Technology Management Diploma will be earned after a student completes the first two semesters of the program.

Please view the technical standards for this course.

Online, and select courses available on campus

Fall Semester I		Credit
CSC-110	Introduction to Computers	3
HTM-100	Applied Human Biology for Biomedical Technicians	3
HTM-101	Biomedical Equipment I	3
MAT-702	Introduction to Math Applications	3
NET-142	Network Essentials	3
Semester Total		15

Spring Semester I		Credit
ELT-351	Electronics I	3
ENG-110	Writing for the Workplace	3
HTM-102	Healthcare Technology Management I	3
HTM-103	Introduction to Digital and Mechanical Control Systems	3
HTM-104	Basic X-Ray	3
Semester Total		15
Program Total		30

Instructor and Staff

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Healthcare Technology Management - AAS

Program Information

The Healthcare Technology Management program will prepare students to seek a variety of entry-level positions in the biomedical and healthcare technology management industry. Students will engage in coursework related to biomedical information systems, electronics, networking, troubleshooting, digital and mechanical systems, database fundamentals, and safety and compliance. An emphasis on medical applications, operations, and procedures is embedded within the various program courses. The program includes instruction in instrument calibration, design, installation. and testing, as well as safety, maintenance, and equipment repair procedures. Students will garner the skills and working knowledge to perform medical equipment maintenance services characterized by repair or module replacement; repair of general medical equipment malfunctions; adjustment of medical equipment utilizing common and special purpose tools and electronic test equipment; conduct preventive maintenance checks and services: and conduct calibration, verification, certification and electrical safety tests. Students will be placed in an internship where they will be able to apply all of the skills learned throughout the duration of the program.

Students who complete the two-year program will complete a certification course that will prepare them for the Certified Associate in Biomedical Technology (CABT) credential.

The Healthcare Technology Management Diploma will be earned after a student completes the first two semesters of the program.

Please view the technical standards for this course.

Online, and select courses available on campus

Fall Semester I		Credit
CSC-110	Introduction to Computers	3
HTM-100	Applied Human Biology for Biomedical Technicians	3
HTM-101	Biomedical Equipment I	3
MAT-702	Introduction to Math Applications	3
NET-142	Network Essentials	3
Semester Total		15

Spring Semester I		Credit
ELT-351	Electronics I	3
ENG-110	Writing for the Workplace	3
HTM-102	Healthcare Technology Management I	3
HTM-103	Introduction to Digital and Mechanical Control Systems	3
HTM-104	Basic X-Ray	3
Semester Total		15

Summer Semester I		Credit
PHI-105	Introduction to Ethics	3
SPC-101	Fundamentals of Oral Communication	3
Semester Total		6

Fall Semester II		Credit
ELT-354	Electronics II	3
HTM-105	Biomedical Information Systems	3
HTM-106	Troubleshooting Theory and Methodology	3
Take WBL-104 as 3 credits:		
WBL-104	Exploring Careers: Health Sciences	1
Semester Total		12

Spring Semester II		Credit
HTM-107	Healthcare Database Fundamentals	3
HTM-108	Safety and Compliance in Healthcare	3
HTM-109	Biomedical Technician Certification Preparation	3
HTM-932	Biomedical Technician Internship	2
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		14
Program Total		62

Instructor and Staff

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Industrial Controls, Automation, and Robotics Technology

- Basic Electrical Maintenance Technology Certificate
- Electrical Maintenance Technology Diploma
- AAS

Basic Electrical Maintenance Certificate

Program Information

The Industrial Controls, Automation, and Robotics Technology pathway provides students with technical skills in maintaining and troubleshooting electrical and mechanical systems used in the industry. Mechanical and electrical theory are covered throughout the program, including how to troubleshoot and repair industrial systems. Instruction is delivered in a format designed for flexibility and customization based upon the desired career path of each individual student.

This course is taught in the Fall semester.

Please view the technical standards for this course.

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Keokuk Campus, and select courses online

Fall Semester		Credit
ELE-116	Blueprint Reading	1
ELE-310	Industrial Electricity	2
ELT-295	AC/DC Fundamentals	2
IND-212	Safety Practices	2
MFG-155	Industrial Machine Programming	3
ELE-195	Motor Controls	3
MAT-702	Introduction to Math Applications	3
Semester Total		16
Program Total		16

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Electrical Maintenance Technology Diploma

Program Information

The Industrial Controls, Automation, and Robotics Technology pathway provides students with technical skills in maintaining and troubleshooting electrical and mechanical systems used in the industry. Mechanical and electrical theory are covered throughout the program, including how to troubleshoot and repair industrial systems. Instruction is delivered in a format designed for flexibility and customization based upon the desired career path of each individual student.

The Basic Electrical Maintenance Certificate is awarded upon successful completion of the Fall semester courses.

This diploma is awarded upon successful completion of the Fall and Spring semester courses.

*Certificates and diploma can be earned one time.

Please view the technical standards for this course.

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Keokuk Campus, and select courses online

Fall Semester		Credit
ELE-116	Blueprint Reading	1
ELE-310	Industrial Electricity	2
ELT-295	AC/DC Fundamentals	2
IND-212	Safety Practices	2
MFG-155	Industrial Machine Programming	3
ELE-195	Motor Controls	3
MAT-702	Introduction to Math Applications	3
Semester Total.....		16

Spring Semester		Credit
EGT-174	Fluid Power	2
ELT-132	Motor Drives	1
ELT-263	Programmable Logic Controllers I	2
EGT-175	Fluid Power Control	2
IND-252	Powertrain and Pump Operation	3
EGT-147	Hydraulic Power Systems and Troubleshooting	1
Take 1 of 2 courses:		
PSY-102	Human and Work Relations	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total.....		14

Program Total..... 30

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Industrial Controls, Automation, and Robotics Technology - AAS

The Industrial Automation, Controls, and Robotics Technology program provides students with technical skills in maintaining and troubleshooting electrical and mechanical systems used in the industry. Mechanical and electrical theory are covered throughout the program, including how to troubleshoot and repair industrial systems. Instruction is delivered in an open lab format designed to be flexible and accommodating. This program is designed to prepare technicians to troubleshoot, repair, and service computerized control systems and robotic devices in manufacturing environments. Students will gain knowledge and apply skills in advanced electrical, electronic, and robotics systems. Students will apply networking skills, integral to working with automated equipment, encompassing robotic components, sensors, controllers and computers to support autonomous work.

The Basic Electrical Maintenance Certificate is awarded after successful completion of first semester courses.

The Electrical Maintenance Technology Diploma is awarded after successful completion of the first and second semesters.

Please view the technical standards for this course.

This material is based on work supported by the National Science Foundation under Grant No 2300914. Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

ATE Project Title: Implementing Career Pathway Strategies and Transforming Industrial Controls, Automation, and Robotics Technology Program to Competency-Based Education to Facilitate Student Success

In 2023, Southeastern Community College (SCC) was awarded a three-year, $649,499 ATE Grant from the National Science Foundation to re-design the Industrial Controls, Automation, and Robotics Technology (ICART) program curriculum from a traditional modality to an approved Competency-Based Education (CBE) modality. This will involve selecting/articulating industry-recognized credentials to serve as the foundation for program competencies and mapping them to each technical program course. Assessments will be developed to measure student competency attainment, as well as a flexible learning lab to allow students to collaboratively problem-solve and troubleshoot various simulations.

Key initiatives that will be completed throughout the three-year grant include developing and implementing an ICART Career Pathway, develop an ICART Career Academy for students in grades 9-12 and a Teacher Academy and Externships that will provide high school educators with the opportunity to gain hands-on exposure to careers within the manufacturing sector related to the ICART program. Other activities will be directly related to outreach and recruitment for the ICART program, including an ICART Day for high school students, an Internship Fair to connect students to local employers, and an overall comprehensive outreach and recruitment plan developed in collaboration with SCC's Admissions and Marketing departments.

The ATE project will increase the number of qualified individuals who enter the workforce and are connected to high-wage, in-demand positions that are critical to the future support of the manufacturing base in southeast Iowa. It will also improve the knowledge base for similar manufacturing engineering programs through NSF ATE sharing.

Currently, SCC is in Year Two of the ATE Grant and would like to recognize the National Science Foundation for allowing the college the opportunity to support its community and industry needs.

To view the ATE Project Summary, click here.

To view Year One's Annual Report, click here.

Keokuk Campus, and select courses online

First Semester		Credit
ELE-116	Blueprint Reading	1
ELE-310	Industrial Electricity	2
ELT-295	AC/DC Fundamentals	2
IND-212	Safety Practices	2
MFG-155	Industrial Machine Programming	3
ELE-195	Motor Controls	3
MAT-702	Introduction to Math Applications	3
Semester Total		16

Second Semester		Credit
EGT-174	Fluid Power	2
ELT-132	Motor Drives	1
ELT-263	Programmable Logic Controllers I	2
EGT-175	Fluid Power Control	2
IND-252	Powertrain and Pump Operation	3
EGT-147	Hydraulic Power Systems and Troubleshooting	1
Take 1 of 2 courses:		
PSY-102	Human and Work Relations	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		14

Summer Semester		Credit
SPC-112	Public Speaking	3
HUM-287	Leadership Development Studies	3
Semester Total		6

Third Semester		Credit
ELT-264	Programmable Logic Controllers II	2
ELT-176	Instrumentation	3
ATR-118	Automation Systems	3
ELE-218	Motion Control	2
ENG-110	Writing for the Workplace	3
Semester Total		13

Fourth Semester		Credit
ELE-219	Supervisory Control and Data Acquisition	3
ELT-266	Safety Circuits and Devices	2
ATR-135	Advanced Automation and Robotics	3
ELE-127	Troubleshooting	1
ELT-265	PLC and System Integration	5
Take WBL-110 as 1 Credit:		
WBL-110	Employability Skills	1
Semester Total		15

Program Total.....64

Instructor and Staff

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Precision Machining CNC Technology

- Certificate
- Diploma
- AAS

Precision Machining and CNC Technology - Certificate

Program Information

The Precision Machining and CNC Technology program is designed to provide students with the skills necessary to enter the production environment as entry level computer numeric controls programmers or production technicians. The program provides broad theoretical and hands-on education for those seeking careers in the production field, emphasizing various levels of the production process.

Each level builds upon the previous section, continuing the students' education and knowledge base of the production process.

Students will learn skills in safety, 2D and 3D production design, machining and quality control with an emphasis placed on emerging trends including 5-axis design and machining principles.

The OSHA 10 General Industry card is awarded upon the successful completion of the MFG-212 course.

Please view the technical-standards for this course.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CAD-101	Introduction to CAD	3
DRF-113	Fundamentals of Technical Drafting	3
MAT-702	Introduction to Math Applications	3
MFG-212	Basic Machine Theory	3
MFG-398	Introduction to Machine Shop	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total.....		18
Program Total.....		18

Instructor and Staff

Bradley Junker
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Precision Machining and CNC Technology - Diploma

Program Information

The Precision Machining and CNC Technology program is designed to provide students with the skills necessary to enter the production environment as entry level computer numeric controls programmers or production technicians. The program provides broad theoretical and hands-on education for those seeking careers in the production field, emphasizing various levels of the production process.

Each level builds upon the previous section, continuing the students' education and knowledge base of the production process.

Students will learn skills in safety, 2D and 3D production design, machining and quality control with an emphasis placed on emerging trends including 5-axis design and machining principles.

The OSHA 10 General Industry card is awarded upon the successful completion of the MFG-212 course.

Please view the technical-standards for this course.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CAD-101	Introduction to CAD	3
DRF-113	Fundamentals of Technical Drafting	3
MAT-702	Introduction to Math Applications	3
MFG-212	Basic Machine Theory	3
MFG-398	Introduction to Machine Shop	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total.....		18

Spring Semester I		Credit
MFG-142	Geometric Dimensioning Tolerancing	3
CAD-277	3-D Dimensional (3-D) Modeling I	3
EGT-116	Continuous Quality Management	3
MFG-206	Manufacturing Processes I	3
MFG-237	Introduction to Machine Trades	3
Semester Total.....		15

Program Total..... 33

Instructor and Staff

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Precision Machining and CNC Technology - AAS

Program Information

The Precision Machining and CNC Technology program is designed to provide students with the skills necessary to enter the production environment as entry level computer numeric controls programmers or production technicians. The program provides broad theoretical and hands-on education for those seeking careers in the production field, emphasizing various levels of the production process.

Each level builds upon the previous section, continuing the students' education and knowledge base of the production process.

Students will learn skills in safety, 2D and 3D production design, machining and quality control with an emphasis placed on emerging trends including 5-axis design and machining principles.

The OSHA 10 General Industry card is awarded upon the successful completion of the MFG-212 course.

Please view the technical-standards for this course.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CAD-101	Introduction to CAD	3
DRF-113	Fundamentals of Technical Drafting	3
MAT-702	Introduction to Math Applications	3
MFG-212	Basic Machine Theory	3
MFG-398	Introduction to Machine Shop	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		18

Spring Semester I		Credit
MFG-142	Geometric Dimensioning Tolerancing	3
CAD-277	3-D Dimensional (3-D) Modeling I	3
EGT-116	Continuous Quality Management	3
MFG-206	Manufacturing Processes I	3
MFG-237	Introduction to Machine Trades	3
Semester Total		15

Fall Semester II		Credit
CAD-140	Parametric Solid Modeling	3
MFG-156	Introduction to CNC Machining	3
MFG-362	Machines Operations II	5.5
PHY-106	Survey of Physics	4
Semester Total		15.5

Spring Semester II		Credit
SPC-112	Public Speaking	3
MFG-303	Advanced CNC Programming	5.5
MFG-323	Mastercam Designs	4
Take 1 of 2 courses:		
ENG-105	Composition I	3
ENG-110	Writing for the Workplace	3
Semester Total		15.5

Program Total.....64

Instructor and Staff

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Welding

- Basic Welding Certificate
- Advanced Welding Certificate
- Advanced Manufacturing Welding Certificate
- Diploma
- AAS

Welding - Basic Welding Processes Certificate

Program Information

The Welding program is designed to give students a solid foundation in the principles, practices and usage of both gas and electric welding in the industrial setting. Students get ample practice in welding skills, brazing and flame cutting. Instruction emphasizes production fabrication techniques, maintenance and repair procedures, blueprint reading, properties of metals and inspection methods, among other aspects of the welding trade.

SCC is an accredited American Welding Society (AWS) testing facility. Students will have the opportunity to obtain AWS Certifications.

There are several levels of welding certificates, a diploma and an associates of applied science degree. See the links below for details.

The Basic Welding Processes certificate is awarded after successful completion of WEL-111, WEL-160, WEL-186 and WEL-192.

The Advanced Welding Processes certificate is awarded after earning the Basic Welding Processes certificate and successful completion of WEL-130, WEL-164, WEL-172, WEL-197 and MAT-702.

The Welding diploma is awarded after successful completion of the first two semesters. (This is equivalent to the Advanced Welding Processes certificate and successful completion of ENG-110.)

The Advanced Manufacturing Welding Processes certificate is awarded after earning both Welding Processes certificates and successful completion of WEL-182, WEL-198, WEL-292, WEL-235 and WEL-720.

The Welding AAS degree is awarded after successful completion of all five semesters.

*Certificates and diploma can be earned one time.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
WEL-111	Welding Blueprint Reading	3
WEL-160	Arc Welding I (SMAW)	5
WEL-186	Gas Metal Arc Welding	4
WEL-192	Gas Tungsten Arc Welding	4
Semester Total		16
Program Total		16

Instructor and Staff

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Welding - Advanced Welding Processes Certificate

Program Information

The Welding program is designed to give students a solid foundation in the principles, practices and usage of both gas and electric welding in the industrial setting. Students get ample practice in welding skills, brazing and flame cutting. Instruction emphasizes production fabrication techniques, maintenance and repair procedures, blueprint reading, properties of metals and inspection methods, among other aspects of the welding trade.

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The Advanced Welding Processes certificate is awarded after earning the Basic Welding Processes certificate and successful completion of WEL-130, WEL-164, WEL-172, WEL-197 and MAT-702.

The Welding diploma is awarded after successful completion of the first two semesters. (This is equivalent to the Advanced Welding Processes certificate and successful completion of ENG-110.)

The Advanced Manufacturing Welding Processes certificate is awarded after earning both Welding Processes certificates and successful completion of WEL-182, WEL-198, WEL-292, WEL-235 and WEL-720.

The Welding AAS degree is awarded after successful completion of all five semesters.

*Certificates and diploma can be earned one time.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
MAT-702	Introduction to Math Applications	3
WEL-111	Welding Blueprint Reading	3
WEL-160	Arc Welding I (SMAW)	5
WEL-186	Gas Metal Arc Welding	4
WEL-192	Gas Tungsten Arc Welding	4
Semester Total		19

Spring Semester I		Credit
WEL-130	Oxyacetylene Welding	2
WEL-164	Arc Welding II (SMAW)	4
WEL-172	Advanced Shielded Metal Arc Welding II	4
WEL-197	Gas Tungsten Arc Welding - Tube	3
Semester Total		13
Program Total		32

Instructor and Staff

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Welding - Advanced Manufacturing Welding Processes Certificate

Program Information

The Welding program is designed to give students a solid foundation in the principles, practices and usage of both gas and electric welding in the industrial setting. Students get ample practice in welding skills, brazing and flame cutting. Instruction emphasizes production fabrication techniques, maintenance and repair procedures, blueprint reading, properties of metals and inspection methods, among other aspects of the welding trade.

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The Welding diploma is awarded after successful completion of the first two semesters. (This is equivalent to the Advanced Welding Processes certificate and successful completion of ENG-110.)

The Advanced Manufacturing Welding Processes certificate is awarded after earning both Welding Processes certificates and successful completion of WEL-182, WEL-198, WEL-292, WEL-235 and WEL-720.

The Welding AAS degree is awarded after successful completion of all five semesters.

*Certificates and diploma can be earned one time.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
MAT-702	Introduction to Math Applications	3
WEL-111	Welding Blueprint Reading	3
WEL-160	Arc Welding I (SMAW)	5
WEL-186	Gas Metal Arc Welding	4
WEL-192	Gas Tungsten Arc Welding	4
Semester Total		19

Spring Semester I		Credit
WEL-130	Oxyacetylene Welding	2
WEL-164	Arc Welding II (SMAW)	4
WEL-172	Advanced Shielded Metal Arc Welding II	4
WEL-197	Gas Tungsten Arc Welding - Tube	3
Semester Total		13

Fall Semester II		Credit
WEL-182	Flux Cored Arc Welding	2
WEL-198	Advanced Gas Metal Arc Welding - Aluminum	2
WEL-292	Pipe Welding/SMAW - Uphill	4
Semester Total		8

Spring Semester II		Credit
WEL-235	Layout and Fabrication	4
WEL-720	Introduction to Robotic Arc Welding	2
Spring Semester II		Credit
Semester Total		6
Program Total		46

Instructor and Staff

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Welding - Diploma

Program Information

The Welding program is designed to give students a solid foundation in the principles, practices and usage of both gas and electric welding in the industrial setting. Students get ample practice in welding skills, brazing and flame cutting. Instruction emphasizes production fabrication techniques, maintenance and repair procedures, blueprint reading, properties of metals and inspection methods, among other aspects of the welding trade.

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There are several levels of welding certificates, a diploma and an associates of applied science degree. See the links below for details.

The Basic Welding Processes certificate is awarded after successful completion of WEL-111, WEL-160, WEL-186 and WEL-192.

The Advanced Welding Processes certificate is awarded after earning the Basic Welding Processes certificate and successful completion of WEL-130, WEL-164, WEL-172, WEL-197 and MAT-702.

The Welding diploma is awarded after successful completion of the first two semesters. (This is equivalent to the Advanced Welding Processes certificate and successful completion of ENG-110.)

The Advanced Manufacturing Welding Processes certificate is awarded after earning both Welding Processes certificates and successful completion of WEL-182, WEL-198, WEL-292, WEL-235 and WEL-720.

The Welding AAS degree is awarded after successful completion of all five semesters.

*Certificates and diploma can be earned one time.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
MAT-702	Introduction to Math Applications	3
WEL-111	Welding Blueprint Reading	3
WEL-160	Arc Welding I (SMAW)	5
WEL-186	Gas Metal Arc Welding	4
WEL-192	Gas Tungsten Arc Welding	4
Semester Total		19

Spring Semester I		Credit
ENG-110	Writing for the Workplace	3
WEL-130	Oxyacetylene Welding	2
WEL-164	Arc Welding II (SMAW)	4
WEL-172	Advanced Shielded Metal Arc Welding II	4
WEL-197	Gas Tungsten Arc Welding - Tube	3
Semester Total		16
Program Total		35

Instructor and Staff

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Welding - AAS

Program Information

The Welding program is designed to give students a solid foundation in the principles, practices and usage of both gas and electric welding in the industrial setting. Students get ample practice in welding skills, brazing and flame cutting. Instruction emphasizes production fabrication techniques, maintenance and repair procedures, blueprint reading, properties of metals and inspection methods, among other aspects of the welding trade.

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The Welding diploma is awarded after successful completion of the first two semesters. (This is equivalent to the Advanced Welding Processes certificate and successful completion of ENG-110.)

The Advanced Manufacturing Welding Processes certificate is awarded after earning both Welding Processes certificates and successful completion of WEL-182, WEL-198, WEL-292, WEL-235 and WEL-720.

The Welding AAS degree is awarded after successful completion of all five semesters.

*Certificates and diploma can be earned one time.

Please view the technical standards for this course.

West Burlington Campus

Fall Semester I		Credit
MAT-702	Introduction to Math Applications	3
WEL-111	Welding Blueprint Reading	3
WEL-160	Arc Welding I (SMAW)	5
WEL-186	Gas Metal Arc Welding	4
WEL-192	Gas Tungsten Arc Welding	4
Semester Total		19

Spring Semester I		Credit
ENG-110	Writing for the Workplace	3
WEL-130	Oxyacetylene Welding	2
WEL-164	Arc Welding II (SMAW)	4
WEL-172	Advanced Shielded Metal Arc Welding II	4
WEL-197	Gas Tungsten Arc Welding - Tube	3
Semester Total		16

Summer Semester		Credit
SOC-115	Social Problems	3
Semester Total		3

Fall Semester II		Credit
DRF-113	Fundamentals of Technical Drafting	3
SOC-114	Conflict Resolution in the Workplace	3
WEL-182	Flux Cored Arc Welding	2
WEL-198	Advanced Gas Metal Arc Welding - Aluminum	2
WEL-292	Pipe Welding/SMAW - Uphill	4
Take WBL-110 as 1 credit:		
WBL-110	Employability Skills	1
Semester Total		15

Spring Semester II		Credit
MGT-130	Principles of Supervision	3
PSY-102	Human and Work Relations	3
WEL-235	Layout and Fabrication	4
WEL-720	Introduction to Robotic Arc Welding	2
Semester Total		12

Program Total.....65

Instructor and Staff

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BEHAVIOR and SOCIAL SCIENCE MAJORS

- Criminal Justice Transfer AA
- Early Childhood Education
  - Infant Toddler Certificate
  - Preschool Certificate
  - Early Childhood Education Diploma
  - Early Childhood Education AAS
  - Childcare Management AAS
  - Licensure Transfer Bridge
  - Licensure Transfer AAS
- History Transfer AA
- Psychology Transfer AA
- Social Work Transfer AA
- Sociology Transfer AA
- Teacher Education
  - Elementary Education Transfer AA
  - Secondary Education Transfer AA

Criminal Justice Transfer Major - AA

Program Information

The Criminal Justice Transfer Major is designed to prepare students for careers in several areas of the administration of justice. Program graduates find jobs with local police departments, sheriff's offices, the state highway patrol, federal/state narcotics agencies, correctional institutions and state and local probation and parole agencies.

NOTE: Students who have a criminal background history may complete the program. However, these students will have serious difficulty obtaining an internship or employment.

SCC has established 2+2 articulation agreements with four-year institutions for this transfer major. Depending upon where you want to transfer, your SCC coursework may differ from the sample given. Contact your enrollment specialist to explore which courses you should take.

*Students enrolled in the online program will make the following substitutions during Fall Semester II:

- CRJ-133 for CRJ-132
- SOC-212 for HUM-114

The following courses are required for the Criminal Justice Transfer Major: CRJ-100, CRJ-120, CRJ-130, CRJ-132, CRJ-141, SOC-110, SOC-240, MAT-156, POL-111 SOC-230, HUM-114, PSY-111, SCI-123, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CRJ-100	Introduction to Criminal Justice	3
ENG-105	Composition I	3
PSY-111	Introduction to Psychology	3
SDV-108	The College Experience	1
SOC-110	Introduction to Sociology	3
SOC-230	Juvenile Delinquency	3
Semester Total		16

Spring Semester I		Credit
CRJ-130	Criminal Law	3
ENG-106	Composition II	3
MAT-156	Statistics	3
SOC-240	Criminology	3
Take courses totaling 3-5 credits:		
ZZZ-LAB	Lab Science Course	3-5
Semester Total		15-17

Fall Semester II		Credit
CRJ-132	Constitutional Law	3
CRJ-141	Criminal Investigation	3
ZZZ-CUL	Cultural Awareness Course	3
SPC-112	Public Speaking	3
Take courses totaling 3-5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		15-17

Spring Semester II		Credit
CRJ-120	Introduction to Corrections	3
ZZZ-HUM	Humanities Course	3
ZZZ-HUM	Humanities Course	3
ZZZ-HUM	Humanities Course	3
POL-111	American National Government	3
Semester Total		15

Program Total.....61-65

Instructor and Staff

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History Transfer Major - AA

Program Information

This Transfer Major Guided Pathway is designed to seamlessly transfer to the History Education BA degree at UNI, ISU and UI. SCC has established 2+2 articulation agreements with four year institutions for this transfer major. Depending upon where you want to transfer, your SCC coursework may differ. Contact your advocate to explore which courses you should take.

West Burlington Campus (Keokuk campus offers select courses
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Fall I Semester		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
ZZZ-SOC	Social Science Course	3
ZZZ-HUM	Humanities Course	3
HIS-151	US History to 1877	3
Take course totaling 3 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16

Spring I Semester		Credit
ENG-106	Composition II	3
HIS-152	US History Since 1877	3
Take course totaling 3 credits:		
ZZZ-MAT	Mathematics Course	3-4
Take course totaling 3 credits:		
ZZZ-ELE	Elective Course	3-5
Take course totaling 3 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15

Fall II Semester		Credit
HIS-131	World Civilization I	3
SPC-112	Public Speaking	3
Take course totaling 3 credits:		
ZZZ-ELE	Elective Course	3-5
Take course totaling 3 credits:		
ZZZ-ELE	Elective Course	3-5
Take course totaling 3 credits:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		15

Spring II Semester		Credit
HIS-132	World Civilization II	3
POL-111	American National Government	3
HIS-211	Modern Asian History	3
Take course totaling 4 credits:		
ZZZ-LAB	Lab Science Course	3-5
Take course totaling 3 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16

Program Total.....62

Instructor and Staff

Randall Moffett
Assistant Professor - History

Psychology Transfer Major - AA

Program Information

The Psychology Transfer Major is designed to prepare students planning to transfer to a 4 year institution to obtain a Bachelor's Degree in Psychology.

The following courses are required for the Psychology Transfer Major: PSY-111, PSY-121, PSY-251, MAT-156, PHI-101, BIO-105, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

West Burlington Campus, Keokuk Campus, and online

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
PSY-111	Introduction to Psychology	3
BIO-105	Introductory Biology	4
PHI-101	Introduction to Philosophy	3
Semester Total		14

Spring Semester I		Credit
ENG-106	Composition II	3
PSY-121	Developmental Psychology	3
MAT-156	Statistics	3
PSY-251	Social Psychology	3
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15-17

Fall Semester II		Credit
ZZZ-HUM	Humanities Course	3
ZZZ-SOC	Social Science Course	3
SPC-112	Public Speaking	3
ZZZ-PSY	Psychology Course	3
Take courses totaling 3-5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		15-17

Spring Semester II		Credit
ZZZ-HUM	Humanities Course	3
ZZZ-CUL	Cultural Awareness Course	3
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-ELE	Elective Course	3-5
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16-20

Program Total.....60-68

Instructor and Staff

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Social Work Transfer Major - AA

Are you a person who likes making a difference? If so, this Social Work transfer major is the right program for you. People with a Bachelor's of Social Work degree can find themselves in a rapidly growing profession with the potential for employment in a variety of settings, including welfare agencies, schools, hospitals, clinics, mental health institutions, community centers, public health, corrections and group homes, as well as many others. The Social Work Transfer Major provides education and training that is required to transfer to a four year college.

West Burlington Campus, Keokuk Campus, and online ajones@scciowa.edu

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
SOC-110	Introduction to Sociology	3
PSY-111	Introduction to Psychology	3
ZZZ-HUM	Humanities Course	3
Take courses totaling 3 to 5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16-18

Spring Semester I		Credit
ENG-106	Composition II	3
SOC-120	Marriage and Family	3
MAT-156	Statistics	3
SPC-112	Public Speaking	3
Take courses totaling 3 to 5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15-17

Fall Semester II		Credit
SOC-115	Social Problems	3
ZZZ-HUM	Humanities Course	3
Take 1 of 2 courses:		
BIO-163	Essentials of Anatomy and Physiology	4
BIO-168	Human Anatomy and Physiology I	4
Take 1 of 2 courses:		
HUM-114	Multicultural Perspectives	3
SOC-212	Diversity	3
Take courses totaling 3 to 5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15-17

Spring Semester II		Credit
POL-111	American National Government	3
SOC-160	Introduction to Social Work	3
ZZZ-HUM	Humanities Course	3
Take course totaling 3-5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Take 1 of 2 courses:		
SOC-181	Field Experience	1
SOC-161	Introduction to Social Work Lab	1
Semester Total		15-17

Program Total.....61-69

Instructor and Staff

Andrea Jones
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Sociology Transfer Major - AA

Program Information

The Sociology Transfer Major is designed to develop knowledge in the field of Sociology to prepare students to transfer to a 4-year University.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
SOC-110	Introduction to Sociology	3
PSY-111	Introduction to Psychology	3
ZZZ-HUM	Humanities Course	3
Take courses totaling 3 to 5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		16-18

Spring Semester I		Credit
ENG-106	Composition II	3
PSY-251	Social Psychology	3
MAT-156	Statistics	3
SOC-120	Marriage and Family	3
ZZZ-HUM	Humanities Course	3
Semester Total		15

Fall Semester II		Credit
SPC-112	Public Speaking	3
SOC-115	Social Problems	3
ZZZ-HUM	Humanities Course	3
ZZZ-CUL	Cultural Awareness Course	3
Take courses totaling 3 to 5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15-17

Spring Semester II		Credit
POL-111	American National Government	3
Take course totaling at least 4 credits:		
ZZZ-LAB	Lab Science Course	3-5
Take courses totaling 3 credits:		
ZZZ-ELE	Elective Course	3-5
Take courses totaling at least 4 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		14-16
Program Total		60-66

Instructor and Staff

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Early Childhood Education

- Infant Toddler Certificate
- Preschool Certificate
- Early Childhood Education Diploma
- Early Childhood Education AAS
- Licensure Transfer AAS

Early Childhood Education: Child Development - Infant/Toddler Certificate

Program Information

The Early Childhood Education program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. Students may elect to complete either the Educator Licensure/Transfer Pathway or the Child Care Management Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf for additional CDA Credential requirements by the Council.

*Certificate can be earned one time.

For specific information regarding program rules and expectations, please view the Early Childhood Education & Teacher Education Programs Handbook.

West Burlington Campus and online

Fall I Semester		Credit
ECE-103	Introduction to Early Childhood Education	3
SDV-108	The College Experience	1
ECE-133	Child Health, Safety and Nutrition	3
Semester Total		7

Spring I Semester		Credit
ECE-170	Child Growth and Development	3
ECE-221	Infant/Toddler Care and Education	3
EDU-235	Children's Literature	3
Semester Total		9

Program Total..... 16

Instructor and Staff

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Early Childhood Education: Child Development - Preschool Certificate

Program Information

The Early Childhood Education program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. Students may elect to complete either the Educator Licensure/Transfer Pathway or the Child Care Management Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf for additional CDA Credential requirements by the Council.

*Certificate can be earned one time.

For specific information regarding program rules and expectations, please view the Early Childhood Education & Teacher Education Programs Handbook.

West Burlington Campus and online

Fall Semester I		Credit
ECE-103	Introduction to Early Childhood Education	3
SDV-108	The College Experience	1
ECE-133	Child Health, Safety and Nutrition	3
Semester Total		7

Spring Semester I		Credit
ECE-158	Early Childhood Curriculum I	3
ECE-170	Child Growth and Development	3
ECE-159	Early Childhood Curriculum II	3
Semester Total		9

Program Total..... 16

Instructor and Staff

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Early Childhood Education - Diploma

Program Information

The Early Childhood Education program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf for additional CDA Credential requirements by the Council.

*Diploma can be earned one time.

For specific information regarding program rules and expectations, please view the Early Childhood Education & Teacher Education Programs Handbook.

West Burlington Campus and online

Fall Semester I		Credit
ECE-103	Introduction to Early Childhood Education	3
EDU-212	Educational Foundations	3
EDU-920	Field Experience	2
SDV-108	The College Experience	1
ECE-133	Child Health, Safety and Nutrition	3
ENG-105	Composition I	3
WBL-103	Exploring Careers: Human Services	1
Semester Total.....		16

Spring 1 Semester		Credit
ECE-158	Early Childhood Curriculum I	3
ECE-170	Child Growth and Development	3
EDU-245	Exceptional Learners	3
BIO-151	Nutrition	3
Take 1 of 2 courses:		
ART-101	Art Appreciation	3
MUS-100	Music Appreciation	3
Semester Total.....		15
Program Total.....		31

Instructor and Staff

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Early Childhood Education - AAS

Program Information

The Early Childhood Education program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. Students may elect to complete either the Educator Licensure/Transfer Pathway or the Child Care Management Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf for additional CDA Credential requirements by the Council.

Students who successfully complete ECE-103, ECE-133, ECE-243. and either ECE-221, ECE-158, or ECE-159 will be equipped with the competencies and functional areas necessary to pursue the CDA Credential.

The Child Development-Infant/Toddler certificate is awarded to students who successfully complete SDV-108, ECE-103, ECE-133, ECE-221, ECE-170, and ECE-243.

The Child Development-Preschool certificate is awarded to students who successfully complete SDV-108, ECE-103, ECE-133, ECE-158, ECE-170, and ECE-243.

The Early Childhood Education diploma is awarded to students who successfully complete the first year of the program.

For specific information regarding program rules and expectations, please view the Early Childhood Education & Teacher Education Programs Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ECE-103	Introduction to Early Childhood Education	3
ECE-133	Child Health, Safety and Nutrition	3
EDU-212	Educational Foundations	3
EDU-920	Field Experience	2
ENG-105	Composition I	3
SDV-108	The College Experience	1
Take course totaling 1 to 3 credits:		
WBL-103	Exploring Careers: Human Services	1
Semester Total		16-18

Spring Semester I		Credit
ECE-158	Early Childhood Curriculum I	3
ECE-170	Child Growth and Development	3
EDU-245	Exceptional Learners	3
BIO-151	Nutrition	3
Take one of two options - ART-101 or MUS-100:		
ART-101	Art Appreciation	3
MUS-100	Music Appreciation	3
Semester Total		15

Fall Semester II		Credit
ECE-159	Early Childhood Curriculum II	3
EDU-235	Children's Literature	3
EDU-240	Educational Psychology	3
SPC-112	Public Speaking	3
POL-111	American National Government	3
Semester Total		15

Spring Semester II		Credit
ECE-123	Family, Teacher and Community Interaction	3
ECE-221	Infant/Toddler Care and Education	3
ECE-284	Field Experience II	2
HIS-152	US History Since 1877	3
PHI-105	Introduction to Ethics	3
Semester Total		14

Program Total.....60-62

Instructor and Staff

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Early Childhood Education: Educator Licensure/Transfer Pathway - AAS

Program Information

The Early Childhood Education program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as childcare centers, preschools, child development homes, or public and private schools. Students may elect to complete the Educator Licensure/Transfer Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf for additional CDA Credential requirements by the Council.

Students who successfully complete ECE-103, ECE-133, ECE-243, and either ECE-221, ECE-158, or ECE-159 will be equipped with the competencies and functional areas necessary to pursue the CDA Credential.

The Early Childhood Education diploma is awarded to students who successfully complete the first year of the program.

*Diploma can be earned one time.

For specific information regarding program rules and expectations, please view the Early Childhood Education & Teacher Education Programs Handbook.

West Burlington Campus and online

Fall Semester I		Credit
ECE-103	Introduction to Early Childhood Education	3
EDU-212	Educational Foundations	3
EDU-920	Field Experience	2
SDV-108	The College Experience	1
ECE-133	Child Health, Safety and Nutrition	3
ENG-105	Composition I	3
Take WBL-103 as 1 credit:		
WBL-103	Exploring Careers: Human Services	1
Semester Total		16

Spring Semester I		Credit
ECE-158	Early Childhood Curriculum I	3
ART-133	Drawing	3
MUS-100	Music Appreciation	3
ECE-170	Child Growth and Development	3
EDU-245	Exceptional Learners	3
MAT-117	Math for Elementary Teachers	3
Semester Total		18

Summer Semester		Credit
HIS-152	US History Since 1877	3
SPC-112	Public Speaking	3
Semester Total		6

Fall Semester II		Credit
BIO-105	Introductory Biology	4
SOC-110	Introduction to Sociology	3
ENG-106	Composition II	3
PSY-121	Developmental Psychology	3
EDU-235	Children's Literature	3
Semester Total		16

Spring Semester II		Credit
ECE-140	Early Childhood Curriculum Planning	3
ECE-284	Field Experience II	2
EDU-255	Technology in the Classroom	3
PHI-105	Introduction to Ethics	3
ECE-123	Family, Teacher and Community Interaction	3
Semester Total		14
Program Total		70

Instructor and Staff

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Teacher Education

- Elementary Education Transfer AA
- Secondary Education Transfer AA

Elementary Education Transfer Major - AA

Program Information

The Elementary Education AA degree transfer major prepares students with a foundation in education principles, theory and practice, and exposes them to complex problems and relations in the field of education. Teachers play an essential role in fostering the intellectual and social development of children in their formative years. Using a variety of active learning approaches, teachers help students understand abstract principles, solve problems and develop critical thought process. Teaching grades K-6 educators provide the tools and the environment for their students to develop into responsible citizens.

All students must clear a background check to be enrolled in education classes.

This degree is designed for students to complete the first two years of a four-year teaching degree program, earning their Associate of Arts. Students then transfer to an accredited teacher's education program at a public or private four-year college or university.

For specific information regarding program rules and expectations, please view the Early Childhood Education & Teacher Education Programs Handbook.

West Burlington Campus, Keokuk Campus, and online

Fall Semester I		Credit
EDU-212	Educational Foundations	3
EDU-920	Field Experience	2
MAT-117	Math for Elementary Teachers	3
ENG-105	Composition I	3
POL-111	American National Government	3
SDV-108	The College Experience	1
Semester Total		15

Spring Semester I		Credit
ECE-123	Family, Teacher and Community Interaction	3
EDU-220	Human Relations for the Classroom Teacher	3
ENG-106	Composition II	3
Take one course of 3 to 5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Take one of these courses totaling 3 Credits:		
ECE-170	Child Growth and Development	3
PSY-111	Introduction to Psychology	3
Semester Total		15-17

Fall Semester II		Credit
ECE-133	Child Health, Safety and Nutrition	3
EDU-235	Children's Literature	3
EDU-240	Educational Psychology	3
SPC-112	Public Speaking	3
ZZZ-HUM	Humanities Course	3
Semester Total		15

Spring Semester II		Credit
EDU-245	Exceptional Learners	3
EDU-255	Technology in the Classroom	3
SOC-110	Introduction to Sociology	3
HIS-152	US History Since 1877	3
Take one course of 3 to 5 credits:		
ZZZ-LAB	Lab Science Course	3-5
Semester Total		15-17

Program Total.....60-64

Instructor and Staff

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Secondary Education Transfer Major - AA

Program Information

The Secondary Education AA degree transfer major prepares students with a foundation in education principles, theory and practice and exposes them to complex problems and relations in the field of education. Teachers play an essential role in fostering the intellectual and social development of children in their formative years. Using a variety of active learning approaches, teachers help students understand abstract principles, solve problems and develop critical thought process. Teaching grades 5-12 educators provide the tools and the environment for their students to develop into responsible citizens.

All students must clear a background check to be enrolled in education classes.

This degree is designed for students to complete the first two years of a four-year teaching degree program, earning their Associate of Arts. Students then transfer to an accredited teacher's education program at a public or private four-year college or university.

The following courses are required for the Secondary Education Transfer Major: EDU-212, EDU-920, EDU-240, EDU-247, PSY-121, EDU-255, HIS-151, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

For specific information regarding program rules and expectations, please view the Early Childhood Education & Teacher Education Programs Handbook.

West Burlington Campus, Keokuk Campus, and online

Fall Semester I		Credit
EDU-212	Educational Foundations	3
EDU-920	Field Experience	2
ENG-105	Composition I	3
SDV-108	The College Experience	1
Take one course of 3 to 5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Take one of these courses totaling 3 credits:		
ECE-170	Child Growth and Development	3
PSY-111	Introduction to Psychology	3
Semester Total		15-17

Spring Semester I		Credit
ENG-106	Composition II	3
EDU-245	Exceptional Learners	3
PSY-121	Developmental Psychology	3
ZZZ-HUM	Humanities Course	3
Take one of these courses totaling 3 credits:		
MAT-110	Math for Liberal Arts	3
MAT-156	Statistics	3
Semester Total		15

Fall Semester II		Credit
ECE-133	Child Health, Safety and Nutrition	3
EDU-235	Children's Literature	3
EDU-240	Educational Psychology	3
HIS-152	US History Since 1877	3
SPC-112	Public Speaking	3
Semester Total		15

Spring Semester II		Credit
ECE-123	Family, Teacher and Community Interaction	3
EDU-220	Human Relations for the Classroom Teacher	3
EDU-255	Technology in the Classroom	3
SOC-110	Introduction to Sociology	3
Take one course of 3 to 5 credits:		
ZZZ-LAB	Lab Science Course	3-5
Semester Total		15-17
Program Total		60-64

Instructor and Staff

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BUSINESS MAJORS

- Accounting
  - Certificate
  - Diploma
  - AAS
- Business Administration
  - Office Support Certificate
  - Office Technology Certificate
  - Office Professional Diploma
  - AAS
  - Legal Office Management AAS
  - Sport Management AAS
- Business Transfer Major AA
- Entrepreneurship
  - Leadership Development Certificate
  - Selling Strategies Certificate
  - Small Business Startup Certificate
  - AAS

Business Transfer Major - AA

Program Information

The Business Transfer Major is designed to seamlessly transfer into the business majors at the Iowa Regent Universities (Iowa State University, University of Iowa and University of Northern Iowa). SCC has established 2+2 articulation agreements with other four-year institutions for this transfer major

West Burlington Campus, Keokuk Campus, and online

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
MAT-140	Finite Math	3
ECN-130	Principles of Microeconomics	3
ZZZ-HUM	Humanities Course	3
Take one 3 Credit Course:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16

Spring Semester I		Credit
ENG-106	Composition II	3
MAT-156	Statistics	3
ECN-120	Principles of Macroeconomics	3
ACC-142	Financial Accounting	3
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-LAB	Lab Science Course	3-5
Semester Total		16

Fall Semester II		Credit
SPC-112	Public Speaking	3
CSC-116	Information Computing	3
ZZZ-CUL	Cultural Awareness Course	3
PSY-111	Introduction to Psychology	3
ZZZ-HUM	Humanities Course	3
Semester Total		15

Spring Semester II		Credit
ZZZ-SOC	Social Science Course	3
MAT-165	Business Calculus	3
ZZZ-HUM	Humanities Course	3
ACC-146	Managerial Accounting	3
BUS-185	Business Law I	3
Semester Total		15

Program Total.....62

Instructor and Staff

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Accounting

- Certificate
- Diploma
- AAS

Accounting - Certificate

The Accounting program is designed to provide students with the necessary knowledge and skills for entry-level accounting positions. The program will also take the student through balance sheets, financial statements, income tax analysis and cost accounting.

This program is offered in West Burlington, Keokuk, and online. Keokuk students will be required to enroll in courses at either the West Burlington campus, online, or both to complete this program.

The Accounting certificate is awarded after successful completion of first semester courses.

*Certificate can be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester		Credit
ACC-161	Payroll Accounting	3
CSC-110	Introduction to Computers	3
ENG-105	Composition I	3
Take WBL-155 as 1 Credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Take 1 of 2 courses:		
ACC-131	Principles of Accounting I	4
ACC-142	Financial Accounting	3
Take 1 of 2 courses:		
BUS-102	Introduction to Business	3
MAT-140	Finite Math	3
Semester Total		16-17
Program Total		16-17

Instructor and Staff

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Accounting - Accounting Assistant Diploma

Program Information

The Accounting program is designed to provide students with the necessary knowledge and skills for entry-level accounting positions. The program will also take the student through balance sheets, financial statements, income tax analysis and cost accounting.

The second year of the Accounting program is comprised of advanced level courses to increase the skill level of the student and thus contribute to potentially more rapid advancement upon employment.

This program is offered in West Burlington, Keokuk, and online. Keokuk students will be required to enroll in courses at either the West Burlington campus, online, or both to complete this program.

The Accounting certificate is awarded after successful completion of first semester courses.

The Accounting Assistant diploma is awarded after successful completion of the first and second semester courses.

*Certificate and diploma can be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

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Fall Semester I		Credit
ACC-161	Payroll Accounting	3
CSC-110	Introduction to Computers	3
ENG-105	Composition I	3
Take WBL-155 as 1 Credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Take 1 of 2 courses:		
ACC-131	Principles of Accounting I	4
ACC-142	Financial Accounting	3
Take 1 of 2 courses:		
BUS-102	Introduction to Business	3
MAT-140	Finite Math	3
Semester Total		16-18

Spring Semester I		Credit
ACC-261	Income Tax Accounting	3
BCA-152	Comprehensive Spreadsheets	3
BUS-180	Business Ethics	3
BUS-185	Business Law I	3
Take 1 of 2 courses:		
ACC-132	Principles of Accounting II	4
MAT-165	Business Calculus	3
Semester Total		15-16

Program Total.....31-34

Instructor and Staff

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Sau Kuen Yam
Instructor - Accounting

Accounting - AAS

Program Information

The Accounting program is designed to provide students with the necessary knowledge and skills for entry-level accounting positions. The program will also take the student through balance sheets, financial statements, income tax analysis and cost accounting.

The second year of the Accounting program is comprised of advanced level courses to increase the skill level of the student and thus contribute to potentially more rapid advancement upon employment.

This program is offered in West Burlington, Keokuk, and online. Keokuk students will be required to enroll in courses at either the West Burlington campus, online, or both to complete this program.

The Accounting certificate is awarded after successful completion of first semester courses.

The Accounting Assistant diploma is awarded after successful completion of the first and second semester courses.

The Accounting Specialist AAS degree is awarded after successful completion of the complete two-year program.

*Certificate and diploma can be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ACC-161	Payroll Accounting	3
CSC-110	Introduction to Computers	3
ENG-105	Composition I	3
Take 1 of 2 courses:		
ACC-131	Principles of Accounting I	4
ACC-142	Financial Accounting	3
Take 1 of 2 courses:		
BUS-102	Introduction to Business	3
MAT-140	Finite Math	3
Take WBL-155 as 1 credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total		16-17

Spring Semester I		Credit
ACC-261	Income Tax Accounting	3
BCA-152	Comprehensive Spreadsheets	3
BUS-180	Business Ethics	3
BUS-185	Business Law I	3
Take 1 of 2 courses:		
ACC-132	Principles of Accounting II	4
MAT-165	Business Calculus	3
Semester Total		15-16

Fall Semester II		Credit
ACC-231	Intermediate Accounting I	4
ACC-332	Computer Accounting - QuickBooks	2
MAT-156	Statistics	3
SPC-112	Public Speaking	3
Take 1 of 2 courses:		
HUM-287	Leadership Development Studies	3
ECN-130	Principles of Microeconomics	3
Semester Total		15

Spring Semester II		Credit
ACC-146	Managerial Accounting	3
ACC-232	Intermediate Accounting II	4
(Take BUS-290 and BUS-932) OR (BUS-186 and ENG-106):		
BUS-290	Employment Search/Workplace Success	1
BUS-932	Business Internship	3
BUS-186	Business Law II	3
ENG-106	Composition II	3
Take 1 of 2 courses:		
ECN-120	Principles of Macroeconomics	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		14-16

Program Total.....60-64

Instructor and Staff

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Business Administration

- Business Admisitration
  - Office Technology Certificate
  - Office Support Certificate
  - Office Assistant Diploma
  - AAS
- Business Office Management AAS
- Legal Office Management
  - Legal Office Support Certificate
  - Legal Office Management AAS
- Sport Management AAS
- Entrepreneurship
  - Management Leadership Development Certificate
  - Selling Strategies Certificate
  - Small Business Startup Certificate
  - AAS

Business Administration: Entrepreneurship

- Leadership Development Certificate
- Selling Strategies Certificate
- Small Business Startup Certificate
- AAS

Business Administration: Entrepreneurship Pathway - Management and Leadership Development Certificate

Program Information

The Entrepreneurship Pathway of the Business Administration AAS includes courses that will expose students to the foundations of entrepreneurship. Entrepreneurship is the engine that drives the US economy, and every business was started by an entrepreneur. Whether your goal is to start a restaurant, accounting firm, or the next big on line social media blockbuster, this program is for you. Learn what it takes to be an entrepreneur, how to finance your startup, develop your business plan, and increase your chances for success.

Management & Leadership Development certificate awarded after ADM-188, MGT-110, MGT-170, SOC-114.

Selling Strategies certificate awarded after MKT-110, BUS-180, MKT-140, SMM-108.

Small Business Startup certificate awarded after BUS-141, MKT-110, BUS-150, SMM-108.

*Certificates can be earned one time.

West Burlington Campus, and select courses available at the Keokuk Campus

		Credit
ADM-188	Project and Event Management	3
SOC-114	Conflict Resolution in the Workplace	3
MGT-110	Small Business Management	3
MGT-170	Human Resource Management	3
Semester Total		12
Program Total		12

Instructor and Staff

Business Administration: Entrepreneurship Pathway - Selling Strategies Certificate

Program Information

The Entrepreneurship Pathway of the Business Administration AAS includes courses that will expose students to the foundations of entrepreneurship. Entrepreneurship is the engine that drives the US economy, and every business was started by an entrepreneur. Whether your goal is to start a restaurant, accounting firm, or the next big on line social media blockbuster, this program is for you. Learn what it takes to be an entrepreneur, how to finance your startup, develop your business plan and increase your chances for success.

*Certificates can be earned one time.

West Burlington Campus, and select courses available at the Keokuk Campus

		Credit
SMM-108	Social Media Engagement	3
MKT-110	Principles of Marketing	3
MKT-140	Principles of Selling	3
BUS-180	Business Ethics	3
Semester Total		12
Program Total		12

Instructor and Staff

Business Administration: Entrepreneurship Pathway - Small Business Startup Certificate

Program Information

The Entrepreneurship Pathway of the Business Administration AAS includes courses that will expose students to the foundations of entrepreneurship. Entrepreneurship is the engine that drives the US economy, and every business was started by an entrepreneur. Whether your goal is to start a restaurant, accounting firm, or the next big on line social media blockbuster, this program is for you. Learn what it takes to be an entrepreneur, how to finance your startup, develop your business plan, and increase your chances for success.

West Burlington Campus, and select courses available at the Keokuk Campus

		Credit
BUS-141	Small Business Start-up	3
MKT-110	Principles of Marketing	3
BUS-150	E-Commerce	3
SMM-108	Social Media Engagement	3
Semester Total		12
Program Total		12

Instructor and Staff

Business Administration: Entrepreneurship Pathway - AAS

Program Information

The Entrepreneurship Pathway of the Business Administration AAS includes courses that will expose students to the foundations of entrepreneurship. Entrepreneurship is the engine that drives the US economy, and every business was started by an entrepreneur. Whether your goal is to start a restaurant, accounting firm, or the next big on line social media blockbuster, this program is for you. Learn what it takes to be an entrepreneur, how to finance your startup, develop your business plan and increase your chances for success.

Management & Leadership Development certificate awarded after ADM-188, MGT-110, MGT-170, SOC-114.

Selling Strategies certificate awarded after MKT-110, BUS-180, MKT-140, SMM-108.

Small Business Startup certificate awarded after BUS-141, MKT-110, BUS-150, SMM-108.

*Certificates can be earned one time.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
BUS-102	Introduction to Business	3
CSC-110	Introduction to Computers	3
ENG-131	Business English	3
MAT-712	Business Math	3
BUS-130	Introduction to Entrepreneurship	3
Take WBL-155 as 1 credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total		16

Spring Semester I		Credit
BUS-124	Business Innovation	3
MGT-110	Small Business Management	3
BUS-180	Business Ethics	3
MKT-110	Principles of Marketing	3
HUM-287	Leadership Development Studies	3
Semester Total		15

Fall Semester II		Credit
SOC-114	Conflict Resolution in the Workplace	3
SPC-101	Fundamentals of Oral Communication	3
ADM-188	Project and Event Management	3
SMM-108	Social Media Engagement	3
ACC-142	Financial Accounting	3
ECN-130	Principles of Microeconomics	3
Semester Total		18

Spring Semester II		Credit
BUS-185	Business Law I	3
MGT-170	Human Resource Management	3
MKT-140	Principles of Selling	3
BUS-150	E-Commerce	3
BUS-141	Small Business Start-up	3
Semester Total		15

Program Total.....64

Instructor and Staff

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Business Administration

Business Administration: Office Technology Certificate

Program Information

Coursework in this option prepares you for Microsoft Office Specialist® certification. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

Office Technology certificate awarded after ADM-103, ADM-117, ADM-181, SMM-108.

*Certificate can be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall I		Credit
ADM-103	Office Technology	2
ADM-162	Office Procedures	3
CSC-110	Introduction to Computers	3
Semester Total		8
Program Total		8

Instructor and Staff

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Business Administration: Office Support Certificate

Program Information

The Office Support Certificate provides students with an entry-level skill set related to the functions of an office setting. Students will learn necessary keyboarding skills and the proper use of various computer programs critical to a career in business. Students will have the opportunity to job shadow various positions within different business settings so they may gain real-life exposure to the career opportunities available to them upon completion of their program of study.

Students enrolled in the ESL Pathway will learn critical English-speaking skills in addition to the technical skills needed for successful entry into the workplace.

Students enrolled in the Professional Pathway will learn more advanced technical skills related to the functions of an office setting.

Coursework in this option prepares you for Microsoft Office Specialist® certification. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ADM-162	Office Procedures	3
ADM-103	Office Technology	2
CSC-110	Introduction to Computers	3
Semester Total		8

Spring Semester I		Credit
ADM-117	Keyboarding and Document Production	3
ACC-102	Workplace Accounting	3
ADM-181	Records and Database Management	3
Semester Total		9

Program Total.....17

Instructor and Staff

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Business Administration: Office Assistant Diploma

Program Information

The Business Administration program is designed for students who wish to specialize in business, entrepreneurial, or sport management careers. Choose from four pathways: Business Office Management, Entrepreneurship, Legal Office Management, or Sport Management. Each pathway is supported by coursework that offers skills and hands-on training in the chosen field. Topics include leadership, teamwork, communication, social media, event management and developing your professional image.

Diploma and certificate options are available and can be earned separately or in conjunction with this AAS degree. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

Office Professional diploma awarded after completion of all courses listed in Fall 1 and Spring 1 of Business Office Management or Legal Office Management pathway.

*Certificates and diploma can be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ADM-103	Office Technology	2
ADM-162	Office Procedures	3
CSC-110	Introduction to Computers	3
ENG-131	Business English	3
MAT-712	Business Math	3
Take WBL-155 as 1 credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total		15-16

Spring Semester I		Credit
ACC-102	Workplace Accounting	3
ADM-117	Keyboarding and Document Production	3
ADM-172	Remote Office Management	3
ADM-181	Records and Database Management	3
HUM-287	Leadership Development Studies	3
Semester Total		15

Program Total.....30-31

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Business Administration - AAS

Program Information

The Business Administration program is made for students who wish to specialize in business, legal office, entrepreneurial, or sport management careers. Choose from four pathways: Business Office Management, Entrepreneurship, Legal Office Management, or Sport Management. Each pathway is supported by coursework that offers skills and hands-on training in the chosen field. Topics include leadership, teamwork, communication, social media, event management, and developing your professional image.

Office Technology certificate awarded after ADM- 103, ADM-117, ADM-181, SMM-108.

Office Support certificate awarded after CSC-110, ADM-117, ADM-120, or ESL-105, ADM-162, ADM-181 or ESL-102, ADM-230 or ESL-108, WBL-155.

Office Professional diploma awarded after completion of all courses listed in Fall I and Spring I of Business Office Management or Legal Office Management pathway.

Management & Leadership Development certificate awarded after ADM-188, MGT-110, MGT-170, SOC-114.

Selling Strategies certificate awarded after MKT-110, BUS-180, MKT-140, SMM-108.

Small Business Startup certificate awarded after BUS-141, MKT-110, BUS-150, SMM-108.

*Certificates and diploma can only be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CSC-110	Introduction to Computers	3
Take WBL-155 as 1 Credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Take 1 of 2 courses:		
ADM-162	Office Procedures	3
BUS-102	Introduction to Business	3
Take 1 of 2 courses:		
ENG-131	Business English	3
ENG-105	Composition I	3
Take 1 of 4 courses:		
MAT-712	Business Math	3
MAT-110	Math for Liberal Arts	3
MAT-120	College Algebra	3
MAT-156	Statistics	3
Take 1 of 3 courses:		
ADM-103	Office Technology	2
SPT-101	Introduction to Sport Management	3
BUS-130	Introduction to Entrepreneurship	3
Semester Total		15-16

Spring Semester I		Credit
HUM-287	Leadership Development Studies	3
ADM-181	Records and Database Management	3
SPT-109	Safety and Risk Management	3
MGT-110	Small Business Management	3
ADM-172	Remote Office Management	3
LGL-113	Legal Terminology	3
Take 1 of 4 Courses:		
ADM-117	Keyboarding and Document Production	3
MGT-101	Principles of Management	3
MKT-150	Principles of Advertising	3
BUS-124	Business Innovation	3
Take 1 of 2 courses:		
SPT-107	Sport Promotion and Marketing	3
BUS-180	Business Ethics	3
Take 1 of 3 courses:		
ACC-102	Workplace Accounting	3
MKT-110	Principles of Marketing	3
MGT-170	Human Resource Management	3
Semester Total		27

Fall Semester II		Credit
SOC-114	Conflict Resolution in the Workplace	3
ADM-188	Project and Event Management	3
SMM-108	Social Media Engagement	3
Take 1 of 2 Courses:		
SPC-101	Fundamentals of Oral Communication	3
SPC-112	Public Speaking	3
Option 1: Take ADM-120 and BUS-119Option 2: Take LGL-122 or ACC-142 and ECN-130:		
ADM-120	Advanced Document Production	3
BUS-119	Entrepreneurial Thinking	1
LGL-122	Legal Ethics	2
ACC-142	Financial Accounting	3
ECN-130	Principles of Microeconomics	3
Semester Total		16-18

Spring Semester II		Credit
Take 1 of 3 courses:		
ADM-180	Administrative Management	3
ACC-146	Managerial Accounting	3

Spring Semester II		Credit
BUS-185	Business Law I	3
Take BUS-290 and BUS-932 or MGT-170:		
BUS-290	Employment Search/Workplace Success	1
BUS-932	Business Internship	3
MGT-170	Human Resource Management	3
Take 1 of 3 courses:		
ADM-230	Integrated Office Projects	3
ECN-120	Principles of Macroeconomics	3
MKT-140	Principles of Selling	3
Take 1 of these courses:		
BCA-152	Comprehensive Spreadsheets	3
LGL-175	Litigation Procedures and Documents	3
SPT-102	Contemporary Issues in Sport	3
BUS-150	E-Commerce	3
Take 1 of 3 courses:		
ADM-297	Certification Preparation	1
SPT-108	Sport Program Administration	3
BUS-141	Small Business Start-up	3
Semester Total		13-16
Program Total		71-77

Instructor and Staff

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Business Administration: Business Office Management - AAS

Program Information

The Business Office Management Pathway includes a strong foundation of business-focused courses and other career topics including leadership, computer applications, communication, teamwork, project development, social media, and developing your professional image.

Coursework in this option prepares you for Microsoft Office Specialist® certification. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

Office Technology certificate awarded after ADM-103, ADM-117, ADM-181, SMM-108.

Office Support certificate awarded after CSC-110, ADM-117, ADM-120 or ESL-105, ADM-162, ADM-181 or ESL-102, ADM-230 or ESL-108, WBL-155.

Office Professional diploma awarded after completion of all courses listed in Fall I and Spring I of Business Office Management or Legal Office Management pathway.

*Certificates and diploma can be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ADM-162	Office Procedures	3
CSC-110	Introduction to Computers	3
ENG-131	Business English	3
MAT-712	Business Math	3
ADM-103	Office Technology	2
Take WBL-155 as 1 credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total		15-16

Spring Semester I		Credit
ACC-102	Workplace Accounting	3
ADM-117	Keyboarding and Document Production	3
ADM-172	Remote Office Management	3
ADM-181	Records and Database Management	3
HUM-287	Leadership Development Studies	3
Semester Total		15

Fall Semester II		Credit
ADM-120	Advanced Document Production	3
ADM-188	Project and Event Management	3
BUS-119	Entrepreneurial Thinking	1
SMM-108	Social Media Engagement	3
SOC-114	Conflict Resolution in the Workplace	3
SPC-101	Fundamentals of Oral Communication	3
Semester Total		16

Spring Semester II		Credit
ADM-180	Administrative Management	3
ADM-230	Integrated Office Projects	3
ADM-297	Certification Preparation	1
BCA-152	Comprehensive Spreadsheets	3
BUS-290	Employment Search/Workplace Success	1
BUS-932	Business Internship	3

Spring Semester II	Credit
Semester Total	14
Program Total	60-61

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Business Administration: Legal Office Support Certificate

The Legal Office Support certificate is a way to showcase your ability to work in the legal environment. Earn this certificate to enhance your current office skills or add it to your Business Office Management degree to expand your opportunities.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ADM-162	Office Procedures	3
ADM-103	Office Technology	2
LGL-122	Legal Ethics	2
Semester Total		7

Spring Semester I		Credit
ADM-117	Keyboarding and Document Production	3
LGL-113	Legal Terminology	3
LGL-175	Litigation Procedures and Documents	3
Semester Total		9

Program Total..... 16

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Business Administration: Legal Office Management - AAS

Program Information

The Legal Office Management Pathway includes a strong foundation of legal specialty courses and other career topics including leadership, computer applications, communication, teamwork, project development, social media and developing your professional image.

Coursework in this option prepares you for Microsoft Office Specialist® certification. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

Office Technology certificate awarded after ADM-103, ADM-117, ADM-181, SMM-108.

Office Support certificate awarded after CSC-110, ADM-117, ADM-120 or ESL-105, ADM-162, ADM-181 or ESL-102, ADM-230 or ESL-108, WBL-155.

Office Assistant diploma awarded after completion of all courses listed in Fall I and Spring I of Business Office Management or Legal Office Management pathway.

*Certificates and diploma can be earned one time.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ADM-162	Office Procedures	3
CSC-110	Introduction to Computers	3
ENG-131	Business English	3
MAT-712	Business Math	3
ADM-103	Office Technology	2
Take WBL-155 as 1 credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total		15-16

Spring Semester I		Credit
ACC-102	Workplace Accounting	3
ADM-172	Remote Office Management	3
ADM-117	Keyboarding and Document Production	3
ADM-181	Records and Database Management	3
LGL-113	Legal Terminology	3
HUM-287	Leadership Development Studies	3
Semester Total		18

Fall Semester II		Credit
SOC-114	Conflict Resolution in the Workplace	3
SPC-101	Fundamentals of Oral Communication	3
ADM-188	Project and Event Management	3
ADM-120	Advanced Document Production	3
LGL-122	Legal Ethics	2
BUS-119	Entrepreneurial Thinking	1
SMM-108	Social Media Engagement	3
Semester Total		18

Spring Semester II		Credit
ADM-180	Administrative Management	3
ADM-230	Integrated Office Projects	3
ADM-297	Certification Preparation	1
BUS-290	Employment Search/Workplace Success	1
BUS-932	Business Internship	3
LGL-175	Litigation Procedures and Documents	3
Semester Total		14

Program Total.....65-66

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Business Administration: Sport Management - AAS

Program Information

The Sport Management Pathway of the Business Administration Associate of Applied Science degree will provide students with the training necessary for one of many careers in the rapidly growing sport and recreation industry. This program will prepare students to work with professional teams, marketing firms, finances, colleges and universities, community recreation departments, health clubs and fitness centers. Students will complete an internship where students will experience the sport industry firsthand through engaging with these work-based learning opportunities. Students will be placed with local, regional, or national organizations within the sport industry and gain real world experience to apply to their future careers.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
BUS-102	Introduction to Business	3
CSC-110	Introduction to Computers	3
SPT-101	Introduction to Sport Management	3
Take 1 of 2 courses:		
ENG-131	Business English	3
ENG-105	Composition I	3
Take WBL-155 as 1 Credit:		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Take 1 of 4 Courses:		
MAT-712	Business Math	3
MAT-110	Math for Liberal Arts	3
MAT-120	College Algebra	3
MAT-156	Statistics	3
Semester Total		16-17

Spring Semester I		Credit
SPT-109	Safety and Risk Management	3
SPT-107	Sport Promotion and Marketing	3
MGT-170	Human Resource Management	3
HUM-287	Leadership Development Studies	3
Take 1 of 2 courses:		
MGT-101	Principles of Management	3
MKT-150	Principles of Advertising	3
Semester Total		15

Fall Semester II		Credit
SOC-114	Conflict Resolution in the Workplace	3
ADM-188	Project and Event Management	3
SMM-108	Social Media Engagement	3
ACC-142	Financial Accounting	3
ECN-130	Principles of Microeconomics	3
Take 1 of 2 courses:		
SPC-101	Fundamentals of Oral Communication	3
SPC-112	Public Speaking	3
Semester Total		18

Spring Semester II		Credit
ACC-146	Managerial Accounting	3
BUS-290	Employment Search/Workplace Success	1
BUS-932	Business Internship	3
ECN-120	Principles of Macroeconomics	3
SPT-102	Contemporary Issues in Sport	3
SPT-108	Sport Program Administration	3
Semester Total		16

Program Total.....65-66

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CREATIVE ARTS and COMMUNICATION MAJORS

- Animation for Television, Film, & New Media: AAS
- Communication Transfer Major: AA
- English Transfer Major: AA
- Fine Arts Transfer Major: AA
- Multimedia Design and Marketing - Diploma
- Multimedia Design and Marketing - AAS
- Music Transfer Interest

Animation for Television, Film, and New Media - AAS

Program Information

The Animation for Television, Film, and New Media program will prepare students to enter into a wide variety of careers in computer generated animation for the information, entertainment, gaming and film industries.

Students will use state-of-the-art technology in SCC's Animation Lab located on the West Burlington campus.

The program will prepare students with instruction related to the fundamentals of film, art, computers and new media communications. Skills in storytelling, 3-D animation, production, modeling, texturing, rendering and lighting, motion graphics, stop motion, technical and character animation and demo reels will be emphasized.

This broad-based instructional program will also feature training in a number of industry-specific software applications, including Toon Boom Harmony, Photoshop, Blender, Maya, 3DS Max, ZBrush, Substance Painter, Premiere Pro and After Effects.

West Burlington Campus

Fall Semester I		Credit
ANI-100	Art Foundation for Animation	3
ANI-110	Introduction to 3D	3
ANI-120	Introduction to Animation	3
ART-133	Drawing	3
ENG-105	Composition I	3
Semester Total		15

Spring Semester I		Credit
ANI-111	Character Modeling and Sculpting	3
ANI-121	Character Animation 1	3
ANI-125	Story Development for Animation	3
ANI-150	Motion Graphics	3
ART-138	Figure Drawing	3
Semester Total		15

Summer Semester I		Credit
ANI-901	Portfolio I	3
DRA-110	Introduction to Film	3
Semester Total		6

Fall Semester II		Credit
ANI-212	Character Rigging	3
ANI-222	Character Animation 2	3
ANI-240	Team Animation I	3
ANI-251	VFX for Animation	3
MAT-712	Business Math	3
Semester Total		15

Spring Semester II		Credit
ANI-902	Portfolio II	4
ANI-241	Team Animation II	5
MUS-306	Digital Music Production I	3
MUS-185	Class Piano I	1
ART-143	Painting	3
Semester Total		16

Program Total....67

Instructor and Staff

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Communication Transfer Major - AA

Program Information

The transfer major in Communication examines the ways in which verbal and nonverbal communication impact the meaning of messages in different contexts, cultures, and relationships. Students will study and practice the communication skills necessary for rewarding personal, professional, and civic endeavors. The knowledge and skills offered in this degree prepare students for transfer and advanced degrees in the field of communication and more.

West Burlington Campus, and select courses available at the Keokuk Campus

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Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
COM-140	Introduction to Mass Media	3
ZZZ-SOC	Social Science Course	3
SPC-112	Public Speaking	3
ZZZ-HUM	Humanities Course	3
Semester Total		16

Spring Semester I		Credit
ENG-106	Composition II	3
ZZZ-SOC	Social Science Course	3
SPC-122	Interpersonal Communication	3
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-LAB	Lab Science Course	3-5
Take one 3 Credit Course:		
ZZZ-MAT	Mathematics Course	3-4
Semester Total		16

Fall Semester II		Credit
SPC-120	Intercultural Communication	3
SOC-110	Introduction to Sociology	3
ZZZ-HUM	Humanities Course	3
Take one 3 Credit Course:		
ZZZ-ELE	Elective Course	3-5
Take one 3 Credit Course:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		15

Spring Semester II		Credit
ZZZ-SOC	Social Science Course	3
SPC-132	Group Communication	3
ZZZ-HUM	Humanities Course	3
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		13

Program Total.....60

Instructor and Staff

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Jenna Dunlap
Associate Professor - Speech

English Transfer Major - AA

Program Information

SCC students who complete the English Transfer Major will be able to transfer with confidence in their ability to read, analyze, and communicate effectively. By combining the skills and information from the courses offered within the major, students can move on to the next level of their education knowing that the challenging and thoughtful curriculum provides the necessary foundation of analytical skills necessary for success.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
LIT-101	Introduction to Literature	3
ZZZ-SOC	Social Science Course	3
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-LAB	Lab Science Course	3-5
Semester Total		14

Spring Semester I		Credit
ENG-106	Composition II	3
LIT-150	World Literature I	3
ZZZ-SOC	Social Science Course	3
Take one 3 Credit Course:		
ZZZ-MAT	Mathematics Course	3-4
Take one 3 Credit Course:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15

Fall Semester II		Credit
SPC-112	Public Speaking	3
LIT-151	World Literature II	3
ZZZ-HUM	Humanities Course	3
ZZZ-SOC	Social Science Course	3
Take one 3 Credit Course:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15

Spring Semester II		Credit
ZZZ-ENL	English or Literature Course	3
ENG-221	Creative Writing	3
ZZZ-SOC	Social Science Course	3
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-ELE	Elective Course	3-5
Take one 3 Credit Course:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		16

Program Total.....60

Instructor and Staff

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Fine Arts Transfer Major - AA

Program Information

The Fine Arts Transfer Major prepares students who plan to transfer to a four-year college to earn a degree in the visual arts. Students take core drawing and design courses and can choose from a painting or a photography path. Students interested in this program should possess a strong interest in the visual world and a desire to produce art work using traditional as well as non-traditional media as modes for self-expression. Fine Arts majors with a bachelor's degree may find careers in design, illustration, recreational therapy, and teaching at art centers and private studios. As well as Studio Technicians, Arts administration, Art history, Arts education, Design 3D/2D, Fine art/Studio art, Media arts, Architecture, or will use this path to seek an MA or MFA degree.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall I Semester		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
ART-120	2-D Design	3
ART-133	Drawing	3
ART-203	Art History I	3
ZZZ-SOC	Social Science Course	3
Semester Total		16

Spring I Semester		Credit
ENG-106	Composition II	3
ART-134	Drawing II	3
ART-123	3-D Design	3
ART-204	Art History II	3
Take course totaling at least 4 credits:		
ZZZ-LAB	Lab Science Course	3-5
Semester Total		16-17

Fall II Semester		Credit
ZZZ-SOC	Social Science Course	3
ART-143	Painting	3
ART-173	Ceramics	3
ZZZ-HUM	Humanities Course	3
Take course totaling 3 credits:		
ZZZ-MAT	Mathematics Course	3-4
Semester Total		15

Spring II Semester		Credit
SPC-112	Public Speaking	3
ZZZ-SOC	Social Science Course	3
ZZZ-SOC	Social Science Course	3
Take course totaling 3-5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Take 2 of these 7 courses:		
ART-138	Figure Drawing	3
ART-144	Painting II	3
ART-154	Mixed Media	3
ART-157	Printmaking	3
ART-174	Ceramics II	3
ART-184	Photography	3
ART-186	Digital Photography	3
Semester Total		18-20

Program Total.....65-68

Instructor and Staff

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Multimedia Design and Marketing - Diploma

Program Information

The Multimedia Design & Marketing program equips students with essential skills for today's digital marketing and multimedia landscape. Whether pursuing the one-year diploma or the two-year associate degree, students will gain a solid foundation in areas like content creation, social media strategy, digital advertising, video production and design. This program blends creative and technical expertise, preparing graduates for roles in multimedia design, marketing and digital communication.

Students complete their coursework on Mac computers in our state-of-the-art multimedia design lab at the West Burlington campus, using industry-standard tools such as Adobe Illustrator, Photoshop, Premiere, and other digital media platforms. Core courses include social media engagement, web multimedia, graphic design principles, and digital/video marketing, ensuring a comprehensive education that meets the demands of the evolving digital landscape.

Program Options

- One-year Diploma: A streamlined option designed for those looking to quickly enter the workforce with core multimedia marketing and design skills.
- Two-year Associate Degree: Offers a more in-depth exploration of multimedia design and marketing, with advanced coursework in areas like animation, digital imaging and video production.

Program Details

- Location: West Burlington campus
- Program Length: One-year Diploma
- Program Start: The program course sequence begins in the fall. However, students can begin elective coursework in the spring or summer prior to starting the core courses.
- Program Availability: Full-time and part-time options
- Admissions Requirements: High school diploma or equivalent
- Program-Specific Costs: Additional fees may apply for certain courses, such as those requiring specialized software or equipment.

West Burlington Campus

Fall Semester I		Credit
ENG-105	Composition I	3
GRA-137	Digital Design	3
GRA-175	Graphic Design Principles	3
SMM-108	Social Media Engagement	3
ANI-120	Introduction to Animation	3
Semester Total		15

Spring Semester I		Credit
GRA-275	Advanced Graphic Design	3
MMS-111	Video Production I	3
MUS-185	Class Piano I	1
MUS-306	Digital Music Production I	3
Take 1 of 2 courses:		
MKT-121	Digital Marketing	3
GRA-257	Video Marketing	3
Semester Total		13

Program Total.....28

Instructor and Staff

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Multimedia Design and Marketing - AAS

Program Information

The Multimedia Design & Marketing program equips students with essential skills for today's digital marketing and multimedia landscape. Whether pursuing the one-year diploma or the two-year associate degree, students will gain a solid foundation in areas like content creation, social media strategy, digital advertising, video production and design. This program blends creative and technical expertise, preparing graduates for roles in multimedia design, marketing and digital communication.

Students complete their coursework on Mac computers in our state-of-the-art multimedia design lab at the West Burlington campus, using industry-standard tools such as Adobe Illustrator, Photoshop, Premiere, and other digital media platforms. Core courses include social media engagement, web multimedia, graphic design principles, and digital/video marketing, ensuring a comprehensive education that meets the demands of the evolving digital landscape. Students also have the opportunity to sit for the FAA Part 107 Remote Pilot certification.

Program Options

- One-year Diploma: A streamlined option designed for those looking to quickly enter the workforce with core multimedia marketing and design skills.
- Two-year Associate Degree: Offers a more in-depth exploration of multimedia design and marketing, with advanced coursework in areas like animation, digital imaging and video production.

Program Details

- Location: West Burlington campus
- Program Length: Two-year Associate Degree
- Program Start: The program course sequence begins in the fall. However, students can begin elective coursework in the spring or summer prior to starting the core courses.
- Program Availability: Full-time and part-time options
- Admissions Requirements: High school diploma or equivalent
- Program-Specific Costs: Additional fees may apply for certain courses, such as those requiring specialized software or equipment.

West Burlington Campus

Fall Semester I		Credit
ENG-105	Composition I	3
GRA-137	Digital Design	3
GRA-175	Graphic Design Principles	3
SMM-108	Social Media Engagement	3
ANI-120	Introduction to Animation	3
Semester Total		15

Spring Semester I		Credit
GRA-275	Advanced Graphic Design	3
MMS-111	Video Production I	3
MUS-185	Class Piano I	1
MUS-306	Digital Music Production I	3
Take 1 of 2 courses:		
MKT-121	Digital Marketing	3
GRA-257	Video Marketing	3
Semester Total		13

Summer Semester I		Credit
SPC-112	Public Speaking	3
Take 1 of 2 courses:		
ART-186	Digital Photography	3
ART-184	Photography	3
Semester Total		6

Fall Semester II		Credit
GRA-140	Digital Imaging	3
GRA-173	Typography	3
MKT-150	Principles of Advertising	3
AVI-255	FAA Part 107 Remote Pilot	3
BUS-119	Entrepreneurial Thinking	1
MAT-110	Math for Liberal Arts	3
Semester Total		16

Spring Semester II		Credit
GRA-127	Illustrator I	3
GRA-158	Web Multimedia	3
GRA-190	Electronic Media Projects	3
GRA-933	Internship	4
Take 1 of 3 courses:		
SOC-114	Conflict Resolution in the Workplace	3
PSY-111	Introduction to Psychology	3
SOC-120	Marriage and Family	3
Semester Total		16

Program Total..... 66

Instructor and Staff

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Music Transfer Interest

Program Information

A.A. students with a Music Transfer Interest enroll in a mix of humanities requirements, core music coursework, and music electives. Classes focus on vocal and instrumental music, music history, and music theory. This Transfer Interest prepares students to transfer to study music education, business, therapy, media, or performance. Upon graduation students should expect to enter a 4-year program as a junior.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
ENG-105	Composition I	3
SDV-108	The College Experience	1
MUS-185	Class Piano I	1
MUS-100	Music Appreciation	3
ZZZ-SOC	Social Science Course	3
Take 1 of 2 courses:		
MUS-120	Music Theory I	3
MUS-121	Music Theory II	3
Take course totaling 3-4 credits:		
ZZZ-MAT	Mathematics Course	3-4
Take 1 of 2 courses:		
MUS-140	Concert Choir	1
MUS-162	Instrumental Ensembles	1
Semester Total		18-19

Spring Semester I		Credit
ENG-106	Composition II	3
MUS-120	Music Theory I	3
MUS-135	Music Theory Lab I	1
SPC-112	Public Speaking	3
Take one of these courses totaling 1-2 credits:		
MUA-101	Applied Voice	1-2
MUA-120	Applied Piano	1-2
MUA-124	Applied Guitar	1-2
MUA-126	Applied Strings	1-2
MUA-170	Applied Woodwinds	1-2
Take 1 of 2 courses:		
MUS-140	Concert Choir	1
MUS-162	Instrumental Ensembles	1
Take course totaling 3-5 credits:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		15-18

Fall Semester 2		Credit
MUS-136	Music Theory Lab II	1
MUS-121	Music Theory II	3
Take 1 of these courses totaling 3-5 credits:		
ZZZ-HUM	Humanities Course	3
ZZZ-SCI	Science Course	3-5
ZZZ-LAB	Lab Science Course	3-5
Take 1 of these courses totaling 1-2 credits:		
MUA-101	Applied Voice	1-2
MUA-120	Applied Piano	1-2
MUA-124	Applied Guitar	1-2
MUA-126	Applied Strings	1-2
MUA-170	Applied Woodwinds	1-2

Fall Semester 2		Credit
Take 1 of 2 courses:		
MUS-140	Concert Choir	1
MUS-162	Instrumental Ensembles	1
Semester Total		9-12

Spring Semester II		Credit
MUS-205	Jazz History and Appreciation	3
MUS-306	Digital Music Production I	3
ZZZ-SOC	Social Science Course	3
ZZZ-SOC	Social Science Course	3
Take one of these courses totaling 1-2 credits:		
MUA-101	Applied Voice	1-2
MUA-120	Applied Piano	1-2
MUA-124	Applied Guitar	1-2
MUA-126	Applied Strings	1-2
MUA-170	Applied Woodwinds	1-2
Take 1 of 2 courses:		
MUS-140	Concert Choir	1
MUS-162	Instrumental Ensembles	1
Semester Total		14-15

Program Total.....56-64

Instructor and Staff

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Associate of Arts

Start your path to a bachelor's degree with SCC's associate's degree and specialized transfer programs.

Know exactly what you want to study? Take a look at SCC's Associate of Arts Transfer Majors. These specialized programs enable you to take classes that count toward your major degree now and then enter the program as a junior at Iowa State University, University of Northern Iowa, or University of Iowa.

Associate of Arts Degree
Complete your Associate of Arts general education requirements to prepare you for a variety of bachelor's degrees. Then, in most cases, transfer to a four-year institution as a junior. Meet with a Student Success Advocate to see if an AA degree is right for you.

Associate of Arts Degree-Online
Complete your Associate of Arts fully online general education requirements to prepare you for a variety of bachelor's degrees. Then, in most cases, transfer to a four-year institution as a junior. Meet with a Student Success Advocate to see if an AA degree is right for you.

Associate of Science

Start your path to a bachelor's degree with SCC's associate's degree and specialized transfer programs.

Know exactly what you want to study? Take a look at SCC's Associate of Science Transfer Majors. These specialized programs enable you to take classes that count toward your major degree now and then enter the program as a junior at Iowa State University, University of Northern Iowa, or University of Iowa.

Associate of Science Degree
Complete your Associate of Science general education requirements to prepare you for a variety of bachelor's degrees. Then, in most cases, transfer to a four-year institution as a junior. Meet with a Student Success Advocate to see if an AS degree is right for you.

Associate of Science Degree-Online
Complete your Associate of Science general education requirements in an online format to prepare you for a variety of bachelor's degrees. Then, in most cases, transfer to a four-year institution as a junior. Meet with a Student Success Advocate to see if an AS degree is right for you.

HEALTH MAJORS

- Healthcare Assistant Certificate
- Medical Assistant Diploma
- Phlebotomy Certificate
- Radiologic Technology AAS
- Respiratory Care AAS
- Emergency Medical Services:
  - EMT Certificate
  - Paramedic Certificate
  - EMS AAS
- Exercise Science
  - Exercise Science and Kinesiology Transfer Major AA
  - Exercise Science Transfer Major AS
- Healthcare Technology Management
  - Diploma (Applied Technologies)
  - AAS (Applied Technologies)
- Medical Coding and Billing
  - Patient Access Associate Certificate
  - Medical Billing Certificate
  - Provider Emphasis Diploma
- Nursing
  - Nurse Aide Certificate
  - Practical Nursing Diploma
  - Associate Degree Nursing AAS
  - Practical Nursing Diploma (Spring Start)
  - Associate Degree Nursing AAS (Spring Start)

Healthcare Assistant - Certificate

Program Information

In less than one year, you can have a rewarding job in health care. Apply a variety of medical procedural functions on patients who need your compassion.

The Healthcare Assistant Program can begin your healthcare career in the medical office. You will be introduced to administrative and clinical based skills in the medical clinic setting. The program will incorporate competency-based learning outcomes. Students will learn to develop communication and interpersonal skills to interact with patients effectively, obtain knowledge on general office policies and procedures, confidentiality, and legal concepts. Rooming patients, obtaining medical history, height, weight and vital signs will also be taught.

*Health professions student outcomes are available on the Consumer Information page.

Admissions standards apply to this program. Please contact the Student Support Center for more details.

**Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met.

West Burlington Campus

Fall I		Credit
HSC-114	Medical Terminology	3
MAP-401	Medical Law and Ethics	1
MAP-431	Human Relations	1
MAP-101	Healthcare Assistant	3
Semester Total		8
Program Total		8

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Medical Assistant - Diploma

Program Information

Admissions standards apply to this program. Please contact the Student Support Center for more details.

Admission Requirements

Students must meet all of the following criteria to be accepted into the Medical Assistant Program:

- High school diploma or equivalency.
- Students must complete one of the following standardized tests in Math and Reading and attain the minimum scores listed below:
- - ACT
    - Reading: 19
    - Math: 19
  - SAT
    - Reading/Writing: 330
    - Math: 510
  - Next-Gen ACCUPLACER:
    - Reading: 248 or greater
  - ALEKS:
    - Math: 14 or greater
- Standardized placement scores must be completed within 24 months at the time of review for acceptance.
- Completion of the required meeting with the Student Advocate.

Additional Requirements

- Students will be required to pass a mandatory background check.
- Students will be required to submit (at their own expense) a completed physical examination form and immunizations for health care providers.
- Current certification in CPR-Basic Life Support for Healthcare Providers**.
- Current certification in Mandatory Reporter-Adult & Child Abuse**.
- Satisfy "Essential Functions" guidelines.
- Return of Handbook consent forms as directed in orientation.

**Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met.

Disclosures

The Southeastern Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
Telephone: (727) 210-2350
www.caahep.org
Medical Assisting Education Review Board
2020 N. California Ave., #213, Suite 7
Chicago, IL 60647
Telephone: (800) 228-2262
www.maerb.org

Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include but are not limited to the following:

- Exposure to infectious diseases
- Sharps injuries
- Airborne and bloodborne pathogens, and biological hazards
- Chemical and drug exposures
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Links

- Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting
- Admissions policies and practices
- Placement charts
- Technical standards (pending)
- Transfer credits
- Articulation agreements (pending)
- Tuition
- Fees
- Refund policies
- Clinical assignment policies (see handbook)
- Academic calendar
- Student grievance procedure
- Appeal process
- Criteria for successful completion (see handbook)
- Program outcomes (Retention, Job Placement, Exam Passage)

For specific information regarding program rules and expectations, please view the Medical Assistant Program Handbook

West Burlington Campus

Prerequisite		Credit
BIO-163	Essentials of Anatomy and Physiology	4
Semester Total		4

Fall Semester I		Credit
HSC-114	Medical Terminology	3
MAP-121	Administrative Procedures I: Medical Office	4
MAP-139	Introduction to Electronic Health Records	2
MAP-364	Clinical Procedures for Medical Office I	7
MAP-431	Human Relations	1
Semester Total		17

Spring Semester I		Credit
HIT-211	Basic Medical Insurance and Coding	3
MAP-122	Administrative Procedures II: Medical Office	3

Spring Semester I		Credit
MAP-369	Clinical Procedures for Medical Office II	7
MAP-370	Specialty Procedures	4
MAP-401	Medical Law and Ethics	1
MAP-532	Human Body: Health and Disease	3
Semester Total		21

Summer Semester		Credit
MAP-602	Clinical Externship Seminar	1
MAP-615	Clinical Externship	5
Semester Total		6
Program Total		48

Instructor and Staff

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Phlebotomy Certificate

In less than one year, you can have a rewarding job in health care. Apply a variety of medical procedural functions on patients who need your compassion.

The Phlebotomy Program will prepare the student to enter the healthcare profession as a phlebotomist. The program will incorporate competency-based learning outcomes. The student will gain skill development in the performance of a variety of blood collection methods using proper technique and standard precautions. The student will also learn to develop communication and interpersonal skills to interact with patients effectively, obtain knowledge on infection control and safety practices, confidentiality and legal concepts, as well as medical terminology.

Students must be 18 years of age to enroll in the Phlebotomy Certificate.

**Health professions student outcomes are available on the Consumer Information page.*

West Burlington Campus

Fall I		Credit
HSC-114	Medical Terminology	3
MAP-401	Medical Law and Ethics	1
MAP-431	Human Relations	1
MAP-201	Phlebotomy	4
Semester Total		9
Program Total		9

Instructor and Staff

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Radiologic Technology - AAS

Program Information

The Radiologic Technology program is a full-time, 22 month curriculum which prepares radiographers to produce radiographic images of parts of the human body for use in diagnosing medical problems. Additional duties may include processing and evaluating images, evaluating radiology equipment, and providing relevant patient care and education. The program provides both classroom and clinical instruction in anatomy and physiology, radiobiology, pathology, medical imaging and processing, radiation physics, patient positioning, patient care procedures, radiation safety and protection, and medical ethics. The classroom coursework will be completed at the SCC West Burlington Campus and Southeast Iowa Regional Medical Center with clinical experiences at various regional locations.

Admission Criteria for Radiologic Technology Program (Administrative Guideline #312) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

Admission Requirements

- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - Next-Gen ACCUPLACER:
    - Reading: 248
    - Writing: 260
  - ALEKS:
    - Math: 14
- Complete the following classes with a grade of C or better:
  - BIO-168 Human Anatomy and Physiology I
  - BIO-173 Human Anatomy and Physiology II
- Medical Terminology

Additional Requirements

- Completion of the required meeting with the Student Success Advocate
- The Radiologic Program is competitive
  - A limited number of students are accepted into the program
  - Eligibility must be confirmed
  - Priority is based on a point system
  - There is a wait list if necessary

See your Student Success Advocate to review Administrative Guideline #312.

View the program handbook.

West Burlington Campus

Prerequisites		Credit
BIO-168	Human Anatomy and Physiology I	4
BIO-173	Human Anatomy and Physiology II	4
HSC-114	Medical Terminology	3
Semester Total		11

Fall Semester I		Credit
RAD-101	Radiographic Patient Care	3
RAD-120	Radiographic Procedures I	3
RAD-326	Imaging I	3
RAD-207	Clinical Education I	3
Semester Total		12

Spring Semester I		Credit
RAD-890	Quality Assurance	1
RAD-142	Radiographic Procedures II	4
RAD-360	Imaging II	3

Spring Semester I		Credit
RAD-240	Clinical Education II	5
RAD-260	Clinical Education III	3
Semester Total		16

Summer Semester I		Credit
RAD-162	Radiographic Procedures III	3
Semester Total		3

Fall Semester II		Credit
RAD-183	Special Procedures	3
RAD-850	Radiation Protection and Biology	3
RAD-762	Computer and Digital Radiography Critique I	2
RAD-510	Clinical Education IV	6
ENG-105	Composition I	3
Semester Total		17

Spring Semester II		Credit
PSY-111	Introduction to Psychology	3
SOC-110	Introduction to Sociology	3
RAD-791	Computer and Digital Radiography Critique II	2
RAD-948	Seminar	4
RAD-562	Clinical Education V	6
Semester Total		18

Program Total.....77

Instructor and Staff

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Respiratory Care - AAS

Program Information

Respiratory Care is a specialty field in the health occupation career field. Simply stated, "It deals with everything to do with the heart and lungs from babies through adulthood." This field is growing rapidly and has a great demand for graduates with an associate degree in respiratory care. Respiratory care ranks among the Top 20 fastest-growing occupations for the 21st century.

This two-year program includes clinical studies. These clinical studies consist of hands-on training that will take place in rotating hospitals within a 75-mile radius. Graduates of this program will be able to initiate, conduct, or modify respiratory care techniques in emergency and non-emergency settings.

Admission Criteria for Respiratory Care (#315) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

Admission Requirements

RESPIRATORY CARE PREADMISSION TESTING AND PLACEMENT STANDARDS

- Respiratory Care Entrance Exam:80% or higher
- Minimum GPA of 2.0 for at least 12 semester hours of baccalaureate credit OR an AA, AS, or baccalaureate degree with a minimum GPA of 2.0
- Applicable placement scores within 24 months of enrollment
  - ACT
    - Reading: 19
    - Math: 19
    - English: 17
    - OR Composite of 20
  - SAT
    - Reading/Writing: 330
    - Math: 510
    - OR Composite of 1040
  - Next-Gen ACCUPLACER:
    - Reading: 248 or greater
    - Writing: 260 or greater
  - ALEKS:
    - Math: 14 or greater

Additional Requirements

Students are required to attend respiratory care orientation and must complete or submit the following requirements prior to enrollment in the Respiratory Care program:

- Copy of physical evaluation form including required immunizations for Healthcare Personnel.
- Copy of current certification in Basic Life Support—Healthcare Providers.**
- Copy of current certification in Mandatory Reporter.**
- Signed Confidentiality Agreement.
- Clearance on criminal background and adult/child abuse screening.
- Proof of Health Insurance.
- Successful completion of the following courses within the last 5 years with a grade of "C" (2.0) or higher:
  - HSC-114 Medical Terminology
  - CHM-122 Introduction to General Chemistry
  - BIO-186 Microbiology
- Students will be allowed to maintain enrollment if the following is completed in the first six weeks of the program:
  - Respiratory Fit Testing.

**Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

The Southeastern Community College Respiratory Care Program, CoARC #200462, located in West Burlington, Iowa, offers an Associate of Applied Science Degree and is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

West Burlington Campus

djohannsen@scciowa.edu

Prerequisites		Credit
BIO-186	Microbiology	4
CHM-122	Introduction to General Chemistry	4
HSC-114	Medical Terminology	3
Semester Total		11

Fall Semester I		Credit
BIO-163	Essentials of Anatomy and Physiology	4
ENG-105	Composition I	3
RCP-231	Introduction to Respiratory Care	3
RCP-232	Respiratory Care Modalities	1.5
RCP-233	Introduction to Clinical Practice	3
Semester Total		14.5

Spring Semester I		Credit
RCP-331	Respiratory Care II	3
RCP-332	Respiratory Care Modalities II	1
RCP-333	Cardiopulmonary Pharmacology	2
RCP-350	Pulmonary Pathology	3
RCP-751	Respiratory Care Clinic I	5
SPC-101	Fundamentals of Oral Communication	3
Semester Total		17

Summer Semester		Credit
PSY-111	Introduction to Psychology	3
RCP-480	Advanced Cardiac Care	2.5
RCP-524	Respiratory Care III	5
RCP-755	Respiratory Care Clinic II	1
Semester Total		11.5

Fall Semester II		Credit
RCP-440	Cardio/Pulmonary Diagnostics	2
RCP-450	Respiratory Care IV	3
RCP-620	Neonatal/Pediatric Respiratory Care	5
RCP-761	Respiratory Care Clinic III	5
Semester Total		15

Spring Semester II		Credit
RCP-767	Respiratory Care Clinic IV	8
RCP-810	Respiratory Care Professional	2
RCP-910	Respiratory Care RRT Review	2
Semester Total		12

Program Total.....81

Instructor and Staff

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Deanna Johannsen
Respiratory Care Clinical Coordinator/Instructor
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Emergency Medical Services

- EMT Certificate
- Paramedic Certificate
- EMS AAS

Emergency Medical Technician Certificate

Program Information

Admission standards apply to this program. Students must be at least seventeen years of age. All other eligibility requirements must be met.

Emergency Medical Technician Certificate awarded after completion of EMS-201, which is offered in both fall and spring semesters.

West Burlington Campus

Fall OR Spring Semester		Credit
EMS-201	Emergency Medical Technician	7
Semester Total		7
Program Total		7

Instructor and Staff

James Steffen
Assistant Professor - Emergency Medical Services
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Paramedic Certificate

Program Information

Admission standards apply to this program. Students must must be at least eighteen years of age. All other eligibility requirements must be met.

EMS-201 is required, unless current EMT Certification is held. If nationally registered, must obtain State Certification prior to the start of EMS-663.

Emergency Medical Technician Certificate awarded after completion of EMS-201, which is offered in both fall and spring semesters.

Successful completion of EMT State Certification required prior to admission to the Paramedic Program.

Entry into EMS-663 requires a high school diploma or equivalent and EMT certificate.

Paramedic Certificate awarded after completion of EMS-665.

Accreditation Information

The Southeastern 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).

Commission on Accreditation of Allied Health Education Programs
(727) 210-2350
www.caahep.org

To contact CoAEMSP:
(214) 703-8445
www.coaemsp.org

Paramedic Program Outcomes

West Burlington Campus jsteffen@scciowa.edu

Fall OR Spring Semester	Credit
EMS-201 Emergency Medical Technician	7
Semester Total	7

Fall Semester	Credit
EMS-663 Paramedic I	16.5
Semester Total	16.5

Spring Semester	Credit
EMS-667 Paramedic II	17
Semester Total	17

Summer Semester	Credit
EMS-665 Paramedic III	7
Semester Total	7
Program Total	47.5

Instructor and Staff

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EMS - AAS

Program Information

Admission standards apply to this program. Students must have a current CPR Certification. All other eligibility requirements must be met.

Emergency Medical Technician Certificate awarded after completion of EMS-201, which is offered in both fall and spring semesters.

Successful completion of EMT State Certification required prior to admission to the Paramedic Program.

Entry into EMS-663 requires a high school diploma or equivalent and EMT certificate.

Paramedic Certificate awarded after completion of EMS-665.

Accreditation Information

The Southeastern 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).

Commission on Accreditation of Allied Health Education Programs
(727) 210-2350
www.caahep.org

To contact CoAEMSP:
(214) 703-8445
www.coaemsp.org

Paramedic Program Outcomes

West Burlington Campus

Fall Semester I		Credit
BIO-163	Essentials of Anatomy and Physiology	4
CSC-110	Introduction to Computers	3
HSC-114	Medical Terminology	3
MAT-702	Introduction to Math Applications	3
PSY-111	Introduction to Psychology	3
Semester Total		16

Spring Semester I		Credit
EMS-201	Emergency Medical Technician	7
ENG-105	Composition I	3
HUM-114	Multicultural Perspectives	3
PHI-105	Introduction to Ethics	3
Semester Total		16

Fall Semester II		Credit
EMS-663	Paramedic I	16.5
Semester Total		16.5

Spring Semester II		Credit
EMS-667	Paramedic II	17
Semester Total		17

Summer Semester		Credit
EMS-665	Paramedic III	7
Semester Total		7

Program Total 72.5

Instructor and Staff

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Exercise Science

- Exercise Science and Kinesiology Transfer Major AA
- Exercise Science Transfer Major AS

Exercise Science and Kinesiology Transfer Major - AA

Program Information

The Exercise Science and Kinesiology Transfer Major Associate of Arts Degree and Associate of Science Degree are designed for students transferring to Iowa Regents Universities to study a variety of related undergraduate majors.

Students who pursue this major will have the opportunity to learn the necessary content and skills for upper-level classes at the transfer institution and to be successful in their desired field after graduation.

Possible undergraduate majors and Bachelor's degree options:

- Athletic Training
- Diet and Exercise
- Exercise Science
- Exercise Trainer/Fitness Trainer
- Kinesiology
- Health and Human Performance
- Nutrition
- Public Health and Wellness
- Strength and Conditioning
- Athletic Coach/Scout
- Health Education Specialist

Students should become familiar with the specific course requirements of the four-year institution to which they plan to transfer as institutions vary.

The following courses are required for the Exercise Science Associate of Arts Transfer Major: BIO-151, BIO-168, BIO-173, MAT-156, BIO-105, PHY-162, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
SPC-112	Public Speaking	3
PHI-105	Introduction to Ethics	3
SOC-110	Introduction to Sociology	3
BIO-105	Introductory Biology	4
Semester Total		17

Spring Semester I		Credit
ENG-106	Composition II	3
MAT-156	Statistics	3
BIO-151	Nutrition	3
PHI-101	Introduction to Philosophy	3
PET-105	Basic Athletic Training	3
Semester Total		15

Fall Semester II		Credit
BIO-168	Human Anatomy and Physiology I	4
PSY-111	Introduction to Psychology	3
PHY-162	College Physics I	4
ART-133	Drawing	3
PET-230	Care and Prevention of Athletic Injuries	3
Semester Total		17

Spring Semester II		Credit
BIO-173	Human Anatomy and Physiology II	4
PSY-121	Developmental Psychology	3
POL-111	American National Government	3
Take 1 of 2 courses:		
HUM-114	Multicultural Perspectives	3
SOC-212	Diversity	3
Semester Total		13
Program Total		62

Instructor and Staff

Kristi Schroeder
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Exercise Science Transfer Major - AS

Program Information

The Exercise Science and Kinesiology Transfer Major Associate of Arts Degree and Associate of Science Degree are designed for students transferring to Iowa Regents Universities to study a variety of related undergraduate majors.

Students who pursue this major will have the opportunity to learn the necessary content and skills for upper-level classes at the transfer institution and to be successful in their desired field after graduation.

Possible undergraduate majors and Bachelor's degree options:

- Athletic Training
- Diet and Exercise
- Exercise Science
- Exercise Trainer/Fitness Trainer
- Kinesiology
- Health and Human Performance
- Nutrition
- Public Health and Wellness
- Strength and Conditioning
- Athletic Coach/Scout
- Health Education Specialist

Students should become familiar with the specific course requirements of the four-year institution to which they plan to transfer as institutions vary.

The following courses are required for the Exercise Science Associate of Science Transfer Major: BIO-151, BIO-168, BIO-173, MAT-156, BIO-105 (or BIO-157), PHY-162, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
SPC-112	Public Speaking	3
PEH-102	Health	3
PEH-142	First Aid	3
Take 1 of 2 courses:		
BIO-105	Introductory Biology	4
BIO-157	Human Biology	4
Semester Total		17

Spring Semester I		Credit
ENG-106	Composition II	3
MAT-156	Statistics	3
BIO-151	Nutrition	3
PHI-101	Introduction to Philosophy	3
PET-105	Basic Athletic Training	3
Semester Total		15

Fall Semester II		Credit
BIO-168	Human Anatomy and Physiology I	4
PSY-111	Introduction to Psychology	3
PHY-162	College Physics I	4
ART-133	Drawing	3
PET-230	Care and Prevention of Athletic Injuries	3
Semester Total		17

Spring Semester II		Credit
BIO-173	Human Anatomy and Physiology II	4
SOC-110	Introduction to Sociology	3
Take 1 of 2 courses:		
CHM-165	General Chemistry I	4
CHM-122	Introduction to General Chemistry	4
Take 1 of 2 courses:		
HUM-114	Multicultural Perspectives	3
SOC-212	Diversity	3
Semester Total		14
Program Total		63

Instructor and Staff

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Medical Coding and Billing

- Patient Access Associate Certificate
- Medical Billing Certificate
- Provider Emphasis Diploma

Medical Coding and Billing - Patient Access Associate Certificate

Program Information

The Patient Access Associate program prepares students for the front line of healthcare services for patients entering a hospital or clinic. Students will learn customer service skills, medical terminology, registration and scheduling skills, specifics of revenue cycle, and use of electronic health records, HIPAA training and other standards of care, and different types of insurance offerings. The Patient Access Associate will assist patients to effectively navigate health appointments with providers or services. Upon successful completion of the four courses contained in the program the student will earn the Patient Access Associate Certificate.

Pre-requisite; BIO-163 Essentials of Anatomy and Physiology

West Burlington Campus and online

Fall Semester I		Credit
HSC-114	Medical Terminology	3
MAP-401	Medical Law and Ethics	1
MAP-431	Human Relations	1
CPC-170	Patient Access to Healthcare	2
Semester Total		7
Program Total		7

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Medical Coding and Billing - Medical Billing Certificate

Program Information

Our medical coding and billing program provides the latest information related to medical coding, chart auditing and insurance reimbursement. Students in our medical coding classes learn the theory of medical coding, gain an understanding of medical coding fundamentals and incorporate this by using a laboratory practicum to work medical coding reports.

Admissions standards apply to this program. Please contact the Student Support Center for more details.

Admission Requirements

Students must meet all of the following criteria to be accepted into the Medical Coding and Billing Program:

- High school diploma or equivalency.
- Meet the following testing requirements:
  - ACT
    - Reading: 19
    - Math: 19
  - SAT
    - Reading/Writing: 330
    - Math: 510
  - Next-Gen ACCUPLACER:
    - Reading:248 or greater
  - ALEKS:
    - Math:14 or greater
- Standardized placement scores must be current (completed within 24 months) at the time of enrollment.
- Must successfully complete BIO-163 Essentials of Anatomy and Physiology with a grade of C (2.0) or above.

*Certificate can be earned one time.

For specific information regarding program rules and expectations, please view the Medical Coding and Billing Handbook.

West Burlington Campus

Prerequisite		Credit
BIO-163	Essentials of Anatomy and Physiology	4
Semester Total		4

Fall Semester I		Credit
CPC-110	Essentials of Medical Coding and Billing	2
CPC-121	Introduction to Medical Procedural Coding	5.5
CPC-126	Diagnostic Coding	4
CPC-128	Introduction to Medical Insurance and Billing	3
HSC-114	Medical Terminology	3
Semester Total		17.5
Program Total		21.5

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Medical Coding and Billing Diploma

Program Information

Our medical coding and billing program provides the latest information related to medical coding, chart auditing and insurance reimbursement. Students in our medical coding classes learn the theory of medical coding, gain an understanding of medical coding fundamentals and incorporate this by using a laboratory practicum to work medical coding reports.

Admissions standards apply to this program. Please contact the Student Support Center for more details.

Admission Requirements

Students must meet all of the following criteria to be accepted into the Medical Coding and Billing Program:

- High school diploma or equivalency.
- Meet the following testing requirements:
- - ACT
    - Reading: 19
    - Math: 19
  - SAT
    - Reading/Writing: 330
    - Math: 510
  - Next-Gen ACCUPLACER:
    - Reading:248 or greater
  - ALEKS:
    - Math:14 or greater
- Standardized placement scores must be current (completed within 24 months) at the time of enrollment.
- Must successfully complete BIO-163 Essentials of Anatomy and Physiology with a grade of C (2.0) or above.

Patient Access Associate Certificate

Medical Billing Certificate

*Certificates can be earned one time.

For specific information regarding program rules and expectations, please view the Medical Coding and Billing Handbook.

West Burlington Campus

Prerequisite		Credit
BIO-163	Essentials of Anatomy and Physiology	4
Semester Total		4

Fall Semester I		Credit
CPC-110	Essentials of Medical Coding and Billing	2
CPC-121	Introduction to Medical Procedural Coding	5.5
CPC-126	Diagnostic Coding	4
CPC-128	Introduction to Medical Insurance and Billing	3
HSC-114	Medical Terminology	3
Semester Total		17.5

Spring Semester I		Credit
CPC-131	Medical Insurance and Billing II	3
CPC-151	Medical Procedural Coding	4
CPC-160	Applications of Procedural Coding	2
ENG-131	Business English	3
MAP-401	Medical Law and Ethics	1
MAP-431	Human Relations	1
MAP-532	Human Body: Health and Disease	3

Spring Semester I		Credit
Semester Total		17

Summer Semester		Credit
CPC-820	Medical Coding and Billing Practicum	3.5
Semester Total		3.5

Program Total	42

Instructor and Staff

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Nursing

- Nurse Aide Certificate
- Practical Nursing Diploma
- Associate Degree Nursing AAS
- Practical Nursing Diploma (Spring Start)
- Associate Degree Nursing AAS (Spring Start)

Nurse Aide - Certificate

Program Information

This course is comprised of the state approved curriculum and laboratory module with the skills component. The class includes 32 hours of clinical training in a long-term care facility, 20 lab hours and 36 hours lecture. Students must attend a minimum of 30 clinical hours and 15 lab hours in order to pass the class. The course also includes a module on confidentiality, professionalism and communications. Clinical schedule will be arranged by the instructor and dates given to the students on the first day of class and may include weekend hours.

The application packet provides an overview of requirements, checklist, and other information.

Download the application packet.

West Burlington Campus, Keokuk Campus, and Mt. Pleasant Center

Required Course		Credit
HSC-168	Nurse Aide	3.38
Semester Total		3.38
Program Total		3.38

Instructor and Staff

Angela Shipley
Nurse Aide & Health Continuing Education Coordinator
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Practical Nursing - Diploma

Program Information

Admission Criteria for Nursing Programs (#317) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

Admission Requirements

- High school diploma or equivalency.
- Current Iowa Certification as a Certified Nursing Assistant**.
- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
    - English: 17
    - OR Composite of 20
  - SAT
    - Reading/Writing: 330
    - Math: 510
    - OR Composite of 1040
  - Next-Gen ACCUPLACER:
    - Reading: 248 or greater
    - Writing: 260 or greater
    - ALEKS:
      - Math: 14 or greater
  - Complete the following classes with a grade of C or higher:
    - BIO-168 Human Anatomy and Physiology I
    - BIO-173 Human Anatomy and Physiology II
    - BIO-186 Microbiology

Additional Requirements

- Students are required to attend nursing orientation and complete the following requirements once admitted to the program.
- Students will be required to pass a mandatory background check.
- Students will be required to submit (at their own expense) a completed physical examination form and immunizations for health care providers.
- Current certification in CPR-Basic Life Support for Healthcare Providers**.
- Current certification in Mandatory Reporter-Adult & Child Abuse**.
- Signed Confidentiality Agreement.
- Current HIPAA Certification.
- Current Blood Borne Pathogen certification.

**Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met. See a Student Success Advocate for further information or assistance with these requirements.

The Southeastern Community College Associate Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

Verification of program accreditation can be found on the National League of Nursing website: https://cnea.nln.org/accredited-programs#IA

View Program Outcome and Accreditation information at https://nursing.iowa.gov/

For specific information regarding program rules and expectations, please view the Nursing Program Handbook.

West Burlington Campus, Keokuk Campus, and select courses available online

Prerequisite		Credit
BIO-168	Human Anatomy and Physiology I	4
BIO-173	Human Anatomy and Physiology II	4
BIO-186	Microbiology	4
Semester Total		12

Summer Semester		Credit
ENG-105	Composition I	3
PNN-160	Introduction to Nursing Practice	2
PSY-121	Developmental Psychology	3
Semester Total		8

Fall Semester I		Credit
PNN-222	Pharmacology I	1
PNN-534	Nursing I	12.5
Semester Total		13.5

Spring Semester I		Credit
PNN-311	PN Issues and Trends	1
PNN-535	Nursing II	12
Semester Total		13

Program Total.....46.5

Instructor and Staff

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Associate Degree Nursing - AAS

Program Information

Admission Criteria for Nursing Programs (#317) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

Admission Requirements

- Current Iowa Certification as a Licensed Practical Nurse**.
- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
    - English: 17
    - OR Composite of 20
  - SAT
    - Reading/Writing: 330
    - Math: 510
    - OR Composite of 1040
  - Next-Gen ACCUPLACER:
    - Reading: 248 or greater
    - Writing: 260 or greater
  - ALEKS:
    - Math: 14 or greater
  - Complete the following classes with a grade of C or better:
    - BIO-168 Human Anatomy and Physiology I
    - BIO-173 Human Anatomy and Physiology II
    - BIO-186 Microbiology

Additional Requirements

- Students are required to attend nursing orientation and complete the following requirements once admitted to the program.
- Students will be required to pass a mandatory background check.
- Students will be required to submit (at their own expense) a completed physical examination form and immunizations for health care providers.
- Current certification in CPR-Basic Life Support for Healthcare Providers**.
- Current certification in Mandatory Reporter-Adult & Child Abuse**.
- Signed Confidentiality Agreement.
- Current HIPAA Certification.
- Current Blood Borne Pathogen certification.

**Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met. See a Student Success Advocate for more information or to help obtain any further information regarding these requirements.

The Southeastern Community College Associate Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

Verification of program accreditation can be found on the National League of Nursing website: https://cnea.nln.org/accredited-programs#IA

View Program Outcome and Accreditation information at https://nursing.iowa.gov/

For specific information regarding program rules and expectations, please view the Nursing Program Handbook.

West Burlington Campus and Keokuk Campus

Prerequisite		Credit
BIO-168	Human Anatomy and Physiology I	4
BIO-173	Human Anatomy and Physiology II	4
BIO-186	Microbiology	4
Semester Total		12

Summer Semester 1		Credit
ENG-105	Composition I	3
PNN-160	Introduction to Nursing Practice	2
PSY-121	Developmental Psychology	3
Semester Total		8

Fall Semester 1		Credit
PNN-222	Pharmacology I	1
PNN-534	Nursing I	12.5
Semester Total		13.5

Spring Semester 1		Credit
PNN-311	PN Issues and Trends	1
PNN-535	Nursing II	12
Semester Total		13

Summer Semester 2		Credit
ADN-145	Role Transition	1
PSY-111	Introduction to Psychology	3
SOC-110	Introduction to Sociology	3
Semester Total		7

Fall Semester 2		Credit
ADN-223	Pharmacology III	1
ADN-641	Nursing III	14.5
Semester Total		15.5

Spring Semester 2		Credit
ADN-311	RN Issues and Trends	1
ADN-236	Pharmacology IV	1
ADN-642	Nursing IV	14
Semester Total		16
Program Total		85

Instructor and Staff

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Practical Nursing - Diploma (Spring Start)

Program Information

Admission Criteria for Nursing Programs (#317) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

Admission Requirements

- High school diploma or equivalency.
- Current Iowa Certification as a Certified Nursing Assistant**.
- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
    - English: 17
    - OR Composite of 20
  - SAT
    - Reading/Writing: 330
    - Math: 510
    - OR Composite of 1040
  - Next-Gen ACCUPLACER:
    - Reading: 248
    - Writing: 260
    - ALEKS:
      - Math: 14
  - Complete the following classes with a grade of C or higher:
    - BIO-168 Human Anatomy and Physiology I
    - BIO-173 Human Anatomy and Physiology II
    - BIO-186 Microbiology

Additional Requirements

- Students are required to attend nursing orientation and complete the following requirements once admitted to the program.
- Students will be required to pass a mandatory background check.
- Students will be required to submit (at their own expense) a completed physical examination form and immunizations for health care providers.
- Current certification in CPR-Basic Life Support for Healthcare Providers**.
- Current certification in Mandatory Reporter-Adult & Child Abuse**.
- Signed Confidentiality Agreement.
- Current HIPAA Certification.
- Current Blood Borne Pathogen certification.

**Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met. See a Student Success Advocate for further information or assistance with these requirements.

The Southeastern Community College Associate Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

Verification of program accreditation can be found on the National League of Nursing website: https://cnea.nln.org/accredited-programs#IA

View Program Outcome and Accreditation information at https://nursing.iowa.gov/

For specific information regarding program rules and expectations, please view the Nursing Program Handbook.

West Burlington Campus, Keokuk Campus, and select courses available online

Prerequisites (Not part of program)		Credit
BIO-168	Human Anatomy and Physiology I	4
BIO-173	Human Anatomy and Physiology II	4
BIO-186	Microbiology	4
Semester Total		12

Additional Courses (Must complete prior to PNN-535)		Credit
ENG-105	Composition I	3
PSY-121	Developmental Psychology	3
Semester Total		6

Spring Semester 1		Credit
PNN-160	Introduction to Nursing Practice	2
PNN-222	Pharmacology I	1
PNN-534	Nursing I	12.5
Semester Total		15.5

Fall Semester 1		Credit
PNN-311	PN Issues and Trends	1
PNN-535	Nursing II	12
Semester Total		13
Program Total		46.5

Instructor and Staff

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Associate Degree Nursing - AAS (Spring Start)

Program Information

Admission Criteria for Nursing Programs (#317) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

Admission Requirements

- Current Iowa Certification as a Licensed Practical Nurse**.
- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
    - English: 17
    - OR Composite of 20
  - SAT
    - Reading/Writing: 330
    - Math: 510
    - OR Composite of 1040
  - Next-Gen ACCUPLACER:
    - Reading: 248
    - Writing: 260
  - ALEKS:
    - Math: 14
  - Complete the following classes with a grade of C or better:
    - BIO-168 Human Anatomy and Physiology I
    - BIO-173 Human Anatomy and Physiology II
    - BIO-186 Microbiology

Additional Requirements

- Students are required to attend nursing orientation and complete the following requirements once admitted to the program.
- Students will be required to pass a mandatory background check.
- Students will be required to submit (at their own expense) a completed physical examination form and immunizations for health care providers.
- Current certification in CPR-Basic Life Support for Healthcare Providers**.
- Current certification in Mandatory Reporter-Adult & Child Abuse**.
- Signed Confidentiality Agreement.
- Current HIPAA Certification.
- Current Blood Borne Pathogen certification.

**Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met. See a Student Success Advocate for more information or to help obtain any further information regarding these requirements.

The Southeastern Community College Associate Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

Verification of program accreditation can be found on the National League of Nursing website: https://cnea.nln.org/accredited-programs#IA

View Program Outcome and Accreditation information at https://nursing.iowa.gov/

For specific information regarding program rules and expectations, please view the Nursing Program Handbook.

West Burlington Campus, Keokuk Campus, and select courses available online

Prerequisites (Not part of program)		Credit
BIO-168	Human Anatomy and Physiology I	4
BIO-173	Human Anatomy and Physiology II	4
BIO-186	Microbiology	4
Semester Total		12

Additional Courses (Must complete prior to PNN-535)		Credit
ENG-105	Composition I	3
PSY-121	Developmental Psychology	3
Semester Total		6

Spring Semester 1		Credit
PNN-160	Introduction to Nursing Practice	2
PNN-222	Pharmacology I	1
PNN-534	Nursing I	12.5
Semester Total		15.5

Fall Semester 1		Credit
PNN-311	PN Issues and Trends	1
PNN-535	Nursing II	12
Semester Total		13

Spring Semester 2		Credit
ADN-145	Role Transition	1
ADN-223	Pharmacology III	1
ADN-641	Nursing III	14.5
PSY-111	Introduction to Psychology	3
Semester Total		19.5

Fall Semester 2		Credit
ADN-236	Pharmacology IV	1
ADN-642	Nursing IV	14
ADN-311	RN Issues and Trends	1
SOC-110	Introduction to Sociology	3
Semester Total		19

Program Total..... 85

Instructor and Staff

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STEM MAJORS

- Biology Transfer AS
- Chemistry Transfer AS
- Computer Science Transfer AS
- Engineering Transfer AS
- Math Transfer Major AS
- Physics Transfer AS
- Agriculture
  - Certificate
  - Diploma
  - AAS
  - Agribusiness AAS
  - Animal Science AAS
- Computer Aided Design Technology
  - Career Pathway AAS
  - Transfer Pathway AAS
  - AAS
- Information Management
  - IT Technician Diploma
  - AAS
- Network Administration and Cyber Security
  - IT Technician Diploma
  - AAS

Biology Transfer Major - AS

Program Information

The Biology Transfer Major will prepare the student to transfer to a four year university and successfully complete a bachelor's degree in Biology.

The following courses are required for the Biology Transfer Major: BIO-112, BIO-113, MAT-210, CHM-165, CHM-175, CHM-263, CHM-273, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

West Burlington Campus, Keokuk Campus, and select courses available online

Fall Semester I		Credit
ENG-105	Composition I	3
CHM-165	General Chemistry I	4
SDV-108	The College Experience	1
ZZZ-SOC	Social Science Course	3
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		14-16

Spring Semester I		Credit
ENG-106	Composition II	3
CHM-175	General Chemistry II	4
SPC-112	Public Speaking	3
ZZZ-SOC	Social Science Course	3
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16-18

Fall Semester II		Credit
MAT-210	Calculus I	4
ZZZ-HUM	Humanities Course	3
BIO-112	General Biology I	4
CHM-263	Organic Chemistry I	5
Semester Total		16

Spring Semester II		Credit
ZZZ-HUM	Humanities Course	3
CHM-273	Organic Chemistry II	5
BIO-113	General Biology II	4
ZZZ-CUL	Cultural Awareness Course	3
Semester Total		15

Program Total.....61-65

Instructor and Staff

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Chemistry Transfer Major - AS

Program Information

The Chemistry Transfer Major at SCC provides a well-rounded two year program for students who plan to continue their education as a chemistry major at a four year college or university. This 61 semester-hour program includes those chemistry courses typically taken during the first two years of college.

West Burlington Campus, Keokuk Campus, and select courses available online

Fall Semester I		Credit
ENG-105	Composition I	3
CHM-165	General Chemistry I	4
MAT-210	Calculus I	4
SDV-108	The College Experience	1
ZZZ-SOC	Social Science Course	3
Semester Total		15

Spring Semester I		Credit
ENG-106	Composition II	3
CHM-175	General Chemistry II	4
SPC-112	Public Speaking	3
MAT-216	Calculus II	4
Semester Total		14

Fall Semester II		Credit
PHY-212	Classical Physics I	5
ZZZ-HUM	Humanities Course	3
CHM-263	Organic Chemistry I	5
ZZZ-SOC	Social Science Course	3
Semester Total		16

Spring Semester II		Credit
ZZZ-HUM	Humanities Course	3
CHM-273	Organic Chemistry II	5
PHY-222	Classical Physics II	5
ZZZ-CUL	Cultural Awareness Course	3
Semester Total		16

Program Total.....61

Instructor and Staff

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Computer Science Transfer Major - AS

Program Information

The Computer Science Transfer Major will prepare the student to transfer to a four year university and successfully complete a bachelor's degree in Computer Science.

The following courses are required for the Computer Science Transfer Major:

MAT-210, CSC-110, SPC-112, MAT-216, CSC-142, CSC-153, MAT-150, MAT-227, CSC-160, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

West Burlington Campus, and select courses available at the Keokuk Campus

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Fall I Semester		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
MAT-210	Calculus I	4
CSC-110	Introduction to Computers	3
ZZZ-CUL	Cultural Awareness Course	3
Semester Total		14

Spring I Semester		Credit
ENG-106	Composition II	3
MAT-216	Calculus II	4
CSC-142	Computer Science	4
ZZZ-HUM	Humanities Course	3
ZZZ-SOC	Social Science Course	3
Semester Total		17

Fall II Semester		Credit
CSC-153	Data Structures	4
SPC-112	Public Speaking	3
ZZZ-HUM	Humanities Course	3
MAT-150	Discrete Math	3
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-LAB	Lab Science Course	3-5
Semester Total		17

Spring II Semester		Credit
ZZZ-SOC	Social Science Course	3
MAT-227	Differential Equations with Laplace	4
CSC-160	Software Design	4
Take one 3 Credit Course:		
ZZZ-MSC	Math or Science Course	3-5
Semester Total		14

Program Total.....62

Instructor and Staff

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Engineering Transfer Major - AS

Program Information

The Engineering Transfer Major prepares students who plan to transfer to a four-year college to earn a degree in an engineering field. Students take core courses in math, science, and computer programming. Students interested in this transfer major should possess an interest in applying problem-solving skills in real world settings. Students may subsequently pursue four-year degrees in a variety of engineering fields, including mechanical engineering, electrical engineering, civil engineering, and aerospace engineering. Engineering majors with a bachelor's degree may find engineering careers in a variety of industries, such as computer hardware, transportation, and infrastructure. They may also find employment in industrial design.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall I Semester		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
MAT-210	Calculus I	4
CHM-165	General Chemistry I	4
Take one 3 Credit Course:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15

Spring I Semester		Credit
ENG-106	Composition II	3
MAT-216	Calculus II	4
CHM-175	General Chemistry II	4
ZZZ-HUM	Humanities Course	3
ZZZ-SOC	Social Science Course	3
Semester Total		17

Fall II Semester		Credit
ZZZ-CUL	Cultural Awareness Course	3
PHY-212	Classical Physics I	5
SPC-112	Public Speaking	3
CIS-161	C++	3
Semester Total		14

Spring II Semester		Credit
ZZZ-HUM	Humanities Course	3
PHY-222	Classical Physics II	5
MAT-227	Differential Equations with Laplace	4
ZZZ-SOC	Social Science Course	3
Semester Total		15

Program Total.....61

Instructor and Staff

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Math Transfer Major - AS

Program Information

The Math Transfer Major is designed to seamlessly transfer into the math majors at the Iowa Regent Universities(Iowa State University, University of Iowa and the University of Northern Iowa). SCC has established 2 + 2 articulation agreements with other four-year institutions for this transfer major.

The following courses are required for the Mathematics Transfer Major: MAT-210, MAT-216, MAT-219, MAT-156, MAT-227, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

West Burlington Campus, Keokuk Campus, and select courses available online

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
MAT-156	Statistics	3
MAT-210	Calculus I	4
ZZZ-SOC	Social Science Course	3
Semester Total		14

Spring Semester I		Credit
ENG-106	Composition II	3
MAT-216	Calculus II	4
SPC-112	Public Speaking	3
ZZZ-SOC	Social Science Course	3
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16-18

Fall Semester II		Credit
MAT-219	Calculus III	4
ZZZ-HUM	Humanities Course	3
ZZZ-CUL	Cultural Awareness Course	3
Take courses totaling 4-5 credits:		
ZZZ-ALS	Advanced Lab Science Course	4-5
Semester Total		14-15

Spring Semester II		Credit
MAT-227	Differential Equations with Laplace	4
ZZZ-HUM	Humanities Course	3
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Take courses totaling 3-5 credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		16-22

Program Total.....60-69

Instructor and Staff

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Physics Transfer Major - AS

Program Information

The Physics Transfer Major at SCC provides a well-rounded two year program for students who plan to continue their education as a physics major at a four year college or university. This 62 semester-hour program includes those physics courses typically taken during the first two years of college.

West Burlington Campus, Keokuk Campus, and online

Fall Semester I		Credit
SDV-108	The College Experience	1
ENG-105	Composition I	3
MAT-210	Calculus I	4
CHM-165	General Chemistry I	4
ZZZ-CUL	Cultural Awareness Course	3
Semester Total		15

Spring Semester I		Credit
ENG-106	Composition II	3
MAT-216	Calculus II	4
CHM-175	General Chemistry II	4
ZZZ-SOC	Social Science Course	3
ZZZ-HUM	Humanities Course	3
Semester Total		17

Fall Semester II		Credit
MAT-219	Calculus III	4
PHY-212	Classical Physics I	5
SPC-112	Public Speaking	3
ZZZ-HUM	Humanities Course	3
Semester Total		15

Spring Semester II		Credit
PHY-222	Classical Physics II	5
ZZZ-SOC	Social Science Course	3
Take one 3 Credit Course:		
ZZZ-ELE	Elective Course	3-5
Take Course(s) Totaling at Least 4 Credits:		
ZZZ-ELE	Elective Course	3-5
Semester Total		15

Program Total.....62

Instructor and Staff

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Agricultural Science

Agriculture Certificate

Program Information

The Agriculture program provides students an opportunity to experience the various aspects of the agricultural industry as they learn about agronomy/crop production, animal production, new technologies, and agriculture business. Through the use of hands-on experience, guest speakers, conferences, and field trips in addition to classroom lectures, students experience the impact of agriculture in the region and are prepared for entrance into a number of different career opportunities.

West Burlington Campus and online

Fall Semester I		Credit
AGB-336	Agricultural Selling	3
AGB-330	Farm Business Management	3
AGA-181	Introduction to Crop Science	3
AGB-235	Introduction to Agriculture Markets	3
AGS-113	Survey of the Animal Industry	3
AGB-104	Leadership in Agriculture	1
Semester Total		16
Program Total		16

Instructor and Staff

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Agriculture Diploma

Program Information

The Agriculture program provides students an opportunity to experience the various aspects of the agricultural industry as they learn about agronomy/crop production, animal production, new technologies, and agriculture business. Through the use of hands-on experience, guest speakers, conferences, and field trips in addition to classroom lectures, students experience the impact of agriculture in the region and are prepared for entrance into a number of different career opportunities..

Students may choose from two pathways, Agribusiness and Animal Science. Students may also complete the Agriculture AAS fully online.

The Agriculture Certificate is awarded after successful completion of first semester courses.

The Agriculture Diploma is awarded after successful completion of the first two semesters.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
AGB-336	Agricultural Selling	3
AGB-330	Farm Business Management	3
AGA-181	Introduction to Crop Science	3
AGB-235	Introduction to Agriculture Markets	3
AGS-113	Survey of the Animal Industry	3
AGB-104	Leadership in Agriculture	1
Semester Total		16

Spring Semester I		Credit
AGB-104	Leadership in Agriculture	1
AGA-182	Introduction to Soil Science	3
AGC-216	Career Seminar	2
AGS-226	Beef Cattle Science	3
PSY-102	Human and Work Relations	3
MAT-702	Introduction to Math Applications	3
Take 1 of 2 courses:		
AGA-376	Integrated Pest Management	3
AGS-225	Swine Science	3
Semester Total		18
Program Total		34

Instructor and Staff

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Agriculture - AAS

Program Information

The Agriculture program provides students an opportunity to experience the various aspects of the agricultural industry as they learn about agronomy/crop production, animal production, new technologies, and agriculture business. Through the use of hands-on experience, guest speakers, conferences, and field trips in addition to classroom lectures, students experience the impact of agriculture in the region and are prepared for entrance into a number of different career opportunities.

Students will complete two internships allowing students to network with industry partners, connect with the field of agriculture that interests them the most, and prepare for their future employment.

Students may choose from two pathways, Agribusiness and Animal Science. Students may also complete the Agriculture AAS fully online.

Students will take four credits of AGB-104 or HUM-287. In Spring II, students will complete two of the three courses in the agriculture course option listing.

The Agriculture Certificate is awarded after successful completion of first semester courses.

The Agriculture Diploma is awarded after successful completion of the first two semesters.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
AGB-336	Agricultural Selling	3
AGB-330	Farm Business Management	3
AGA-181	Introduction to Crop Science	3
AGB-235	Introduction to Agriculture Markets	3
AGS-113	Survey of the Animal Industry	3
AGB-104	Leadership in Agriculture	1
Semester Total		16

Spring Semester I		Credit
AGA-182	Introduction to Soil Science	3
AGC-216	Career Seminar	2
AGS-226	Beef Cattle Science	3
PSY-102	Human and Work Relations	3
MAT-702	Introduction to Math Applications	3
AGB-104	Leadership in Agriculture	1
Take 1 of 2 courses:		
AGA-376	Integrated Pest Management	3
AGS-225	Swine Science	3
Semester Total		18

Summer Semester I		Credit
AGC-936	Occupational Experience	3
Take 1 of 2 courses:		
ENG-105	Composition I	3
SPC-112	Public Speaking	3
Semester Total		6

Fall Semester II		Credit
AGB-104	Leadership in Agriculture	1
AGB-437	Commodity Marketing	3
AGC-936	Occupational Experience	3
AGP-333	Precision Farming Systems	3
SOC-115	Social Problems	3

Fall Semester II		Credit
Take 1 of 2 courses:		
AGA-158	Soil Fertility	3
AGS-319	Animal Nutrition (online)	3
Semester Total		16

Spring Semester II		Credit
AGC-420	Issues in Agriculture	3
AGB-451	Agricultural Law	3
SOC-114	Conflict Resolution in the Workplace	3
Take 2 of 3 courses:		
AGN-244	Wildlife Management	3
AGN-130	Soil and Water Conservation	3
AGS-242	Animal Health (online)	3
Take 1 of 2 courses:		
AGB-104	Leadership in Agriculture	1
HUM-287	Leadership Development Studies	3
Semester Total		15

Program Total..... 71

Instructor and Staff

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Agribusiness - AAS

Program Information

The Agribusiness Pathway equips students with the skills and knowledge necessary to enter a career in the agricultural industry where students will apply business principles. Students will learn about various business principles related to agronomy and livestock production including commodities, marketing, sales, business management, among others; future technologies; critical issues impacting the industry; agricultural law; among many other related topics. Students will complete two internship experiences where they will be able to apply their knowledge and gain extensive experience and skills.

Students will take four credits of AGB-104 or HUM-287. In Spring II, students will complete two of the three courses in the agriculture course option listing.

The Agriculture Certificate is awarded after successful completion of first semester courses.

The Agriculture Diploma is awarded after successful completion of the first two semesters.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
AGB-336	Agricultural Selling	3
AGB-330	Farm Business Management	3
AGA-181	Introduction to Crop Science	3
AGB-235	Introduction to Agriculture Markets	3
AGS-113	Survey of the Animal Industry	3
AGB-104	Leadership in Agriculture	1
Semester Total		16

Spring Semester I		Credit
AGB-104	Leadership in Agriculture	1
AGA-182	Introduction to Soil Science	3
AGC-216	Career Seminar	2
AGS-226	Beef Cattle Science	3
PSY-102	Human and Work Relations	3
MAT-702	Introduction to Math Applications	3
AGA-376	Integrated Pest Management	3
Semester Total		18

Summer Semester I		Credit
AGC-936	Occupational Experience	3
Take 1 of 2 courses:		
ENG-105	Composition I	3
SPC-112	Public Speaking	3
Semester Total		6

Fall Semester II		Credit
AGB-104	Leadership in Agriculture	1
AGB-437	Commodity Marketing	3
AGC-936	Occupational Experience	3
AGP-333	Precision Farming Systems	3
SOC-115	Social Problems	3
AGA-158	Soil Fertility	3
Semester Total		16

Spring Semester II		Credit
AGC-420	Issues in Agriculture	3
AGB-451	Agricultural Law	3
AGN-244	Wildlife Management	3
AGN-130	Soil and Water Conservation	3
SOC-114	Conflict Resolution in the Workplace	3
AGB-104	Leadership in Agriculture	1
Semester Total		16
Program Total		72

Instructor and Staff

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Animal Science - AAS

Program Information

The Animal Science Pathway equips students with the skills and knowledge necessary to enter a career in animal science. Students will learn about various livestock species, business principles related to livestock production, animal health, animal nutrition, animal husbandry, among many other related topics. Students will complete two internship experiences where they will be able to apply their knowledge and gain extensive experience and skills.

Students will take four credits of AGB-104 or HUM-287.In Spring II, students will complete two of the three courses in the agriculture course option listing.

The Agriculture Certificate is awarded after successful completion of first semester courses.

The Agriculture Diploma is awarded after successful completion of the first two semesters.

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Fall Semester I		Credit
AGB-336	Agricultural Selling	3
AGB-330	Farm Business Management	3
AGA-181	Introduction to Crop Science	3
AGB-235	Introduction to Agriculture Markets	3
AGS-113	Survey of the Animal Industry	3
AGB-104	Leadership in Agriculture	1
Semester Total		16

Spring Semester I		Credit
AGB-104	Leadership in Agriculture	1
AGA-182	Introduction to Soil Science	3
AGC-216	Career Seminar	2
AGS-226	Beef Cattle Science	3
PSY-102	Human and Work Relations	3
MAT-702	Introduction to Math Applications	3
AGS-225	Swine Science	3
Semester Total		18

Summer Semester I		Credit
AGC-936	Occupational Experience	3
Take 1 of 2 courses:		
ENG-105	Composition I	3
SPC-112	Public Speaking	3
Semester Total		6

Fall Semester II		Credit
AGB-104	Leadership in Agriculture	1
AGB-437	Commodity Marketing	3
AGC-936	Occupational Experience	3
AGS-331	Animal Reproduction (online)	3
AGS-319	Animal Nutrition (online)	3
SOC-115	Social Problems	3
Semester Total		16

Spring Semester II		Credit
AGC-420	Issues in Agriculture	3
AGB-451	Agricultural Law	3
AGN-244	Wildlife Management	3
AGS-242	Animal Health (online)	3
SOC-114	Conflict Resolution in the Workplace	3
AGB-104	Leadership in Agriculture	1
Semester Total		16
Program Total		72

Instructor and Staff

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Computer Aided Design Technology

- Career Pathway AAS
- Transfer Pathway AAS
- AAS

Computer Aided Design Technology: Career Pathway - AAS

Program Information

The Computer Aided Design (CAD) program provides students with the skills necessary to create detailed product and assembly drawings, as well as architectural blueprints. Students learn the process of visualizing and developing models in two and three dimensional environments. Several software programs are introduced and used to provide students with hands-on experiences with the tools utilized in the workforce. Students will earn an OSHA 10 General Industry credential upon completion of the first semester of the program.

Students may choose between two pathways in the CAD program: Career Pathway or Transfer Pathway.

The Career Pathway provides students with the skill set needed to go directly into the industry. Students are introduced to the CAD field during their internship. Successful completion of the CAD AAS program prepares the student for their full-time career.

Please view the technical standards for this course.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CAD-101	Introduction to CAD	3
DRF-113	Fundamentals of Technical Drafting	3
MFG-212	Basic Machine Theory	3
EGT-108	Principles of Engineering	3
Please choose between MAT-702 or MAT-120 and MAT-134 for a total of 6 credits:		
MAT-702	Introduction to Math Applications	3
MAT-120	College Algebra	3
MAT-134	Trigonometry and Analytic Geometry	3
Semester Total		18

Spring Semester I		Credit
MFG-142	Geometric Dimensioning Tolerancing	3
CAD-277	3-D Dimensional (3-D) Modeling I	3
EGT-116	Continuous Quality Management	3
SOC-114	Conflict Resolution in the Workplace	3
ENG-110	Writing for the Workplace	3
Semester Total		15

Summer Semester		Credit
CAD-932	Internship	4
Semester Total		4

Fall Semester II		Credit
ARC-113	Architectural Drafting I	4
MFG-156	Introduction to CNC Machining	3
PHY-106	Survey of Physics	4
Take 1 of 2 courses:		
CAD-140	Parametric Solid Modeling	3
EGT-400	PLTW - Introduction to Engineering Design	3
Take WBL-110 as 1 credit:		
WBL-110	Employability Skills	1
Semester Total		15

Spring Semester II		Credit
ARC-129	Residential/Light Commercial Drafting	4
CAD-248	Parametric CAD II	3
CSC-110	Introduction to Computers	3
Spring Semester II		Credit
PHI-105	Introduction to Ethics	3
Semester Total		13
Program Total		65

Instructor and Staff

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Computer Aided Design Technology: Transfer Pathway - AAS

Program Information

The Computer Aided Design (CAD) program provides students with the skills necessary to create detailed product and assembly drawings, as well as architectural blueprints. Students learn the process of visualizing and developing models in two and three dimensional environments. Several software programs are introduced and used to provide students with hands-on experiences with the tools utilized in the workforce. Students will earn an OSHA 10 General Industry credential upon completion of the first semester of the program.

Students may choose between two pathways in the CAD program: Career Pathway or Transfer Pathway.

The Transfer Pathway provides students with the education and technical skills and hands-on training needed to transfer to a four-year university for an advanced degree.

Please view the technical standards for this course.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CAD-101	Introduction to CAD	3
DRF-113	Fundamentals of Technical Drafting	3
MFG-212	Basic Machine Theory	3
EGT-108	Principles of Engineering	3
MAT-120	College Algebra	3
MAT-134	Trigonometry and Analytic Geometry	3
Semester Total		18

Spring Semester I		Credit
MFG-142	Geometric Dimensioning Tolerancing	3
CAD-277	3-D Dimensional (3-D) Modeling I	3
EGT-116	Continuous Quality Management	3
SOC-115	Social Problems	3
ENG-105	Composition I	3
Semester Total		15

Summer Semester		Credit
ENG-106	Composition II	3
Semester Total		3

Fall Semester II		Credit
ARC-113	Architectural Drafting I	4
MFG-206	Manufacturing Processes I	3
PHY-162	College Physics I	4
Take 1 of 2 courses:		
CAD-140	Parametric Solid Modeling	3
EGT-400	PLTW - Introduction to Engineering Design	3
Take WBL-110 as 1 credit:		
WBL-110	Employability Skills	1
Semester Total		15

Spring Semester II		Credit
ARC-129	Residential/Light Commercial Drafting	4
CAD-248	Parametric CAD II	3
CSC-110	Introduction to Computers	3
PHI-105	Introduction to Ethics	3
Semester Total		13

Program Total.....64

Instructor and Staff

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Computer Aided Design Technology - AAS

Program Information

The Computer Aided Design (CAD) program provides students with the skills necessary to create detailed product and assembly drawings, as well as architectural blueprints. Students learn the process of visualizing and developing models in two and three dimensional environments. Several software programs are introduced and used to provide students with hands-on experiences with the tools utilized in the workforce. Students will earn an OSHA 10 General Industry credential upon completion of the first semester of the program.

Students may choose between two pathways in the CAD program: Career Pathway or Transfer Pathway.

The Career Pathway provides students with the skill set needed to go directly into the industry. Students are introduced to the CAD field during their internship. Successful completion of the CAD AAS program prepares the student for their full-time career.

The Transfer Pathway provides students with the education and technical skills and hands-on training needed to transfer to a four-year university for an advanced degree.

In Fall I semester, students have the option of taking MAT-120 and MAT-134 together, or MAT-702.

Please view the technical standards for this course.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
CAD-101	Introduction to CAD	3
DRF-113	Fundamentals of Technical Drafting	3
MFG-212	Basic Machine Theory	3
EGT-108	Principles of Engineering	3
MAT-120	College Algebra	3
Take 1 of 2 courses:		
MAT-134	Trigonometry and Analytic Geometry	3
MAT-702	Introduction to Math Applications	3
Semester Total		18

Spring Semester I		Credit
MFG-142	Geometric Dimensioning Tolerancing	3
CAD-277	3-D Dimensional (3-D) Modeling I	3
EGT-116	Continuous Quality Management	3
Take 1 of 2 courses:		
SOC-114	Conflict Resolution in the Workplace	3
SOC-115	Social Problems	3
Take 1 of 2 courses:		
ENG-105	Composition I	3
ENG-110	Writing for the Workplace	3
Semester Total		15

Summer Semester		Credit
Take 1 of 2 courses:		
ENG-106	Composition II	3
CAD-932	Internship	4
Semester Total		3-4

Fall Semester II		Credit
ARC-113	Architectural Drafting I	4
MFG-206	Manufacturing Processes I	3
Take 1 of 2 courses:		
CAD-140	Parametric Solid Modeling	3

Fall Semester II		Credit
EGT-400	PLTW - Introduction to Engineering Design	3
Take 1 of 2 courses:		
PHY-106	Survey of Physics	4
PHY-162	College Physics I	4
Take WBL-110 as 1 credit:		
WBL-110	Employability Skills	1
Semester Total		15

Spring Semester II		Credit
ARC-129	Residential/Light Commercial Drafting	4
CAD-248	Parametric CAD II	3
CSC-110	Introduction to Computers	3
PHI-105	Introduction to Ethics	3
Semester Total		13

Program Total.....64-65

Instructor and Staff

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IT Management

- IT Technician Diploma
- AAS

Information Technology Management - IT Technician Diploma

Program Information

This program offers hands-on experience and practical application of installation maintenance and administration of computer networks in a business atmosphere. Students will spend time working on how to manage a department, including create a budget, handling conflicts and managing projects.

Students graduating from this program should be capable of managing a department and have excellent IT skills. Students will also take the CompTIA IT Fundamentals Certification at the end of the Spring I semester.

The IT Technician Diploma is awarded after successful completion of the second semester.

*Diploma can be earned one time.

For specific information regarding program rules and expectations, please view the Information Technology Programs Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
NET-277	IT Foundations	2
NET-142	Network Essentials	3
CIS-125	Introduction to Programming Logic with Language	3
NET-442	Linux Operating System	3
ENG-105	Composition I	3
Take 1 of 2 courses:		
MAT-702	Introduction to Math Applications	3
MAT-772	Applied Math (online)	3
Semester Total		17

Spring Semester I		Credit
NET-276	IT Applications	2
CIS-504	Structured Systems Analysis	3
NET-261	Virtualization/Cloud Operations	3
NET-637	Network Intrusion Investigation	3
NET-314	Windows Server	4
Take 1 of 2 courses:		
HUM-287	Leadership Development Studies	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		18

Program Total.....35

Instructor and Staff

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Information Technology Management - AAS

Program Information

This program offers hands-on experience and practical application of installation maintenance and administration of computer networks in a business atmosphere. Students will spend time working on how to manage a department, including create a budget, handling conflicts and managing projects. Students graduating from this program should be capable of managing a department and have excellent IT skills. Students will also take the CompTIA IT Fundamentals Certification at the end of the Spring I semester and CompTIA Project+ at the end of the Spring II semester.

The IT Technician Diploma is awarded after successful completion of the second semester.

*Diploma can be earned one time.

For specific information regarding program rules and expectations, please view the Information Technology Programs Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
NET-277	IT Foundations	2
NET-142	Network Essentials	3
CIS-125	Introduction to Programming Logic with Language	3
NET-442	Linux Operating System	3
ENG-105	Composition I	3
Take 1 of 2 courses:		
MAT-702	Introduction to Math Applications	3
MAT-772	Applied Math (online)	3
Semester Total		17

Spring Semester I		Credit
NET-276	IT Applications	2
CIS-504	Structured Systems Analysis	3
NET-261	Virtualization/Cloud Operations	3
NET-637	Network Intrusion Investigation	3
NET-314	Windows Server	4
Take 1 of 2 courses:		
HUM-287	Leadership Development Studies	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		18

Fall Semester II		Credit
BUS-180	Business Ethics	3
ACC-142	Financial Accounting	3
CSC-116	Information Computing	3
MGT-101	Principles of Management	3
ADM-103	Office Technology	2
Take WBL-110 as 2 credits:		
WBL-110	Employability Skills	1
Semester Total		16

Spring Semester II		Credit
HUM-114	Multicultural Perspectives	3
ENG-106	Composition II	3
PSY-111	Introduction to Psychology	3
CIS-749	IT Project Management	2
SPC-112	Public Speaking	3
Take WBL-156 as 2 credits:		
Spring Semester II		Credit
WBL-156	Job Shadowing: Job Shadowing: Information Solutions	1-2
Semester Total		16
Program Total		67

Instructor and Staff

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Network Administration and Cyber Security

- IT Technician Diploma
- AAS

Network Administration and Cyber Security - IT Technician Diploma

Program Information

The Networking Administration and Cybersecurity program offers hands-on experience with installation, maintenance and administration of PC networks. Students will spend time working on security principles and router, switch and firewall configuration. The program offers the latest equipment and software, plus experience with Microsoft and Linux operating systems. Students will leave with the skills and knowledge industry requires.

During the second semester, students will take NET-101 IT Fundamentals, where they have the opportunity to earn CompTIA IT Fundamentals certification.

The IT Technician Diploma is awarded after successful completion of the second semester.

*Diploma can be earned one time.

For specific information regarding program rules and expectations, please view the Information Technology Programs Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester		Credit
NET-277	IT Foundations	2
NET-142	Network Essentials	3
CIS-125	Introduction to Programming Logic with Language	3
NET-442	Linux Operating System	3
ENG-105	Composition I	3
Take 1 of 2 courses:		
MAT-702	Introduction to Math Applications	3
MAT-772	Applied Math (online)	3
Semester Total		17

Spring Semester		Credit
NET-276	IT Applications	2
CIS-504	Structured Systems Analysis	3
NET-261	Virtualization/Cloud Operations	3
NET-637	Network Intrusion Investigation	3
NET-314	Windows Server	4
Take 1 of 2 courses:		
HUM-287	Leadership Development Studies	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		18

Program Total..... 35

Instructor and Staff

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Network Administration and Cyber Security - AAS

Program Information

The Networking Administration and Cybersecurity program offers hands-on experience with installation, maintenance and administration of PC networks. Students will spend time working on security principles and router, switch and firewall configuration. The program offers the latest equipment and software, plus experience with Microsoft and Linux operating systems. Students will leave with the skills and knowledge industry requires.

During the second semester, students will take NET-101 IT Fundamentals, where they have the opportunity to earn CompTIA IT Fundamentals certification.

The IT Technician Diploma is awarded after successful completion of the second semester.

Students will also take NET-153 Advanced Networking during the second year, which includes the CIW Network Technology Associates exam. The CIW NTA certificate is awarded after successful completion of this exam.

*Diploma can be earned one time.

For specific information regarding program rules and expectations, please view the Information Technology Programs Handbook.

West Burlington Campus, and select courses available at the Keokuk Campus

Fall Semester I		Credit
NET-277	IT Foundations	2
NET-142	Network Essentials	3
CIS-125	Introduction to Programming Logic with Language	3
NET-442	Linux Operating System	3
ENG-105	Composition I	3
Take 1 of 2 courses:		
MAT-702	Introduction to Math Applications	3
MAT-772	Applied Math (online)	3
Semester Total		17

Spring Semester I		Credit
NET-276	IT Applications	2
CIS-504	Structured Systems Analysis	3
NET-261	Virtualization/Cloud Operations	3
NET-637	Network Intrusion Investigation	3
NET-314	Windows Server	4
Take 1 of 2 courses:		
HUM-287	Leadership Development Studies	3
SOC-114	Conflict Resolution in the Workplace	3
Semester Total		18

Fall Semester II		Credit
CFR-100	Introduction to Computer Forensics	3
NET-627	System Security	2
NET-716	Database Administration/Service Application	3
Take course totaling 2 credits:		
WBL-110	Employability Skills	1
Take 1 of 2 courses:		
PSY-111	Introduction to Psychology	3
SOC-110	Introduction to Sociology	3
Semester Total		13

Spring Semester II		Credit
CIS-810	Emerging Technologies Seminar	1
NET-153	Advanced Networking	4
NET-717	Email Applications	3
NET-820	Network Internship	4
SPC-112	Public Speaking	3
Semester Total		15

Program Total..... 63

Instructor and Staff

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COURSE DESCRIPTIONS SECTION

Course Description Information

A brief narrative description of each course offered by Southeastern Community College is found in this section. Descriptions also contain the course number, course title, number of lecture and laboratory hours, and the number of semester hours of credit granted upon successful completion of each course.

The Iowa community colleges have developed a systematic numbering system for all the credit courses they offer. The goal of this common course numbering system is to facilitate transfer and articulation processes for community college students in Iowa.

ABC Discipline Prefix of Program or Subject 123

- 000-099-Developmental courses.
- 100-899-Courses intended to meet specific requirements for certificates, diplomas, and degrees in career and technical and transfer programs.
- 900-999-Generic focus courses such as special topics, OJT, internships.

Course Prerequisites
The instructor of any course (other than health careers classes and ENG-105) may waive any stated prerequisite of the course when, in the judgment of the instructor, the student can demonstrate sufficient evidence to justify enrollment.

Course Offerings
If there is sufficient demand, courses may be offered more frequently than announced. Insufficient demand or unforeseen staffing problems may result in the cancellation of announced offerings. Southeastern Community College reserves the right to alter the course offerings and/or course content without further notice. Students are advised to consult the schedule of classes available in Student Services and on the SCC website. Student Success Advocates can answer any further questions.

Accounting (ACC)

ACC-102
WORKPLACE ACCOUNTING
Lec 3 Credit 3
This course serves as an introduction to accounting that is used directly in the operation of small to mid-sized businesses. Topics covered will include an introduction to general ledgers, payroll accounting, computerized accounting, and tax accounting as well as inventory management and cost accounting.

ACC-111
INTRODUCTION TO ACCOUNTING
Lec 3 Credit 3
An introduction to financial accounting theory and practice, with an emphasis on the accounting cycle and computer application thereof. This course is designed for non-business majors.

ACC-131
PRINCIPLES OF ACCOUNTING I
Lec 4 Credit 4
This first course covering the principles of accounting introduces the basic terms, concepts and procedures of accounting. The course is intended for students who will major in accounting or have chosen a career which requires extensive use of accounting information. During the course, the focus will be on the completion of the accounting cycle, including the preparation of journal entries, posting to the ledger, and the preparation of adjusting entries, financial statements and closing entries at the end of the accounting period. Special attention will also be given to special journals and subsidiary ledgers, the information needed to account for merchandising businesses, and the special accounting procedures related to cash, receivables, payables and systems of control.

ACC-132
PRINCIPLES OF ACCOUNTING II
Lec 4 Credit 4
The second course in the Principles of Accounting continues to study the terms, concepts, principles and procedures of financial accounting. This course will begin with a continuation of the first semester's focus upon the accounting methods required by specific accounting problems. Later in the semester, the focus will change to consider the different accounting methods prescribed for partnerships or corporations and to the analysis of financial statements. Prerequisite: ACC-131.

ACC-142
FINANCIAL ACCOUNTING
Lec 3 Credit 3
An introduction to financial accounting theory and practice with emphasis on the use and interpretation of financial statements.

ACC-146
MANAGERIAL ACCOUNTING
Lec 3 Credit 3
This course is designed as a broad, yet practical course in managerial accounting procedures. After preliminary consideration of the three cost elements of raw materials, labor and factory overhead, the costing concept will be applied to both job-order and process costing. Though the course will focus upon the procedures needed for manufacturers, consideration will also be given to service and merchandising entities. Finally, these procedures will be utilized for managerial decision making through Cost-Volume-Profit analysis, standard costing, analysis of variances and budget analysis. Prerequisite: ACC-131 or ACC-142.

ACC-161
PAYROLL ACCOUNTING
Lec 3 Credit 3
Payroll accounting emphasizes the methods of computing wages and salaries, the methods of keeping records and the preparation of government reports. Extensive coverage of federal and state laws impacting payroll accounting is provided. During the course of the semester, students will explore numerous manual and computerized payroll systems. Corequisite: ACC-131 or ACC-142.

ACC-231
INTERMEDIATE ACCOUNTING I
Lec 3 Lab 1 Credit 4
This first course in Intermediate Accounting examines the generally accepted accounting principles applied in income determination and balance sheet presentation. The primary purpose is the preparation of financial statements in a meaningful, understandable and adequate manner for the external user. After a preliminary review of the basic accounting process, the content and format of the income statement and balance sheet, the course material will specifically consider the balance sheet classifications of cash, temporary investments, receivables, inventories, plant and intangible assets. Prerequisite: ACC-132 or ACC-142.

ACC-232
INTERMEDIATE ACCOUNTING II
Lec 3 Lab 1 Credit 4
A continuation of ACC-231, this course will continue to examine the generally accepted accounting principles as applied to income determination and balance sheet preparation. The course will specifically consider the classification, recognition and valuation of current liabilities, bonds and other long-term liabilities, stockholders' equity, dividends, dilutive securities and their effect on earnings per share, leases, pensions and income taxes. The course will conclude with coverage of the Statement of Cash Flows. Prerequisite: ACC-231.

ACC-261
INCOME TAX ACCOUNTING
Lec 3 Credit 3
Coverage of income tax returns for individuals, including filing requirements, gross income inclusions and exclusions, dependency requirements, itemized deductions, etc.

ACC-332
COMPUTER ACCOUNTING - QUICKBOOKS
Lec 2 Credit 2
This course is designed to apply the fundamental accounting principles in a computerized environment by using the text/workbook combined with computerized standard accounting software package. Also electronic spreadsheets will be explored. A prior knowledge of accounting is required and knowledge of Windows will be helpful. It is necessary that each student be able to set aside lab time to complete assignments, either in the computer labs or a similar computer with computerized standard accounting software package. Prerequisite: ACC-131 or ACC-142.

Administrative Professional (ADM)

ADM-103
OFFICE TECHNOLOGY
Lec 1 Lab 1 Credit 2
This course provides in-depth and practical use of calendaring/scheduling systems, voice recognition software, advanced email functions and the Internet as a research tool. Common office technology including video conferencing, projection, copiers, faxing, scanning, transcription, 10-key calculating and multi-line phone systems will be presented and practiced in multiple settings.

ADM-112
KEYBOARDING
Lec 2 Lab 1 Credit 3
This is a fundamental course in the technique of keyboarding and document creation. Touch keying of letters, numbers and symbols of the keyboard is taught. Correct keying techniques are practiced. This class is designed for any student who wants to type quickly and learn how to create documents for school and personal use.

ADM-117
KEYBOARDING AND DOCUMENT PRODUCTION
Lec 2 Lab 1 Credit 3
A fundamental course in developing keyboarding skills for business and personal use. Students use Microsoft Word to learn proper formatting of office letters and memos, business and academic reports, tables, newsletters, flyers and graphics. Proper keyboarding technique, accuracy and speed building are emphasized.

ADM-120
ADVANCED DOCUMENT PRODUCTION
Lec 1 Lab 2 Credit 3
Students use Microsoft Word to create office documents and apply advanced formatting and production techniques including mail merge, header/footer manipulation, report generation and custom formatting. Standard formats of advanced tables, agendas, minutes, itineraries, news releases, resumes and medical and legal documents are learned, and online collaboration is introduced. This class continues to emphasize proper keyboarding technique, accuracy and speed building. Prerequisite: ADM-117.

ADM-133
BUSINESS MATH AND CALCULATORS
Lec 3 Credit 3
This course will focus on the use of 10-key calculators to review arithmetic fundamentals and solve common business problems, including banking, payroll, weights and measurements, percentage, commissions, discounts, mark-ups, interest, borrowing by business, consumer credit, sales taxes, property taxes, income taxes, and insurance. Prerequisite: Meet minimum test score requirements.

ADM-162
OFFICE PROCEDURES
Lec 3 Credit 3
This course provides an understanding of the concepts, skills, procedures and professional image needed for employment in an office environment. Introductory topics include operational and supervisory functions, telephone and teleconference procedures, scheduling, travel arrangements, meeting and event planning, mail and shipping procedures and ethics and professionalism. Students use problem solving techniques and decision making experiences in a team environment.

ADM-172
REMOTE OFFICE MANAGEMENT
Lec 3 Credit 3
This course practices concepts and skills needed for remote office management. The course will focus on the roles and responsibilities of both the remote employee and the remote manager. Topics learned include virtual meeting management, mobile communications, and time management. The technical aspects of the course includes the use of secure cloud storage, online collaboration and production of ADA compliant documents and fillable forms.

ADM-180
ADMINISTRATIVE MANAGEMENT
Lec 3 Credit 3
This course is a study of administrative management including organization, site location, office layout, environment, communication processes, job analysis, job evaluation, salary administration, performance appraisal and employer/employee relations. The concepts and practices in this course are designed for students interested in office management or employee supervision.

ADM-181
RECORDS AND DATABASE MANAGEMENT
Lec 2 Lab 1 Credit 3
This class emphasizes the principles and practices of effective records handling. Management of records is performed according to the Generally Accepted Recordkeeping Principles of ARMA International. The record life cycle is covered including creation, storage, retrieval, maintenance and disposition of both manual and computerized database systems.

ADM-186

LEGAL DOCUMENTS
Lec 1 Lab 1 Credit 2
This is a specialized course in which legal documents are studied. Emphasis is on creating and completing legal documents electronically. Transcription skills are refined with a concentration on legal documents. Legal terminology is applied throughout the course.

ADM-188
PROJECT AND EVENT MANAGEMENT
Lec 2 Lab 1 Credit 3
Using a project-based approach, this course is designed for business and management/marketing majors, entrepreneurs, administrative staff, and those that are organized, resourceful and enjoy multitasking. Project management, business/event promotion and critical thinking skills will be developed. Technology will be used to coordinate essential activities including travel and event logistics, budgeting, video conferencing, scheduling and the creation of promotional materials.

ADM-198
LEGAL TERMINOLOGY
Lec 1 Lab 1 Credit 2
This course is a study of the basic terminology used in a legal office. Emphasis will be placed on legal terminology definitions and on a study of court cases that pertain to the topics being covered.

ADM-230
INTEGRATED OFFICE PROJECTS
Lec 1 Lab 2 Credit 3
This course is designed to enhance and reinforce software skills through project-based activities by extensive use of integrating applications. Students complete projects that represent what is required in an actual business environment. This class will develop teamwork, creativity, decision making and critical thinking skills as will be experienced in the office setting. Software used includes Microsoft Word, Excel, Access, PowerPoint, Publisher and the Internet. Continued emphasis on proper keyboarding technique, accuracy and speed building. Prerequisite: ADM-120.

ADM-297
CERTIFICATION PREPARATION
Lec 0 Lab 1 Credit 1
Students will prepare for certification in Microsoft Office applications using online tutorials and practice designed to simulate the certification process. Certification exams will be offered as part of this class.

Associate Degree Nursing (ADN)

ADN-223
PHARMACOLOGY III
Lec 1 Credit 1
This course focuses on concepts of pharmacology with special emphasis on the role of the nurse indeveloping a comprehensive approach to the clinical application of drug therapy. Concepts of safe medication administration to meet the health needs of patients will be presented. Client education will be emphasized with each concept. Successful completion of PNN-535 and/or LPN licensure, ADN-145 and PSY-111

ADN-236
PHARMACOLOGY IV
Lec 1 Credit 1
This course focuses on concepts of pharmacology with special emphasis on the role of the nurse indeveloping a comprehensive approach to the clinical application of drug therapy. Concepts of safe medication administration to meet the health needs of patients will be presented. Client education will be emphasized with each concept. Pre-requisites:ADN-145, ADN-641, ADN-223, co-requisite ADN-311

ADN-145
ROLE TRANSITION
Lec 1 Credit 1
This course allows associate degree nursing students to explore the role expectation of the registered nurse and facilitate the transition from practical nursing to registered nursing. An emphasis is placed on health education and advanced application of the nursing process. Prerequisites: Successful completion of Practical Nursing Diploma or LPN license. Co-requisite: ADN-221.

ADN-311
RN ISSUES AND TRENDS
Lec 1 Credit 1
This course assists the associate degree nursing student to begin the transition to an autonomous nursing practice. Career development, opportunities and challenges of the registered nurse are explored in relation to changing health care trends. Principles of leadership and management are introduced. Prerequisite: ADN-641.

ADN-641
NURSING III
Lec 9 Lab 0.5 Clinical 5 Credit 14.5
This course integrates concepts and strands previously presented in the curriculum. A systematic approach is utilized in planning and providing nursing care to individuals, families and groups across the lifespan. This course emphasizes selected acute and complex alterations in health and includes advanced content related to maternal-child care. An opportunity is provided for students to expand their theoretical knowledge, to broaden the application of critical thinking to the nursing process and to develop their nursing skills in clinical settings. Prerequisites: ADN-145 and ADN-221. Corequisite: PSY-111.

ADN-642
NURSING IV
Lec 9 Clinical 5 Credit 14
This course integrates concepts and strands previously presented in the curriculum. A systematic approach continues to be utilized in planning and providing nursing care to individuals, families and groups across the lifespan (pediatrics, adult and geriatrics). This course emphasizes selected acute and complex alterations in health and

includes advanced content related to mental health. An opportunity is provided for students to expand their theoretical knowledge, to extensively apply critical thinking to the nursing process and to continue to refine their nursing skills in clinical settings. Prerequisite: ADN-641. Corequisite: ADN-311.

Agronomy (AGA)

AGA-158
SOIL FERTILITY
Lec 3 Credit 3
This course explains the phenomena involved in making and keeping a soil in its most economical, productive state. Students learn why soils must be managed differently due to differences in origin and make up. Prerequisite: AGA-154 or AGA-182.

AGA-181
INTRODUCTION TO CROP SCIENCE
Lec 3 Credit 3
Basic structure and function of plants, origin and classification, growth and development. Fundamentals of photosynthesis, plant water use, plant nutrition and genetics that regulate plant growth, development and responses to the environment.

AGA-182
INTRODUCTION TO SOIL SCIENCE
Lec 3 Credit 3
Introduce students to the mysterious world of soils. It is designed for students in agriculture and related sciences. The course provides a broad viewpoint to match the varied backgrounds and interest of students. Its coverage is made so broad to meet the needs of students who will take only one course in soils, as well as those who will use it as a base for more advanced study of specialized areas in soil science.

AGA-376
INTEGRATED PEST MANAGEMENT
Lec 2 Lab 1 Credit 3
Course describes the basics of field scouting for corn and soybean crops for weeds, insects, diseases and disorders, as well as, a variety of management practices to manage those ailments.

AGA-390
INTRODUCTION TO RENEWABLE RESOURCES
Lec 3 Credit 3
This course will provide an overview of soil, water, plants, and animals as renewable natural resources in an ecosystem context. This history and organization of resource management and concepts of integrated resource management will be covered.

Farm Management Business (AGB)

AGB-104
LEADERSHIP IN AGRICULTURE
Lec 1 Credit 1
The course equips students with the tools needed to become effective leaders in their community and in the agricultural industry. Students will learn how their personal leadership skills and styles prepare them to become leaders in their careers and like-minded organizations.

AGB-235
INTRODUCTION TO AGRICULTURE MARKETS
Lec 3 Credit 3
Presents basic concepts and economics principles related to markets for agricultural inputs and products. Reviews current marketing problems faced by farms and agribusinesses, farm and retail price behavior, structure of markets, food marketing channels, food quality and food safety and the role of agriculture in the general economy. Analyzes the implications of consumer preferences at the farm level. Introduces hedging, futures and other risk management tools.

AGB-330
FARM BUSINESS MANAGEMENT
Lec 3 Credit 3
Applies business and economic principles of decision making and problem solving in the management of a farm business. Covers cash flow, partial, enterprise and whole farm budgeting. Reviews information systems for farm accounting, analysis and control. Examines obtaining and managing land, capital and labor resources. Provides alternatives for farm business organization and risk management.

AGB-331
ENTREPRENEURSHIP IN AGRICULTURE (ONLINE)
Lec 3 Credit 3
This course relates specifically to management of agriculture farms and businesses. Course content emphasizes budget planning, record keeping, record analysis, agricultural finance/credit, and machinery and land management. Management exercises simulating farm activities and decisions are incorporated. Computers are used to aid in the completion of these management exercises.

AGB-336
AGRICULTURAL SELLING
Lec 3 Credit 3
Students will gain the necessary knowledge and the techniques of selling agriculture products directly to producers. Included is knowledge of the buying process, communication skills and other factors that are beneficial in building relationships with customers.

AGB-437
COMMODITY MARKETING
Lec 3 Credit 3
Commodity Marketing examines basis, fundamental and technical price analysis, commodity futures, futures options, alternative cash contracts, sources and uses of marketing information and relevant agricultural marketing strategies.

AGB-451

AGRICULTURAL LAW
Lec 3 Credit 3
This course explores the body of federal and state laws and regulations governing agriculture-related operations. The course specifically addresses legal issues that students will likely face in agriculture-related careers. The course pulls from a wide body of substantive law, including case law, statutory law and administrative law. A primary focus of the course will be to review the legal framework governing agriculture-related decision-making by firms, families and individuals from a real-world perspective. The course begins with a general review of the legal system and instruction on how to find legal materials as it pertains to the agricultural industry.

AGB-466
AGRICULTURAL FINANCE (ONLINE)
Lec 3 Credit 3
This course is a study of the terminology and tools of agricultural finance. It emphasizes the preparation of financial statements, cash flows, budgets and bookkeeping principles. It also discusses financial risk strategies and credit costs.

AGB-930
AGRICULTURE SEMINAR
Lec 1 Credit 1
This course is designed to enable the student to gain practical experience in the areas of farm equipment maintenance, equipment adjustment and operation, crop scouting for weeds, insects and diseases, and weed and insect management. It will be taught on an arranged basis at the SCC West Burlington campus as time and weather influence the operations necessary.

Agricultural Miscellaneous (AGC)

AGC-216
CAREER SEMINAR
Lec 2 Credit 2
This course is designed to help students explore and discover the many opportunities that are available in the profession of agriculture and related industries both nationally and internationally.

AGC-420
ISSUES IN AGRICULTURE
Lec 3 Credit 3
This course provides students the opportunity to collect, discuss, interpret, and defend current economic, environmental and social issues that affect the production of agricultural commodities.

AGC-936
OCCUPATIONAL EXPERIENCE
Lec 0 OJT 3 Credit 3
An "on-the-job" experience at a local business. The business will provide a training sponsor in cooperation with an instructor/coordinator from the college staff. Hands-on experience in observing and demonstrating the knowledge and skills developed in the classroom. Course may be repeated once for a maximum of 6 credit hours.

Horticulture (AGH)

Agricultural Mechanics (AGM)

AGM-151
FARM EQUIPMENT ADJUSTMENT
Lec 0 Lab 2 Credit 2
Students will utilize the operator's manual to find information concerning the operation, lubrication and adjustment sections. Combine operations will be addressed as follows: perform initial calibration settings for wheat, corn and soybeans; determine type and amount of losses of grain and make adjustments to minimize those losses; and utilize the GPS unit to create GIS referenced yield data.

Natural Resources (AGN)

AGN-130
SOIL AND WATER CONSERVATION
Lec 2 Lab 1 Credit 3
Emphasis will be on environmental practices as they relate to conservation management of our natural resources. Students will discuss soil erosion, water quality and soil and water management. Lab work required. Prerequisite: AGA-154 or AGA-182.

AGN-244
WILDLIFE MANAGEMENT
Lec 2 Lab 1 Credit 3
Students learn proper wildlife management through carefully planned and maintained reserves, preserves and refuges. Management techniques presented include those for game, non-game and aquatic animals.

Precision Agriculture (AGP)

AGP-333
PRECISION FARMING SYSTEMS
Lec 3 Credit 3
Provides an overview of precision farming concepts and the tools of precision farming (OPS, GIS and VRT). Introduces the use of each of these tools within the processes of a precision farming system. Provides hands-on activities in the use of these tools. Discusses economic and environmental benefits.

AGP-340
FOUNDATIONS OF GIS AND GPS
Lec 2 Lab 1 Credit 3
This course will enable the students to use and demonstrate the principles of GPS, GIS, remote sensing and precision application equipment. Soil sampling, farm mapping, combine yield monitoring and developing Geographic Information System databases will be explored. Students will be exposed to computers and the use of precision agriculture software. Laboratory work will be used to increase the understanding of key concepts.

AGP-421

APPLICATIONS OF GIS
Lec 1 Lab 1 Credit 2
The course will take students into advanced concepts in GIS and give hands on experience in the practical applications of a geographical information systems. Students will be enrolled in selected GIS short courses online and required to design a GIS project from scratch. They will setup the parameters for the project, collect the data and format the final project. The project should be related to their career field.

Animal Science (AGS)

AGS-113
SURVEY OF THE ANIMAL INDUSTRY
Lec 3 Credit 3
Course studies ways domestic animals serve the basic needs of humans for food, shelter, protection, fuel and emotional well-being. Terminology, basic structures of the industries surrounding the production, care and marketing of domestic animals in the U.S. will also be studied.

AGS-225
SWINE SCIENCE
Lec 3 Credit 3
Introduces principles, practices and decisions impacting swine production.

AGS-226
BEEF CATTLE SCIENCE
Lec 3 Credit 3
Introduces principles, practices and decisions impacting beef cattle production.

AGS-242
ANIMAL HEALTH (ONLINE)
Lec 3 Credit 3
Provides information about the cause, nature, prevention and treatment of common health problems of farm animals. Identifies animal behavior and developing a herd health program.

AGS-270
FOODS OF ANIMAL ORIGIN (ONLINE)
Lec 3 Credit 3
This is a general basic agri-food science course that deals with world food needs and available food supplies, types of food and nutritive value and use, and methods used and challenges involved in food production, transportation, preservation/processing, storage, distribution, marketing and consumption. The course covers both animal origin and non-animal origin food products.

AGS-319
ANIMAL NUTRITION (ONLINE)
Lec 3 Credit 3
A course in basic animal nutrition for swine and beef cattle. Feed utilization for maintenance/growth, reproduction and lactation is discussed. The formulation of rations on both a nutritional and economic basis as well as the substitution of ingredients will be covered.

AGS-331
ANIMAL REPRODUCTION (ONLINE)
Lec 3 Credit 3
This course is presented with the agriculture student in mind. The first unit, Physiology, addresses cellular digestion, reproduction, genetics and ecology. The second unit, Applications, teaches the practical application of animal science. The third unit instructs students in the interpretation of performance data for judging and evaluating livestock.

Animation (ANI)

ANI-100
ART FOUNDATION FOR ANIMATION
Lec 2 Lab 1 Credit 3
This course will provide students with knowledge of foundational art topics with a focus on how they are applied to animation. Concepts focusing on form, design, perspective, value, composition and color will be combined with lectures that explore the foundations of drawing fully realized characters and creating compelling environment compositions. This course is designed to introduce concepts that will help students become better artists through demos, exercises, lectures and in-class critiques. Co-requisite with ANI-110 and ANI-120

ANI-104
ANIMATION SOFTWARE IV
Lec 2 Lab 1 Credit 3
This course will provide students with an understanding of the visual effects and compositing workflows in animation. Students will create realistic visual effects using various simulation tools and techniques such as texture effects, particles and dynamics, motion tracking and match moving. Students will gain deeper knowledge of rendering to combine separate layers into a final image. Students will also learn advanced design principles as well as the social impact capable with motion graphics. Prerequisite: ANI-103.

ANI-110
INTRODUCTION TO 3D
Lec 2 Lab 1 Credit 3
This course focuses on 3D modeling, texturing, lighting and rendering to introduce and help students develop foundational skills in 3D computer graphics. Lectures and projects cover applications and tools used in the animation, film and game industries to prepare students to face both artistic and technical challenges when creating 3D works of art. Co-requisite with ANI-100 and ANI-120

ANI-111
CHARACTER MODELING AND SCULPTING
Lec 2 Lab 1 Credit 3
This course will provide students with knowledge of foundational art topics with a focus on how they are applied to animation. Concepts focusing on form, design, perspective, value, composition and color will be combined with lectures that explore the foundations of drawing fully realized characters and creating compelling environment compositions. This course is designed to introduce

concepts that will help students become better artists through demos, exercises, lectures and in-class critiques. Prerequisites: ANI-100 and ANI-110.

ANI-118
DESIGN FOR ANIMATION
Lec 2 Lab 1 Credit 3
This course will provide students with an advanced knowledge of animation design topics including prop, environment, background and character design. Concepts focusing on form, design, perspective, value and color will be combined with lectures on workflow techniques and troubleshooting. This course is designed to help students become better artists through demos, exercises, lectures and in-class critiques centered on resolving pipeline and design issues that may occur during the creation process.

ANI-120
INTRODUCTION TO ANIMATION
Lec 2 Lab 1 Credit 3
This course will provide students with an applied knowledge of the 12 principles of animation, namely: squash/stretch, anticipation, staging, straight ahead/pose to pose, follow through/overlapping action, slow in/out, arcs, secondary action, timing, exaggeration, solid drawing and appeal. Students will use a variety of techniques to help prepare them for animating in any medium. This course will be divided into demos, exercises, lectures and in-class critique to help students develop an understanding of Animation Principles and Techniques. Co-requisite with ANI-100 and ANI-110

ANI-121
CHARACTER ANIMATION 1
Lec 2 Lab 1 Credit 3
This course covers the processes and techniques used to animate believable and appealing body mechanics. Students will gain skills in the art of character animation while focusing on the application of the 12 principles of animation. Production workflows and techniques will be explored through practicing fundamentals while focusing on strong body and weight mechanics as well as good posing for animation. This course will be divided into demos, exercises, lectures and in-class critiques. Prerequisites: ANI-111, ANI-110 and ANI-120.

ANI-125
STORY DEVELOPMENT FOR ANIMATION
Lec 2 Lab 1 Credit 3
The purpose of this course is to introduce students to screenplay and story development for animation. The student will be introduced to the heroic myth, its story structure, and learn to relate it to modem screenplay construction through watching and analyzing screenplays. Fundamentals of cinema including framing, angles, cutting, camera movement and creating clear transitions will be explored as students are provided the opportunity to develop their own story ideas and learn the stages of a typical story development pipeline in animation. Upon completion of this course, students will have developed an individual story project through the animatic phase. Prerequisites: ANI-100 and ANI-120.

ANI-150
MOTION GRAPHICS
Lec 2 Lab 1 Credit 3
This course will provide the student with a fundamental understanding of the motion graphics andcompositing workflows in animation. This course will be divided into demos, exercises, lectures, andin-class critique to help students develop an understanding of how to plan, create, and finalize their own motion graphics and animated shots.

ANI-166
CAPSTONE AND DEMO REEL FOR ANIMATION
Lec 2 Lab 2 Credit 4
Following successful completion of animation core coursework, this course will provide the student with guidance in promoting their skills as an artist and entering the industry. Students will work to refine previously created projects or work on new projects to a build a stronger, more professional body of work. By the end of this course students will have created a demo reel and an electronic portfolio that showcases their unique abilities. Prerequisites: ANI-212, ANI-222 and ANI-230.

ANI-212
CHARACTER RIGGING
Lec 2 Lab 1 Credit 3
This course will serve as a step-by-step introduction to character rigging. Emphasis is placed on creating character rigs through exploring bone creation and placement, setting up constraints, working with inverse and forward kinematics, skinning meshes to bones and creating controls for animation. Lectures include a mixture of rigging demonstrations and techniques to help students create rigs that will allow them to successfully animate characters. Prerequisites: ANI-111 and ANI-121.

ANI-222
CHARACTER ANIMATION 2
Lec 2 Lab 1 Credit 3
In this course, students will learn how to bring a character to life through the exploration of pantomime acting and animating dialogue. Lectures and demonstrations cover topics including acting for animators, facial animation and lip-sync techniques. This course will be divided into demos, exercises, lectures and in-class critique to help students develop a better understanding of the subtleties of good animation while working towards producing demo reel-quality scenes. Prerequisites: ANI-111, ANI-121 and ANI-125.

ANI-230
ANIMATION PRE-PRODUCTION
Lec 2 Lab 1 Credit 3
In this course students will complete the pre-production phase of their animation project(s). Students will work as individuals or as a team to craft engaging stories and develop assets including props, characters, and environments for their animation projects. Emphasis is placed on the identification and utilization of individual strengths in the context of a production environment. Prerequisites: ANI-111, ANI-121, and ANI-125.

ANI-231
ANIMATION PRODUCTION
Lec 2 Lab 3 Credit 5
In this course students will complete the production and post-production stages of their animation(s). Character animation, effects, props, environments and audio will be finalized to bring stories to life. Through an exploration of the production process, students will continue to develop and deliver content. Through the exploration of the post production process, students focus on rendering, compositing and editing their final animation(s) to achieve polished pieces. Emphasis is placed on the identification and utilization of individual strengths in the context of a production environment. Prerequisites: ANI-212, ANI-222, and ANI-230.

ANI-240
TEAM ANIMATION I
Lec 2 Lab 1 Credit 3
In this course students will complete pre-production and begin to work on production phases of theirteam animation project(s). Students will work as a team to craft engaging stories and develop assetsincluding props, characters, and environments for their animation projects. Emphasis is placed on theidentification and utilization of individual strengths in the context of a production environment.

ANI-241
TEAM ANIMATION II
Lec 2 Lab 3 Credit 5
In this course students will complete the production and post-production stages of their teamanimation(s).Character animation, effects, props, environments, and audio will be finalized to bringstories to life. Through an exploration of the production process, students will continue to develop and deliver content. Through the exploration of the post-production process, students focus on rendering, compositing, and editing their final animation(s) to achieve polished pieces. Emphasis is placed on the identification and utilization of individual strengths in the context of a production environment.

ANI-251
VFX FOR ANIMATION
Lec 2 Lab 1 Credit 3
This course will provide students with an understanding of the visual effects and compositingworkflows in animation. Students will create realistic visual effects using various simulation tools and techniques such as texture effects, particles & dynamics, motion tracking & match moving and thenlearn how to render and combine separate layers into a final image.

ANI-901
PORTFOLIO I
Lec 2 Lab 1 Credit 3
Portfolio I will help prepare the student for the next step, whether that is moving into the work force or presenting to the teachers at a four-year institution. Skills taught in this class will include preparation of an electronic portfolio, career-advancement skills, resume writing, and interviewing. By the end ofthis course students will have begun work for their demo reel and/or an electronic portfolio thatshowcases their unique abilities.

ANI-902
PORTFOLIO II
Lec 2 Lab 2 Credit 4
Following successful completion of animation core coursework, this course will build upon Portfolio I and provide the student with guidance in promoting their skills as an artist and entering the industry. Students will work to refine previously created projects or work on new projects to build a stronger, more professional body of work. By the end of this course students will have created a demo reeland/or an electronic portfolio that showcases their unique abilities.

ANI-932
ANIMATION INTERNSHIP
Lec 0 OJT 3 Credit 3
This course is designed to provide the student with a practical experience in computer animation prior to completion of the Associate of Applied Science degree. The internship is supervised by the program coordinator. This course is also designed to help students develop materials and skills necessary to obtain and maintain employment. Prerequisites: ANI-111, ANI-121, ANI-125, ART-138, ENG-221 or LIT-209.

ANI-941
ANIMATION STUDIO PRACTICUM
Lec 2 Lab 2 Credit 4
This course is designed to provide students with a practical experience in computer animation prior to completion of the Associate of Applied Science degree. The internship is supervised by the program coordinator. This course is also designed to help students develop materials and skills necessary to obtain and maintain employment. Prerequisites: ANI-111, ANI-121, ANI-125, ART-138, ENG-221 or LIT-209.

Architectural (ARC)

ARC-113
ARCHITECTURAL DRAFTING I
Lec 2 Lab 2 Credit 4
A course designed to provide a knowledge of residential house construction and house plans. The students are required to draw architectural plans that include foundations, floor plans, electrical plans, elevations, details and perspectives. Prerequisite: CAD-101, or instructor approval.

ARC-129
RESIDENTIAL/LIGHT COMMERCIAL DRAFTING
Lec 2 Lab 2 Credit 4
Designing and drawing a complete set of plans, including specifications, calculations and rendering for multi-family or similar two story buildings. Emphasis will also be placed on designing an energy-efficient structure. Prerequisite: CAD-101.

Art (ART)

ART-101
ART APPRECIATION
Lec 3 Credit 3
This course is a study of aesthetics as related to human expression, especially within the visual arts of painting, sculpture and architecture. This is a humanities-oriented course where art principles are examined as they relate to the production and interpretation of Western art in both historical and cultural contexts covering the Renaissance through post-modern periods. Students will form personal opinions about art by looking at art and evaluating art with methods taught in class.

ART-109
NON-WESTERN ART
Lec 3 Credit 3
A survey of art history from prehistoric to modern times of locations outside of Western civilization. Both period style and personal styles will be compared to the lifestyles of the area. Geographical emphases will be in Africa, Eastern and Southern Asia, Central and Native North America, South America and Australia. Class work will consist of discussion of art using slides, prints, videos, hands-on activities and field trips.

ART-120
2-D DESIGN
Lec 2 Lab 1 Credit 3
This beginning level course for either non-art or art majors allows the student to explore a variety of two dimensional media such as pencil, ink, pastel, watercolor, acrylics, etc., applied on paper and other types of surfaces. A variety of design styles and methods will be introduced using the various elements and principles of design.

ART-123
3-D DESIGN
Lec 2 Lab 1 Credit 3
This beginning level course for non-art or art majors allows the student to explore a variety of three dimensional media making constructions such as relief designs, mobiles and sculpture using a variety of media such as wood, metal, wire, paint, etc., and other media of the student's choice. A variety of design styles and methods will be introduced.

ART-133
DRAWING
Lec 2 Lab 1 Credit 3
A beginning drawing class in a variety of media using an assortment of subjects. The student will explore theories and concepts of drawing.

ART-134
DRAWING II
Lec 2 Lab 1 Credit 3
Development and techniques of a personal drawing style, a continuation of Drawing I with more emphasis on the student's individualized curriculum. Prerequisite: ART-133.

ART-138
FIGURE DRAWING
Lec 2 Lab 1 Credit 3
This course introduces the students to figurative drawing. We will focus on structure of the human figure and compositional representation through observation. An emphasis will be placed on refining skills of observation and proportioning of the picture plane. A dialogue on formal aspects covered in Drawing I will continue. Personal expression, approach and conceptual language will be covered through assignments and from a figurative historical perspective. Prerequisite: ART-133.

ART-143
PAINTING
Lec 2 Lab 1 Credit 3
A beginning painting course for non-art or art majors in a variety of media. A variety of subjects, theories and concepts will be considered.

ART-144
PAINTING II
Lec 2 Lab 1 Credit 3
Development and techniques of a personal painting style; a continuation of Painting I with emphasis on the student's individualized curriculum. Prerequisite: ART-143.

ART-154
MIXED MEDIA
Lec 2 Lab 1 Credit 3
This beginning level course allows students to explore art projects that combine a variety of media. The course emphasizes experimentation with conceptual approaches to art. Examples of projects include mixed media on paper, on canvas, handmade art books, assemblage and found object sculpture.

ART-157
PRINTMAKING
Lec 2 Lab 1 Credit 3
Introductory printing course with emphasis in basic printmaking techniques and processes. Printing proficiency in relief, stencil and/or intaglio prints will be pursued.

ART-173
CERAMICS
Lec 2 Lab 1 Credit 3
A beginning level course for either non-art or art majors exploring hand built pottery techniques and use of the potter‘s wheel.

ART-174
CERAMICS II
Lec 2 Lab 1 Credit 3
Advanced hand building and/or throwing techniques; larger scale or more in depth goals; projects may be more sculptural or one of a kind. Prerequisite: ART-173.

ART-184
PHOTOGRAPHY
Lec 2 Lab 1 Credit 3
This course introduces basic camera operations and equipment, processing and photographic print production for both the traditional and digital cameras. Topics include contrast, depth-of-field, subject composition, density

control, film selection, proper exposure and aesthetics. Digital image scanning, current tools, technologies and software will be covered. Students will need to provide a non-automatic 35MM camera and photographic materials.

ART-186
DIGITAL PHOTOGRAPHY
Lec 3 Credit 3
Introduces students to the use, management and manipulation of photographs as a digital medium. Students will study Photoshop as a photographic editing tool and utilize critical analysis relating to ideas of photo editing and manipulation. Content will include the technical concepts of digital image editing and manipulation in the context of historical and contemporary theories of photography as an art form.

ART-203
ART HISTORY I
Lec 3 Credit 3
A survey of art history from prehistory to the Renaissance. Both period style and personal styles will be compared to the lifestyles of the period. Emphasis will be on artists and artforms of Western cultures. Class work will consist of discussion of art using slides, prints and field trips.

ART-204
ART HISTORY II
Lec 3 Credit 3
Continuation of ART-203 from Renaissance to post-modern.

ART-208
INTRODUCTION TO NATIVE AMERICAN ART HISTORY
Lec 3 Credit 3
This course is a general introduction and overview of Native American Art History. It will cover the establishment and development of the visual art from earliest tribes to current tribes. It will also promote awareness of the American Indian in cross-cultural and cross-disciplinary perspectives by studying the arts. The course will be taught by lecture and presentation of slides. Field trips to surrounding sites to view artifacts will be conducted when possible.

ART-928
INDEPENDENT STUDY
Lec 0 Lab 1-3 Credit 1-3
This course is intended to provide the students an opportunity to select a medium or concept and to explore it in greater depth than is possible in other art courses. Individual study projects will be determined by consultation between the student and instructor. A minimum of 32 hours of laboratory effort is required for each semester hour of credit. May be repeated for up to nine (9) semester hours of credit. Prerequisites: Any three of the following: ART-120, ART-123, ART-133, ART-134, ART-143, ART-144, ART-154, ART-173, ART-174 and Instructor Approval.

Automation Technology and Robotics (ATR)

ATR-118
AUTOMATION SYSTEMS
Lec 1 Lab 2 Credit 3
This course explains the operation and integration of advanced automation components to PLC hardware and software in industrial control systems. Students will work with Allen Bradley Compact Logix 5000 PLC and RS Logix 5000, RS Linx and RS FactoryTalk View ME software. Students will also study how PLCs interface and setup HMIs, RFID, and barcode readers using Ethernet/IP networking control systems. Prerequisite: ELT-264

ATR-135
ADVANCED AUTOMATION AND ROBOTICS
Lec 1 Lab 2 Credit 3
This course introduces basic robot operation of industrial process automation and programmed machine movement. Students learn robot safety in automated work cells and safety integrated devices. Students also study machine iRVision and automated control systems integrated with robots. Prerequisite: ATR-118.

Automotive Technology (AUT)

AUT-106
INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
Lec 1 Lab 1 Credit 2
This course will serve as an introduction to the complete automotive field, including safety, ASE certification, employment potential, customer service, employer/ employee relations and the parts and service industry.

AUT-126
FUNDAMENTALS OF AUTOMOTIVE SERVICING
Lec 1 Lab 1 Credit 2
This course will familiarize students with basic scheduled maintenance. Proper usage of hand and power tools will be covered, as well as precision measuring systems and equipment. Prerequisite: AUT-106 with a minimum grade of C-.

AUT-166
AUTOMOTIVE ENGINE REPAIR
Lec 3 Lab 3 Credit 6
This course will introduce the internal combustion engine and the variety of designs in popular usage today. It also offers a general introduction to engine diagnosis and testing. The engine will be explored piece by piece, and the description and function of each part explained.

AUT-190
HYBRID FUNDAMENTALS
Lec 1 Lab 1 Credit 2
This course will familiarize students with general hybrid history and benefits, basic safety precautions, specific maintenance procedures, location and description of hybrid components for hybrid vehicles. Prerequisite: ELT-295.

AUT-207
AUTOMATIC TRANSMISSIONS/TRANSAXLES
Lec 2 Lab 4 Credit 6
This course discusses automatic transmission and transaxle theory, components, operation and service.

AUT-244
MANUAL DRIVETRAINS I
Lec 1 Lab 2 Credit 3
This course will introduce the student to the concepts of front- and rear-wheel drive, four-wheel and all-wheel drive vehicles. Clutches, CV joints and universal joints will also be covered.

AUT-246
MANUAL DRIVETRAINS II
Lec 1 Lab 2 Credit 3
This course will provide the student with an understanding of differentials, as well as the major parts of a manual transmission. Inspection, maintenance, lubrication, disassembly and reassembly will be emphasized. Prerequisite: AUT-244.

AUT-405
AUTOMOTIVE SUSPENSION AND STEERING
Lec 2 Lab 3 Credit 5
This course will look closely at automotive suspension systems, manual, power and four-wheel steering and proper vehicle wheel alignment.

AUT-505
AUTOMOTIVE BRAKE SYSTEMS
Lec 2 Lab 3 Credit 5
This course will explain and demonstrate the principles of friction and the components and operation of hydraulic brakes, including power and anti-lock brakes. Prerequisite: AUT-126 with a minimum grade of C-.

AUT-610
AUTOMOTIVE ELECTRICAL I
Lec 2 Lab 2 Credit 4
This course will introduce to the student the theory and operation of basic electrical and electronic principles as a science. How the basics are applied to automotive electrical circuits and the proper procedures to diagnose and repair are covered. Lab sessions are spent turning theory into "hands-on" practice with meters and basic circuits.

AUT-625
AUTOMOTIVE ELECTRICAL II
Lec 4 Lab 4 Credit 8
This course will build on the electrical and electronic basics learned in AUT-610, Automotive Electrical I. The semi-conductor will be explained and the application used in the automobile will be explored. The students will learn digital logic and computer functions and operations, which make today's automobiles run. Prerequisite: AUT-610.

AUT-700
AUTOMOTIVE HEATING AND AIR CONDITIONING
Lec 1 Lab 1.5 Credit 2.5
This course will cover heating, venting, and air conditioning theory, components and operation. Alternative refrigerants, retrofitting, troubleshooting and service procedures will also be covered.

AUT-800
ENGINE PERFORMANCE
Lec 4 Lab 4 Credit 8
This course will study the fuel and ignition delivery systems that make the internal combustion engine perform. The course covers early carburetion through fuel injection and point type ignition to distributorless ignition systems. The students will learn the diagnosis and repair techniques needed to repair the computer-controlled automobiles of today.

AUT-911
INTERNSHIP
Lec 0 OJT 4 Credit 4
Supervised work experience with an approved auto technology employer. Individual student eligibility will be determined by the instructor. Placement will depend on the student's skill level and the availability of appropriate training sites. Prerequisites: AUT-166, AUT-244, AUT-405, AUT-505, AUT-610, AUT-625 and AUT-800. The following courses must have a minimum grade of C-: AUT-106 and AUT-126. Corequisites: AUT-190, AUT-207, AUT-246 and AUT-700.

Aviation (AVI)

AVI-255
FAA PART 107 REMOTE PILOT
Lec 3 Credit 3
FAA Part 107 Remote Pilot covers aspects related to flying unmanned aircraft (drones).Upon completion of the course, students are prepared to take the FAA Part 107 Remote Pilot Certification Exam.

Business Computer Applications (BCA)

BCA-152
COMPREHENSIVE SPREADSHEETS
Lec 2 Lab 2 Credit 3
This course covers concepts of spreadsheets and their applications to business. Introductory topics include spreadsheet creation, data manipulation, file sharing and protection, formatting, use of functions and formulas, and charts. Advanced topics will include creating macros, filtering, importing and exporting data and numerical and trend analysis. Application to business situations will be emphasized. Prerequisite: CSC-110.

BCA-157
INTERMEDIATE SPREADSHEETS
Lec 2 Lab 2 Credit 3
This advanced course in electronic spreadsheets emphasizes the use of advanced features of a leading electronic spreadsheet software package in a Microsoft Windows environment. Topics to be covered include spreadsheet editing, working with multiple worksheets, creating a Web page from a spreadsheet, developing

spreadsheet applications, creating and using macros, using data tables and scenario management, importing data and enhancing a spreadsheet with Visual Basic for Applications. Prerequisite: Must complete one of the following courses with a minimum grade of C-; CSC-110 or CSC-140.

Biology (BIO)

BIO-105
INTRODUCTORY BIOLOGY
Lec 3 Lab 1 Credit 4
Introductory Biology is a lecture and lab course designed for non-science majors or as a refresher course of those wishing to take higher-level biology courses. Topics include chemistry of life, molecular and cellular biology, genetics, evolution, plant, animal, and fungi classification and ecology.

BIO-112
GENERAL BIOLOGY I
Lec 3 Lab 1 Credit 4
First semester of Biology for majors. Intensive cellular and molecular approach to the study of biological principles with emphasis on biomolecules, cellular biology, genetics and evolution. Prerequisite or Corequisite: CHM-165.

BIO-113
GENERAL BIOLOGY II
Lec 3 Lab 1 Credit 4
Second semester of biology for majors. Topics covered include: taxonomy and a survey of invertebrate and vertebrate organisms, fungi and plants. Prerequisites: Must complete the following classes with a minimum grade of C: BIO-112 and CHM-165.

BIO-138
FIELD ECOLOGY
Lec 2 Lab 1 Credit 3
A study of ecology and conservation using various resources but including "A Sand County Almanac" by Aldo Leopold in conjunction with both field and lab work.

BIO-151
NUTRITION
Lec 3 Credit 3
This course explores nutrition as it relates to health, disease and stages of human development and life cycle. Emphasis is on essential nutrients, what they are and how they are used by the body. Food safety and food technology will be covered.

BIO-157
HUMAN BIOLOGY
Lec 3 Lab 1 Credit 4
Introductory course that focuses on the chemistry, histology, organization and function of major human body systems. It continues with a survey of human genetics, inheritance, evolution and ecology.

BIO-163
ESSENTIALS OF ANATOMY AND PHYSIOLOGY
Lec 3 Lab 1 Credit 4
This introductory course is designed for the student needing a one-semester combined anatomy and physiology course with laboratory. All systems will be covered with greater emphasis on the cardiovascular, respiratory, immune and urinary systems. This course also provides background for the more advanced courses, BIO-168 and BIO-173.

BIO-168
HUMAN ANATOMY AND PHYSIOLOGY I
Lec 3 Lab 1 Credit 4
The first of a two-semester sequence providing a comprehensive study of the anatomy and physiology of the human body for college transfer and/or allied health prerequisites. Topics include body organization; homeostasis; cytology; histology; and the integumentary, skeletal, muscular, nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory component includes anatomical studies using microscopy and dissection of selected organisms as well as the study of physiological concepts via experimentation. It is highly recommended that a student complete this series (BIO-168 and BIO-173) at SCC in order to maintain transferability to four-year institutions.

BIO-173
HUMAN ANATOMY AND PHYSIOLOGY II
Lec 3 Lab 1 Credit 4
Second of a two-semester sequence continuing the comprehensive study of the anatomy and physiology of the human body for college transfer and/or allied health prerequisites. Includes the study of the endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary and reproductive systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory component includes anatomical studies using microscopy and dissection of selected organisms as well as the study of physiological concepts via experimentation. Prerequisite: BIO-168 with a minimum grade of C.

BIO-186
MICROBIOLOGY
Lec 3 Lab 1 Credit 4
A study of microbial populations and their relationships to the human in health and diseases.

BIO-217
SCIENCE OF MONSTERS
Lec 3 Credit 3
Science of Monsters is a lecture course designed for non-science majors and explores basic principles of science in a novel format. A heavy emphasis is put on critical thinking and analyzing sources of information. Topics include chemistry of life, cryonics, genetics, diseases, vampirism, dragons, embryology, cloning and parasites. This course will also examine skepticism, eyewitness testimony and the cultural influence on the development

of monster stories. Topics will be applied to discussion of things deemed monstrous in cinema, mythology and lore.

BIO-246
INTRODUCTION TO GENETICS
Lec 3 Lab 1 Credit 4
Introduction to Genetics provides a basic knowledge concerning the transmission and expression of hereditary traits in cells, individuals and populations. Topics in the course will include the structural and functional features of genetic material, how genetic information is stored, coded and expressed in organisms as well as a discussion of the rapidly evolving research around genetics and its relevance to the student. At the end of the course, the student is expected to (a) understand and be able to discuss basic concepts of genetics and (b) to be able to carry out the typical genetic analysis on various samples including their own DNA in the lab.

BIO-248
INTRODUCTION TO BIOSCIENCE TECHNOLOGY
Lec 3 Lab 1 Credit 4
An exploration of the expanding field of biotechnology and how it impacts science and society. Fundamental biological, chemical and mathematical principles as they apply to biotechnology are examined. Laboratory emphasizes essential methodologies employed in scientific inquiry and experimentation.

BIO-277
EVOLUTION
Lec 3 Credit 3
The course is an introduction to evolution by natural selection. Topics include the origins of the Universe, Earth and life as well as Darwin and natural selection. Topics also include Mendel and genetics/DNA. The evidence for evolution is presented, as is an overview of the controversy over evolution in the United States.

BIO-912
CURRENT TOPICS
Lec 1-3 Lab 0-3 Credit 1-6
This topical approach to the foundational concepts of biology examines theories and issues in biology as they relate to varying special topics selected by the instructor. Biological concepts and theories that may be covered in the course include, but are not limited to, the scientific method, biological molecules, cell biology, evolution, classification, genetics, ecology and environmental issues. Due to the nature of the course, the current issues will vary. Upon completing the course, the student will have a basic understanding of the issues raised (i.e. basic information about the biology involved) and an ability to critically analyze and discuss the issues. The student will also gain experience in utilizing library and/or Internet research resources. Depending on the credit taken, additional lab-like activities as appropriate to the topics studied will be integrated into the course.

Business (BUS)

BUS-102
INTRODUCTION TO BUSINESS
Lec 3 Credit 3
An overview of contemporary business principles touching on all the major functional areas of business and trends that are shaping today's business environment. Understanding the fundamental pillars of the business environment -- globalization, technology and ethics -- is a crucial component in this course.

BUS-119
ENTREPRENEURIAL THINKING
Lec 1 Credit 1
This course points students toward a mindset of motivational thinking that is useful in any career. Course activities are used to practice creative problem solving, turn circumstances into advantage, and see possibilities where others see problems. Learn the benefits of actively engaging in your workplace to make things happen.

BUS-121
BUSINESS COMMUNICATIONS
Lec 3 Credit 3
Designed to help the student develop effective communication techniques necessary for general business messages. The course emphasizes application of these techniques through the composition and keyboarding of letters, memos, reports and some oral presentations.

BUS-124
BUSINESS INNOVATION
Lec 3 Credit 3
This course is designed to help students get in touch with the innovative business mindset required for success in the 21st century. Students learn to be contributors, catalysts and thinkers within the innovation process. They develop skills as individuals and the team skills needed to collaborate, using available creative resources to leverage ideas and concepts throughout the innovation process.

BUS-130
INTRODUCTION TO ENTREPRENEURSHIP
Lec 3 Credit 3
Emphasizes organizational development and human resource concepts and their applications to small business operations. Leadership development, management styles and decision making strategies are stressed.

BUS-131
SMALL BUSINESS MANAGEMENT STRATEGIES
Lec 3 Credit 3
This course emphasizes organizational development and human resource concepts and their applications to small business operations. Leadership development, management styles and decision making strategies are stressed.

BUS-141
SMALL BUSINESS START-UP
Lec 3 Credit 3
This course focuses on information, examples, forms and activities needed for a business startup and for development of a successful business operation. Topics include market research and assessment, naming a

business, finding a location, determining asset needs and forecasting sales, identifying job tasks and determining human resource needs and writing a business plan.

BUS-150
E-COMMERCE
Lec 3 Credit 3
This course will introduce the student to the basic elements of electronic commerce as a market where commercial activities are conducted. It will focus on business concepts and how to apply technology in order to be successful. Topics include market trends, globalizing a company, vendor solutions, storefronts, advertising, resource requirements and operational issues of launching a commercial presence in today's global electronic marketplace.

BUS-180
BUSINESS ETHICS
Lec 3 Credit 3
This course introduces philosophical ethical theory and its application to business decisions. It considers theories of economic justice, social responsibility of corporations, regulation, conflict of interest and obligations, ethics of advertising, product quality and safety, environmental responsibility, hiring practices and rights of employers and employees.

BUS-184
BASIC LAW FOR ENTREPRENEURS
Lec 3 Credit 3
Provides a broad, practical examination of basic business law frameworks related to a new venture. Consideration is given to law-sensitive issues of intellectual property, employment law, business disputes, contracts, products liability and white-collar crime. Students will explore key legal questions around going public, selling the company and bankruptcy.

BUS-185
BUSINESS LAW I
Lec 3 Credit 3
The legal environment of business. The study of contract requirements, personal property and bailments, as time permits.

BUS-186
BUSINESS LAW II
Lec 3 Credit 3
A continuation of BUS-185 in the area of: sales, principal agent relationships, commercial paper, creditors rights and secured transactions, real property and bankruptcy. Prerequisite: BUS-185.

BUS-203
PROFESSIONAL DEVELOPMENT
Lec 2 Credit 2
This course is designed to build student skills in setting goals, conversation, meetings, parliamentary procedure, business meals and travel, customer service, presentations, professional image, and writing cover letters and resumes. The course also requires attendance at leadership, civic and cultural events.

BUS-290
EMPLOYMENT SEARCH/WORKPLACE SUCCESS
Lec 1 Credit 1
A discussion of field experience problems and study of new occupational information will be presented. An internship paper covering the experience will be submitted. Corequisite: BUS-932.

BUS-932
BUSINESS INTERNSHIP
Lec 0 OJT 3 Credit 3
This course is designed to provide the Administrative Professional student with practical experience in a business office prior to completion of the Associate of Applied Science degree. The internship is an extension of the curriculum and provides meaningful experience related to the student's area of interest. The student is overseen by the program coordinator and by an appointed supervisor at the internship worksite. Corequisite: BUS-290.

Computer Aided Drafting (CAD)

CAD-101
INTRODUCTION TO CAD
Lec 1 Lab 2 Credit 3
An introduction to computer aided design and drafting. Actual hands-on experience in designing, drawing and dimensioning using CAD micro-based CAD software. The course presents logical step-by-step instruction about the CAD commands, mode settings, drawing aids, shortcuts and other valuable characteristics of CAD. Finished copies of the students' work will be made on a printer or plotter.

CAD-140
PARAMETRIC SOLID MODELING
Lec 1 Lab 2 Credit 3
This course covers the basics of creating parts, modeling utilities, creating engineering drawings and creating assemblies using solid modeling software. Prerequisities: CAD-101 and CAD-277.

CAD-172
INTRODUCTION TO CAD - AUTO CAD (ONLINE)
Lec 1 Lab 1 Credit 2
An introduction to computer aided design and drafting. Actual hands-on experience in designing, drawing and dimensioning using AutoCAD micro-based CAD software. The course presents logical step-by-step instruction about the AutoCAD commands, mode settings, drawing aids, shortcuts and other valuable characteristics of AutoCAD. Finished copies of the students' work will be made on a printer or plotter.

CAD-248
PARAMETRIC CAD II
Lec 1 Lab 2 Credit 3
A continuation of computer aided design (CAD) using SolidWorks software. The student will learn to create and print parametric solids as well as how to use SolidWorks to analyze objects. Prerequisite: CAD-140.

CAD-277
3-D DIMENSIONAL (3-D) MODELING I
Lec 1 Lab 2 Credit 3
This course teaches parametric solid model CAD basics. Three-dimensional parametric concepts with design intent and solid CAD models will be built and edited. This course builds on previous basic drafting skills and focuses on using parametric solid modeling design software to develop technical drawings. Topics include patterns of features, editing, adding dimensions and creating simple assemblies. Prerequisite: CAD-101.

CAD-932
INTERNSHIP
Lec 0 OJT 4 Credit 4
Students will engage in work experience with an approved Computer Aided Design employer. Individual student eligibility will be determined by the instructor. Placement will depend on the student's skill level and the availability of appropriate training sites. Prerequisites: CAD-101 and CAD-277 or Instructor Approval.

Computer Forensics (CFR)

CFR-100
INTRODUCTION TO COMPUTER FORENSICS
Lec 2 Lab 1 Credit 3
This course deals with the preservation, identification, extraction, documentation and interpretation of computer data. Special computer skills and tools will be introduced. Legal concerns and ethical conduct will be emphasized. Knowledge in Linux OS and report writing required. Prerequisites: ENG-105 or Instructor Approval, NET-142, NET-314, NET-442 and NET-637.

Chemistry (CHM)

CHM-115
CHEMISTRY IN CONTEXT
Lec 3 Lab 1 Credit 4
Students will learn basic general chemistry in the context of studying aspects of chemistry visible to a non-scientist in our society. Selected areas of chemistry such as water, fire, and our environment will be included, with an emphasis on the interface between chemistry and human everyday experiences. Prerequisite: MAT-062.

CHM-122
INTRODUCTION TO GENERAL CHEMISTRY
Lec 3 Lab 1 Credit 4
This introductory course is intended for non-science majors or for science majors who need a background in chemistry before taking College Chemistry I. Topics covered include properties of matter, measurements, atomic structure, chemical bonding and stoichiometry. Prerequisite: One year of high school algebra, MAT-062 or equivalent placement test scores. Please speak to an Enrollment specialist if you have completed high school algebra.

CHM-165
GENERAL CHEMISTRY I
Lec 3 Lab 1 Credit 4
The first semester of a traditional two-semester sequence. General Chemistry I provides an in-depth and integrated study of chemical principles, including terminology, measurements, unit conversions, atoms, elements, molecules, compounds, moles, stoichiometry, gases and gas laws, energy, electron configurations, periodicity and chemical bonding. Prerequisites: Must complete high school algebra or equivalent (math placement test scores or MAT-062). Take CHM-122.Please speak to a Student Success Advocate if you have completed 1 year of high school chemistry, as that would also meet the prerequisite.

CHM-175
GENERAL CHEMISTRY II
Lec 3 Lab 1 Credit 4
The second semester of the traditional two semester sequence. General Chemistry II covers basic principles of intermolecular forces, colligative properties, reaction kinetics, chemical equilibria, acids and bases, precipitation reactions, spontaneity and electrochemistry. Prerequisite: CHM-165.

CHM-263
ORGANIC CHEMISTRY I
Lec 4 Lab 1 Credit 5
Fundamental principles of organic chemistry for premedical, pre-dental, pre-pharmacy, biochemistry, medical technology, forestry and home economics students, as well as liberal arts students who have a special interest in the sciences. These general principles are illustrated by preparation and study of typical representatives of the aliphatic and aromatic series including all common functional groups. Prerequisite: CHM-175 successful completion.

CHM-273
ORGANIC CHEMISTRY II
Lec 4 Lab 1 Credit 5
Continuation of Organic Chemistry I, with advanced synthesis, instrumental analysis and emphasis on biochemistry. Prerequisite: CHM-263 successful completion.

Computer Programming (CIS)

CIS-104
IT CAREER EXPLORATION
Lec 2 Credit 2
This class will be an interactive exploration of career opportunities in the ever-evolving field of Information Technology. In addition to exploring various career clusters, students will dive into specific job roles within IT, learning what skills, certifications and education are required to enter and succeed in these positions. Students will acquire key information on industry growth trends, salary potential and career development paths, providing a comprehensive roadmap for launching a successful IT career. As part of the course, students will have the opportunity to participate in a job shadow experience and

will complete a capstone project tailored to their specific career interests.

CIS-125
INTRODUCTION TO PROGRAMMING LOGIC WITH LANGUAGE
Lec 2 Lab 1 Credit 3
Introduction to computer programming with structured program development and module designs emphasized. Write programs related to several areas, including input/output, numerical computation, iteration, recursion, data manipulation and interactive procedures.

CIS-161
C++
Lec 2 Lab 1 Credit 3
Students will examine the structure of typical C++ programs, explore the concepts of object-oriented programming and design business applications in C++.

CIS-332
DATABASE AND SQL
Lec 2 Lab 1 Credit 3
This course is an introduction to SQL as a database programming language to those already familiar with basic relational database concepts. Students will write executable SQL statements to create and maintain database objects.

CIS-366
GAME DEVELOPMENT I
Lec 2 Lab 1 Credit 3
Students will learn concepts related to mobile 2D game development and then apply what they learn to a variety of scenarios through examples and tutorials. The culmination of this course involves creating a fully functional 2D game. Prerequisite: CIS-125.

CIS-367
GAME DEVELOPMENT II
Lec 2 Lab 1 Credit 3
In Game Development II, students will learn to add depth and advanced functionality into their games. Multiplayer components will be added, along with support for other languages and analytics tools in order to collect data from player behavior. The difference in mobile marketplaces along with developer requirements will be explored and techniques for monetizing games investigated. Prerequisite: CIS-366.

CIS-504
STRUCTURED SYSTEMS ANALYSIS
Lec 2 Lab 1 Credit 3
This course will provide theory and practice in the complete process of systems analysis and design and the steps involved. Actual systems analysis and design lab practices will measure the student's understanding as well as provide an opportunity to apply concepts in project management. Prerequisites: ENG-105 or with instructor approval, NET-277, NET-142, NET-442 and CIS-125.

CIS-749
IT PROJECT MANAGEMENT
Lec 2 Credit 2
This course will provide students with essential project management skills as part of their job duties. Upon successful completion, students will be able to manage small projects using essential project management concepts. Students will prepare for and take the CompTIA Project+ certification exam. Prerequisites: CIS-504 and MGT-101.

CIS-802
SOFTWARE DEVELOPMENT CAPSTONE
Lec 2 Lab 1 Credit 3
Requires application of knowledge gained from programming design in the analysis, design, scheduling and implementation of a complete software application for mobile devices. This course should be taken in the student's final semester. Prerequisite: CIS-367. Corequisite: CIS-504.

CIS-810
EMERGING TECHNOLOGIES SEMINAR
Lec 1 Credit 1
This course will provide the student with the skills to research, evaluate and make recommendations about new products and emerging technologies. Students will explore and research changing technologies and will make professional presentations of their findings. Prerequisites: CIS-504, CFR-100, NET-261, NET-277, NET-276 and NET-627.

Communications (COM)

COM-102
COMMUNICATION SKILLS
Lec 3 Credit 3
This course is structured to develop the fundamentals of acceptable communication and technical expression relevant to the student's career requirements: reading, writing, listening and speaking. Prerequisites: Meet minimum placement test score requirements or a minimum grade of C- in ENG-061.

COM-140
INTRODUCTION TO MASS MEDIA
Lec 3 Credit 3
See www.iowacconline.org for more information.

Construction (CON)

CON-113
CONSTRUCTION PRINTREADING
Lec 1 Lab 1 Credit 2
Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of line, development and arrangement of views, dimensioning practices and invisible edges. Practical problems from prints suited to the particular trade will be incorporated.

CON-128
CONSTRUCTION MANAGEMENT ESTIMATING

Lec 2 Lab 1 Credit 3
Interpretation of construction drawings and specifications. Introduction to estimating quantities, cost of materials and labor costs. Work methods, job planning, project scheduling and control, field administration and management procedures of contracting will be covered.

CON-147
CARPENTRY I
Lec 3 Lab 3 Credit 6
This is a course designed to enable students to develop basic skills and knowledge in carpentry. Included in this course is the study of construction techniques with emphasis on basic safety, basic math, introduction to hand and power tools, basic rigging, fasteners, wood building materials, floor and wall systems, site preparation, concrete and reinforcement materials, concrete handling and forming foundations and flatwork. This course will introduce the national OSHA safety standards for general construction and upon completion of this course students will receive the OSHA 10 hour General Construction certification.

CON-148
CARPENTRY II
Lec 3 Lab 3 Credit 6
A course designed to further enable students to develop carpentry skills with emphasis on special floor, wall and roof systems, reading plans and elevations, field engineering principles, forming and water and damp proofing. Prerequisite: CON-147.

CON-149
CARPENTRY III
Lec 3 Lab 3 Credit 6
A continuation of carpentry skills with emphasis on stair construction, reinforcing concrete, patented forms, interior finish: ceiling systems, exterior wall finishes, roofing applications and installation of cornices, gutters and downspouts. Prerequisite: CON-148.

CON-252
CONSTRUCTION ELECTRICITY
Lec 1 Lab 2 Credit 3
This course introduces the requirements for and installation of residential and light commercial electrical systems. Emphasis will be placed on local and national Electrical Codes. Hands-on experience will include such activities as basic wiring of the service entrance, panel box, circuits, switches, receptacles, telephone and TV jacks, door chimes, smoke detectors and other similar electrical devices. This course is specifically designed for those students choosing a Construction or Design curriculum.

CON-262
COMMERCIAL CARPENTRY II
Lec 3 Lab 3 Credit 6
A course of further carpentry with emphasis on finished stairs, introduction to supervision, laser instruments, supplements to ceiling systems, metal studs and drywall, interior finish: doors and windows, wall and floor specialties and cabinetry. Prerequisite: CON-149.

CON-270
MECHANICAL SYSTEMS
Lec 1 Lab 2 Credit 3
A course designed to introduce students to the requirements of residential and light commercial plumbing, heating and ventilation systems. Emphasis will be placed on local and national code requirements. Study will include the building requirements to receive each system, determining the size of system components and the theory of size calculations. Hands-on experience will include such activities as working with DWV piping, water supply piping, plumbing fixtures, heat and vent ducting, heating controls and ventilation components.

CON-332
CONSTRUCTION MATERIALS AND RESOURCES
Lec 3 Credit 3
This course is designed as a comprehensive overview of the construction industry and materials used in the profession. It is a conceptual treatment of the construction-personnel production system. Also included is a study of the materials of construction, their properties, manufactures, characteristics and applications.

CON-340
CONSTRUCTION SURVEYING
Lec 2 Lab 1 Credit 3
Leveling, topographic surveying, triangulation, horizontal and vertical angles, area, determination and other basic construction applications. Includes the layout of buildings and road curvatures, care and use of instruments.

CON-345
SOILS AND CONCRETE
Lec 3 Credit 3
This course is a study of the characteristics of soil and concrete. Such components as design, core samples, grain structure, compaction and strength test, mixes, treatments, reinforcement, "slump test", etc., will be covered as well as varied application and installation methods.

CON-350
INTERNSHIP
Lec 0 OJT 5 Credit 5
Provides the student with the opportunity to integrate classroom learning and experiences in a construction industry setting. Internship agreement must be completed before students may enroll. Prerequisite: At least two construction courses must be completed with a minimum grade of a C in each course.

Certified Professional Coder (CPC)

CPC-105
MEDICAL DOCUMENTATION
Lec 2 Credit 2
This course will cover clinical documentation improvement and the importance of accuracy to support medical

necessity, appropriate reimbursement, accurate coding, and meet all regulatory requirements of the medical record. The student will be able to identify documentation deficiencies and communicate with providers to improve documentation to support high quality patient care.

CPC-110
ESSENTIALS OF MEDICAL CODING AND BILLING
Lec 1 Lab 1 Credit 2
This is an introductory course which will introduce the student to the essential components of Medical Coding and Billing. The student will identify the basics of Electronic Health Records (EHR). Students will also learn the purpose, terminology, documentation requirements and functionality along with the legal and regulatory guidelines. This will include practice exercises to provide hands-on experience using EHR software to complete medical coding and billing tasks in the health care provider office setting. The course will also provide information on the uses of common brand and generic drug names. This information will help coders understand how to use medication information to identify situations in which further inquiry about comorbidities or complications may be necessary and ensure accurate reporting of chronic healthcare conditions. Corequisite: CPC-128.

CPC-121
INTRODUCTION TO MEDICAL PROCEDURAL CODING
Lec 5 Lab 0.5 Credit 5.5
This course prepares students for a career in medical coding in the medical office. Introduction to current procedural terminology (CPT) manual, HCPCS and medical coding compliance and guidelines. Corequisites: CPC-126 and CPC-128.

CPC-126
DIAGNOSTIC CODING
Lec 3 Lab 1 Credit 4
This course will prepare the student for application coding along with compliance as it is related to diagnostic coding. The student will be able to identify, assign, sequence and report all applicable diagnostic codes in accordance with the ICD-10-CM official guidelines. Corequisites: CPC-121 and CPC-128 with a minimum grade of a C.

CPC-128
INTRODUCTION TO MEDICAL INSURANCE AND BILLING
Lec 3 Credit 3
This course is designed to assist students in understanding the complexities of current insurance and billing procedures in the medical office or clinic setting. The student will obtain a sound foundation of the nuances, guidelines and requirements involved. The student will be familiarized with claims submission for major medical insurance/reimbursement programs. Corequisites: CPC-121 and CPC-126.

CPC-131
MEDICAL INSURANCE AND BILLING II
Lec 2 Lab 1 Credit 3
This course will discuss aspects of insurance billing for healthcare today. The latest information on CMS programs, revenue cycle management, and insurance collection strategies will be covered, ensuring preparation for real-world situations. Also covered will be the importance of the medical insurance specialist's role in preparing accurate claims and managing claim denials. Resume development and job-seeking skills are also presented.

CPC-151
MEDICAL PROCEDURAL CODING
Lec 4 Credit 4
This course will discuss in depth CPT and HCPCS guidelines and the assignment of codes. Modifier assignment, ICD-10 selection, medical necessity regulations, documentation guidelines, HIP AA law and chart auditing are also covered. Prerequisites: BIO-163, HSC-114 and CPC-121. Corequisite: CPC-160.

CPC-160
APPLICATIONS OF PROCEDURAL CODING
Lec 0 Lab 2 Credit 2
This course allows the student to apply knowledge of CPT, modifier assignment, HCPCS, ICD-10 selection, with medical necessity. Prerequisites: BIO-163, CPC-110, CPC-121,CPC-126, CPC-128 and HSC-114. Corequisites: CPC-131 and CPC-151.

CPC-170
PATIENT ACCESS TO HEALTHCARE
Lec 2 Credit 2
This course prepares the student for the front line of healthcare services for patients entering a hospital or clinic. This course places an emphasis on customer service skills, patient registration, patient scheduling, the fundamentals of the revenue cycle, billing and reimbursement, HIPAA and practical experience and understanding of electronic health records. Corequisites: HSC-114, MAP-401 and MAP-431.

CPC-820
MEDICAL CODING AND BILLING PRACTICUM
Lec 1 Lab 2.5 Credit 3.5
This course prepares the student for job readiness skills needed in their chosen career of medical coding and billing. The student will complete an online series of modules to get real-world coding experience and test medical coding proficiency using real, redacted medical record cases from multiple specialties. A mock certification examination will be taken. Prerequisites: Students must have completed all required program courses with a "C" or above in each course and earned a cumulative program GPA of 2.0 or above before the end of the final spring semester to be eligible to enroll.

Criminal Justice (CRJ)

CRJ-100
INTRODUCTION TO CRIMINAL JUSTICE

Lec 3 Credit 3
An introductory course in criminal justice designed to provide a philosophical and historical account of American criminal justice with emphasis on constitutional limitation.

CRJ-111
POLICE AND SOCIETY
Lec 3 Credit 3
An examination of the role of the police and corrections in American society and a discussion of prominent issues. The course will examine the various eras of policing and correctional agencies. The structure and style of various policing and correctional agencies will also be covered. Agency application of internal and ethical issues including use of force will be examined. Strategies and policies to improve policing and the correctional work environment will also be discussed.

CRJ-120
INTRODUCTION TO CORRECTIONS
Lec 3 Credit 3
Trace the history of corrections and describe the various methods society has used to deal with people who violate its rules. The course will show the relationship of corrections and agencies to the overall criminal justice system.

CRJ-128
VICTIMOLOGY
Lec 3 Credit 3
In this course, we will examine the field of victimology, including its scope and development, review the problems associated with victimization, examine the relationship between the victim and the offender, the victim and the criminal justice system and the victim and society. We will also discuss various practical applications and policies that have resulted from society's increasing concern about victims.

CRJ-130
CRIMINAL LAW
Lec 3 Credit 3
A study of the history, development and classification of substantive and procedural aspects of criminal law, defenses and criminal responsibility.

CRJ-132
CONSTITUTIONAL LAW
Lec 3 Credit 3
An analysis of the relationships between state legislations and the Bill of Rights. Includes the effect of the due process clause of the 14th Amendment on the application of the Bill of Rights to these states and Supreme Court decisions regarding the various state challenges.

CRJ-141
CRIMINAL INVESTIGATION
Lec 3 Credit 3
Fundamental methods of investigation, crime scene search, recording, collection and preservation of evidence, interview and interrogation, and case follow-up.

CRJ-932
INTERNSHIP
Lec 0 OJT 3 Credit 3
A practical work experience under professional supervision in a criminal justice agency. Prerequisite: Completion of Criminal Justice core or Permission of Instructor.

Collision Repair and Refinishing (CRR)

CRR-100
INTRODUCTION TO COLLISION REPAIR AND REFINISHING INDUSTRY
Lec 1 Lab 1 Credit 2
Students will be introduced to the history of the automotive industry, the collision repair process, tools and equipment, and terminology. Students will be introduced to safety in the collision repair industry using environmental safety practices and regulations. This course introduces students to safety practices and personal protective equipment standard to the industry. Vehicle lift and jack safety are introduced in this course.

CRR-106
FUNDAMENTALS OF COLLISION REPAIR AND REFINISHING
Lec 2 Lab 1 Credit 3
Students will learn to identify proper safety procedures in the shop, vehicle construction materials, parts and tools, mechanical systems, and paint refinish operations. Also, this course will provide instruction on damage analysis, developing a repair plan, estimating, and finding vehicle manufacturer collision repair procedures.

CRR-112
DISASSEMBLY AND REASSEMBLY
Lec 1 Lab 2 Credit 3
This course prepares the student with a comprehensive understanding of the process to disassemble and reassemble a collision damaged vehicle. The student will demonstrate proper removal and re-installation of parts and panels. Part alignment will be taught, following OEM repair procedures. The various attachment methods are explained in the classroom and experienced in the shop. The protection of the parts and the vehicle, organization and storage of parts and panels as well as proper parts disposal are taught. The importance of part identification, matching, and ordering are included in the process. Prerequisite: CRR-106 or Instructor Approval.

CRR-117
SMALL DENT REPAIR
Lec 1 Lab 2 Credit 3
This course provides instruction to the student on how to repair small dents in automotive steel and automotive aluminum. Vehicle construction types and various attachment methods are explained in the classroom and experienced in the shop. Students are taught a process for small dent repair including surface preparation, dent removal techniques, application of body filler, proper sanding, and the application of paint primer. Tools and equipment for working with small dents are presented in the classroom and applied hands-on in the shop.

Prerequisite: CRR-106 Fundamentals of Collision Repair and Refinishing or Instructor Approval.

CRR-123
INTRODUCTION TO AUTOMOTIVE REFINISH OPERATIONS
Lec 2 Lab 1 Credit 3
This course provides instruction to the student on how prepare a collision damaged vehicle for paint application. Identification of paint codes, preparation, mixing, and paint application are taught. Paint gun prep and cleaning are taught. Spray booth setup and maintenance are taught. Tools and equipment for refinish operations are presented in the classroom and applied hands-on in the shop. Students will learn proper detailing techniques along with appropriate vehicle inspection and removal of finish defects techniques used in the industry. Prerequisite: CRR-106 or Instructor Approval.

CRR-124
AUTOMOTIVE REFINISH OPERATIONS II
Lec 2 Lab 3 Credit 5
This course provides students a comprehensive understanding of refinish operations including, but not limited to sanding, feather edging, masking, and blending. Students will be exposed to the use of automotive foams and sealants. Color matching is explained for use with primers, base coat, color coat, and clear coats. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, and CRR-123 or Instructor Approval.

CRR-205
WELDING IN COLLISION REPAIR
Lec 1 Lab 3 Credit 4
This course will serve as an introduction to MIG welding used in collision repair. Students will learn how to identify and perform proper welding techniques to repair steel and aluminum vehicles. Students have the opportunity to practice welding in the shop environment. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, and CRR-123, or Instructor Approval.

CRR-220
PLASTIC REPAIR
Lec 1 Lab 2 Credit 3
This course provides instruction to the student on how to repair automotive plastic. The plastic repair process is defined. Identification of types of plastics and the characteristics of each are taught. Adhesive repairs and plastic welding are taught and are developed in the shop. Bumper repair for tears, scratches, and holes are presented and practiced in the shop. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, CRR-123, or Instructor Approval.

CRR-455
AUTOMOTIVE GLASS REMOVAL AND REPLACEMENT
Lec 1 Lab 1 Credit 2
This course examines the types of movable glass and considerations for removal and replacement. Students will be exposed to common causes and effects of water and dust leaks. Wind noise and leak prevention techniques will be discussed. Appropriate diagnosis and repair procedures will be explained. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, and CRR-123, or Instructor Approval.

CRR-505
STRUCTURAL REPAIR OPERATIONS
Lec 2 Lab 3 Credit 5
This course emphasizes the principles of measuring and the differences between electronic and fixture-type measuring systems. Students will learn to identify damage conditions through applying measuring principles. Vehicle construction material types will be discussed. New types of steels used in unitized vehicle structures and modern construction processes will be explored. Corrosion origins and prevention will be discussed with an emphasis on corrosion protection during and after repairs. Repair options available for external panel repairs will be applied. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, CRR-123, CRR-124, CRR-205, CRR-220, and CRR-455, or Instructor Approval.

CRR-615
COLLISION REPAIR OF MECHANICAL SYSTEMS
Lec 1 Lab 3 Credit 4
This course provides instruction on the mechanical systems as they relate to collision repair. Cooling, air conditioning, brake, drivetrain, and steering and suspension are analyzed for damage and repair. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, CRR-123, CRR-124, CRR-205, CRR-220, and CRR-455, or Instructor Approval.

CRR-756
COLLISION BLUEPRINTING AND REPAIR METHODS
Lec 2 Lab 6 Credit 8
This course will provide an advanced level of damage blueprinting and repair methods following OEM procedures. Researching OEM safeguarding during repair, for SRS, HEV and electronic systems. Identifying metal components for repair or replacement and anti-corrosion measures. Where to find factory repair and service information and performing a pre and post health check.

CRR-775
COLLISION REPAIR DIAGNOSTICS AND RECALIBRATION
Lec 2 Lab 4 Credit 6
Electrical systems will be analyzed for damage and the development of repair plans. Electrical troubleshooting is explored and practiced in the lab. Electric and hybrid vehicle operating systems are taught along with shop safety techniques specifically developed for these vehicle types. Restraint systems including seat belts, airbags, and sensors are presented and explored in the lab. The inspection, repair, and recalibration of safety systems will be covered. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, CRR-123, CRR-124, CRR-205, CRR-220, and CRR-455, or Instructor Approval.

CRR-855

AUTOMOTIVE REFINISH OPERATIONS III
Lec 2 Lab 3 Credit 5
This course will expose students to proper techniques to use when working with sealers, primer-sealers, basecoats, and clearcoats. Preparation of refinishing materials and application considerations will be discussed and applied in a hands-on lab setting. Students will learn various blending techniques to ensure proper overall appearance. Students will learn to adjust tint, hue, and chroma to obtain a blendable color match. Color theory, mixing toners, tinting, and the various considerations that affect color will be addressed using electronic paint formulation systems and other tools used in today's collision repair and refinish industry. Waterborne refinish materials and systems will be discussed with an emphasis on proper storage, waste disposal, and waterborne conversions. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, CRR-123, CRR-124, CRR-205, CRR-220, CRR-455, CRR-505, CRR-615, and CRR-775, or Instructor Approval.

CRR-865
ADVANCED AUTOMOTIVE REFINISH OPERATIONS
Lec 1 Lab 4 Credit 5
Hazardous airborne pollutants will be studied and protective measures in the shop will be taught and demonstrated. Liquid and solid hazardous waste storage and disposal is examined in depth. Students will earn a National Emission Standards for Hazardous Air Pollutants (NESHAP) credential in this course. Students will demonstrate principles of perception of color, color evaluation, and appropriate tinting procedures. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, CRR-123, CRR-124, CRR-205, CRR-220, CRR-455, CRR-505, CRR-615, and CRR-775, or Instructor Approval.

CRR-932
INTERNSHIP
Lec 0 OJT 4 Credit 4
Supervised work experience with an approved automotive collision repair or refinish employer. Individual student eligibility will be determined by the instructor. Placement will depend on the student's skill level and the availability of appropriate training sites. Prerequisites: CRR-100, CRR-106, CRR-112, CRR-117, CRR-123, CRR-124, CRR-205, CRR-220, CRR-455, CRR-505, CRR-615, and CRR-775, or Instructor Approval.

Computer Science (CSC)

CSC-110
INTRODUCTION TO COMPUTERS
Lec 3 Credit 3
This course provides an introduction to computer concepts. The student will use the Windows operating system, presentation software, electronic spreadsheet software, database management software and word processing software. Microcomputer hardware and software as well as the processing concepts associated with each will be discussed. The course will also include information on file management, the Internet, virus protection and e-mail basics as applicable to the academic world as well as the business environment. Lab time outside of class is required to complete projects.

CSC-116
INFORMATION COMPUTING
Lec 2 Lab 1 Credit 3
This course presents the basic concepts of information systems and computer literacy. The course incorporates theory as well as hands-on practice which focuses on spreadsheets and database management systems (DBMS).

CSC-140
COMPUTER FUNDAMENTALS
Lec 3 Lab 1 Credit 4
This course is an introduction to the microcomputer in both hardware and software. The terminology, internal structure, board identification and associated peripheral equipment will be introduced. The Microsoft Office suite will be covered. The operating system will be covered along with structured programming in QBASIC.

CSC-142
COMPUTER SCIENCE
Lec 3 Lab 1 Credit 4
This course introduces computer programming including data types, expressions, input/output, control structures, functional and object-oriented programming, and simple data structures. Students will be exposed to problem-solving skills through program refinement, documentation, and programming style.

CSC-153
DATA STRUCTURES
Lec 3 Lab 1 Credit 4
This course continues the study of program design and construction began in CSC-142. An emphasis will be placed on data structures and practice in their specification, design, implementation, and use. Topics covered will include container classes, arrays, lists, stacks, queues, trees, graphs, algorithm analysis, object-oriented programming, data abstraction, and searching and sorting techniques. Prerequisite: CSC-142.

CSC-160
SOFTWARE DESIGN
Lec 3 Lab 1 Credit 4
This course builds on the foundation of basic programming skills with further object-oriented development techniques and tools. Instruction will include the design and development of software systems at the component and interface levels utilizing modeling languages and applying relevant software design patterns and frameworks. This course provides experience developing software over an extended time period through long-term projects. Prerequisite:C or better in CSC-142 and CSC-153 or instructor approval is required.

Film and Theatre (DRA)

DRA-101
INTRODUCTION TO THEATRE

Lec 3 Credit 3
Orientation to the theatre, including a study of dramatic structure through selected play readings and through research in the basic theories of theatre.

DRA-110
INTRODUCTION TO FILM
Lec 3 Credit 3
This course introduces students to the various language systems of film, including film-making techniques, creators, genres, narratives, ideology and film theory/criticism. Students will explore the cultural importance of cinema as art by analyzing selected movies and clips which demonstrate artistic excellence.

DRA-141
THEATRE AND SPEECH PARTICIPATION I
Lec 0 Lab 1 Credit 1
A concentrated laboratory course in specific areas of speech or theatre projects. Supervised participation involving the research, analysis and preparation of a specific speech or theatre project. Students will perform or demonstrate their skills at speech contests, community organization programs or public performances sponsored by the College. The student must arrange for the area of participation prior to enrollment. May be repeated to a maximum of 4 semester hours.

DRA-142
THEATRE AND SPEECH PARTICIPATION II
Lec 0 Lab 2 Credit 2
A more extensive application of DRA-141. The student elects to participate in more than one area of speech or theatre programs or assumes a major role in assisting with speech or theatre performance. The student must arrange for the areas of participation prior to enrollment. May be repeated to a maximum of 4 semester hours.

DRA-165
STAGECRAFT
Lec 2 Lab 1 Credit 3
This hands-on course will introduce students to scenery, costume and property construction along with lighting and sound design. Included are stage development, theater safety and basic techniques involved in producing a live performance. Participation outside of class on a current production (either for SCC or a community production) is required.

Drafting (DRF)

DRF-113
FUNDAMENTALS OF TECHNICAL DRAFTING
Lec 1 Lab 2 Credit 3
Fundamentals of drawing techniques conveyed using free hand sketching. Emphasis is placed on the ability to visualize in three dimensions, neatness, accuracy, legibility, speed and use of computer graphics in the solution of graphic problems.

Early Childhood Education (ECE)

ECE-103
INTRODUCTION TO EARLY CHILDHOOD EDUCATION
Lec 3 Credit 3
This course is an overview of early childhood programs and curricula, historical and present, and an examination of qualities and skills necessary for working with young children.

ECE-123
FAMILY, TEACHER AND COMMUNITY INTERACTION
Lec 3 Credit 3
This course will provide an introduction to the family systems and parenting in a changing society. Principles of child development with family relationships applied to group and individual work with parents will be covered. This course will assist providers in developing skills that will help them effectively relate to parents. Topics will include: communication techniques, children's fears, discipline, nutrition, diversity, children's play and discovery as learning opportunities and school/community resources.

ECE-133
CHILD HEALTH, SAFETY AND NUTRITION
Lec 3 Credit 3
This course focuses on evidence-based concepts in the fields of health, safety and nutrition and their relationship to the growth and development of the young child ages birth to eight. The course blends current theory with problem solving, practical applications and assessments. The course includes collaboration with families, and assesses the role of culture, language and ability on health, safety and nutrition decisions in early childhood settings.

ECE-140
EARLY CHILDHOOD CURRICULUM PLANNING
Lec 3 Credit 3
This course examines and evaluates early childhood curriculum and methods leading to the development and implementation of appropriate curricula for young children. Corequisite: ECE-284.

ECE-158
EARLY CHILDHOOD CURRICULUM I
Lec 3 Credit 3
This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages birth through eight. Students prepare to utilize evidence-based, developmentally appropriate practices in a context of children's family, culture, language and abilities. An emphasis will be placed on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments to support each child in the following areas: dramatic play, art, music and fine and gross motor play.

ECE-159
EARLY CHILDHOOD CURRICULUM II

Lec 3 Credit 3
This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages birth through eight. Students prepare to utilize developmentally appropriate, evidence-based practices in a context of children's family, culture, language and abilities. An emphasis will be placed on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments to support each child in the following areas: emergent literacy, math, science, technology and social studies. Prerequisite: ECE-158.

ECE-170
CHILD GROWTH AND DEVELOPMENT
Lec 3 Credit 3
This course reviews typical and atypical development of children from conception to adolescence in all developmental domains. Students will examine interactions between child, family and society within a variety of community and cultural contexts. The course will explore theories and evidence-based practices associated with understanding and supporting young children.

ECE-221
INFANT/TODDLER CARE AND EDUCATION
Lec 3 Credit 3
Focuses on care, education and assessment of children from birth to 36 months. Prepares students to utilize developmentally appropriate evidence-based practices including responsive caregiving, routines as curriculum, collaborative relationships with culturally, linguistically and ability diverse children and families, and a focus on the whole child in inclusive settings.

ECE-243
EARLY CHILDHOOD GUIDANCE
Lec 3 Credit 3
This course focuses on developmentally appropriate, evidence-based approaches and positive guidance strategies for supporting the development of each child. The course emphasizes supportive interactions and developmentally appropriate environments while using assessment to analyze and guide behaviors. Students will learn the impact of family and each child's culture, language and ability on child guidance.

ECE-284
FIELD EXPERIENCE II
Lec 1 Lab 1 Credit 2
This course includes supervised experience in selected early childhood settings serving children ages birth through eight. It includes integration of theory, research and reflective practice. The course will provide an understanding of developmentally appropriate practices and the developmental stages of diverse populations of adult/child interactions, basic curriculum planning and program routines. Students will explore the overall operation of a program. Students will complete 32 hours of observation for this course. Prerequisite: ECE-158 Corequisite: ECE-159

ECE-290
EARLY CHILDHOOD PROGRAM ADMINISTRATION
Lec 3 Credit 3
This course addresses the basic principles common to administering quality early childhood programs. The course will emphasize a director's roles and responsibilities, state and federal regulations, business procedures, staff development and hiring, policy development, fiscal and facility management, marketing, program evaluation, child care advocacy, family and community involvement. The course is designed for second-year students and persons interested in becoming a program administrator. Corequisite: ECE-159

Economics (ECN)

ECN-110
INTRODUCTION TO ECONOMICS
Lec 3 Credit 3
An introductory economics course. Lessons will include both micro and macro economies. Competencies will include supply, demand, market structures, unemployment and international trade.

ECN-120
PRINCIPLES OF MACROECONOMICS
Lec 3 Credit 3
An introductory course in economics emphasizing macroeconomic theory and policy. The major topics will include economic systems, national income, national output, fiscal and monetary policy, unemployment, inflation, and, as time permits, international trade.

ECN-130
PRINCIPLES OF MICROECONOMICS
Lec 3 Credit 3
An introductory course in economics emphasizing micro-economic theory and contemporary problems. The major topics will include a description of the United States economy; demand and supply, price, output, and wage determination; domestic problems; international economics and the world economy.

Education (EDU)

EDU-120
COMMUNICATION, ETHICS AND CONFIDENTIALITY
Lec 2 Credit 2
This is the first course in preparation for the Para-Educator Certificate. In this course, the student will develop skills and strategies to enhance communication and examine situations where professionalism, ethical standards and confidentiality will guide correct course of action when working with colleagues, students, parents and others.

EDU-121
BEHAVIOR MANAGEMENT
Lec 2 Credit 2
This is the third course in the Para-Educator Certificate program. The student will gain knowledge, skills and strategies to assist, support and maintain the positive

social, emotional and behavioral development of children. Prerequisites: EDU-120 and EDU-122.

EDU-122
ROLES AND RESPONSIBILITIES
Lec 2 Credit 2
This is the second course in the Para-Educator certificate program. The student will develop skills and strategies to assist, support and maintain safe environments, educational activities, team interventions and technology integration when working with colleagues, students, parents and others. Prerequisite: EDU-120.

EDU-212
EDUCATIONAL FOUNDATIONS
Lec 3 Credit 3
This survey course is designed to examine the historical, philosophical, sociological, political, economic and legal foundations of the American public education system. Students will explore the nature of school environments, design and organization of school curriculum and characteristics of effective schools and instruction in grades P-12. Educational structures, practices and projections for the future will be studied. Corequisite: EDU-920.

EDU-220
HUMAN RELATIONS FOR THE CLASSROOM TEACHER
Lec 3 Credit 3
This course focuses on the changing and multi-faceted diversity seen in today's classrooms and communities in the United States. Students will examine their own understanding of the scope of this diversity and be able to see how this diversity can enrich the classroom experience for teachers and students. This course will also show future teachers how to bridge their personal views and knowledge of diversity into actual teaching strategies in order to have a culturally relevant and responsive classroom where every student can thrive.

EDU-235
CHILDREN'S LITERATURE
Lec 3 Credit 3
A survey of the history, critical issues and characteristics of children's literature and an examination of both writing and illustration as the basis for evaluating and selecting children's literature for use in the pre-school and elementary classroom.

EDU-240
EDUCATIONAL PSYCHOLOGY
Lec 3 Credit 3
This course examines the application of psychological principles, theories and methodologies to issues of teaching and learning. Theory and research concerned with human learning, development, behavior and motivation is reviewed with an emphasis on the cognitive, psychological and social factors that relate to and influence learning in educational settings. Prerequisite: ECE-170 or PSY-111.

EDU-245
EXCEPTIONAL LEARNERS
Lec 3 Credit 3
This is a survey course that provides an overview of special education regulations, policies and programs in educational settings. Birth through 12th grade pre-service teachers learn the history of special education law, including IDEA and as it applies to the course with ESSA, characteristics of the categories of disabilities per federal and state regulations, characteristics of talented and gifted programs, and basic components of an IEP. This course is a required component for students seeking Birth through 12th grade teacher state licensure. Twenty hours of observation will be required.

EDU-255
TECHNOLOGY IN THE CLASSROOM
Lec 3 Credit 3
Students will learn to integrate instructional technology into the PK-12 classrooms. Students will study a variety of software programs, presentation technology and telecommunication tools. The focus will also be on social, ethical, legal and human issues surrounding the use of technology. This course will be taken in a student's final semester of their program. Pre-requisites:EDU-212, EDU-920. Corequisite:EDU-245

EDU-920
FIELD EXPERIENCE
Lec 1 Lab 1 Credit 2
Field Experience provides the student an opportunity to observe a teacher in a local classroom and to work with students in that classroom under direct supervision of the cooperating teacher. Students will be required to complete 32 observation hours. The student will complete observation documents during their required hours in the classroom. Corequisite: EDU-212.

Engineering (EGR)

EGR-420
DIGITAL ELECTRONICS
Lec 2 Lab 1 Credit 3
This course is an introduction to fundamental digital circuits and systems is presented by study of integrated circuit logic modules. Emphasis is placed on troubleshooting techniques and tools.

Engineering Technology (EGT)

EGT-108
PRINCIPLES OF ENGINEERING
Lec 3 Credit 3
This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

EGT-116
CONTINUOUS QUALITY MANAGEMENT

Lec 3 Credit 3
This introductory course will lead the student into the world of quality and the quality process. Students will be exposed to the basic principles of lean manufacturing and quality control inspection tools. Students will analyze the performance of a production process, formulate process adjustments or improvements and carry out the strategies for process adjustment and/or improvement.

EGT-147
HYDRAULIC POWER SYSTEMS AND TROUBLESHOOTING
Lec 0.5 Lab 0.5 Credit 1
This course will cover the operation, diagnosis and maintenance of basic and complex hydraulic systems. Prerequisite: EGT-174.

EGT-174
FLUID POWER
Lec 1 Lab 1 Credit 2
This course discusses the fundamentals of hydraulic and pneumatic technology. Students will learn fluid power circuits, actuators, valves, safety, maintenance, and troubleshooting. Students will also learn how to operate, install, analyze performance, and design fluid power systems.

EGT-175
FLUID POWER CONTROL
Lec 1 Lab 1 Credit 2
This course introduces students to the use of electrical devices to control a fluid power system. Students will learn to identify and understand the uses of Electro-Fluid devices in a circuit. Students will also learn to design, draw, and build fluid power control circuits using relay logic and PLCs. Prerequisites: EGT-174 and ELT-263.

EGT-400
PLTW - INTRODUCTION TO ENGINEERING DESIGN
Lec 1 Lab 2 Credit 3
This course uses a design development process while enriching technical and engineering problem-solving skills; students create and analyze models using specialized computer software (AutoCAD Inventor).

EGT-420
PLTW - DIGITAL ELECTRONICS
Lec 2 Lab 1 Credit 3
This course is an introduction to fundamental digital circuits and systems is presented by study of integrated circuit logic modules. Emphasis is placed on troubleshooting techniques and tools.

Electronics Technology (ELE)

ELE-116
BLUEPRINT READING
Lec 1 Credit 1
This course discusses the specific data that is drawn on a blueprint and explains how to read and interpret the drawing format. Students will learn orthographic and isometric drawings to understand shapes, sizes and dimensions. Students will study building terms and construction features of carpentry, masonry, electrical, mechanical and plumbing trades.

ELE-127
TROUBLESHOOTING
Lec 0.5 Lab 0.5 Credit 1
This course introduces students to the fundamental sequence of steps that can be applied when attempting to locate and repair problems in electrical and mechanical equipment. Students will learn how to use proper testing equipment to assist in finding faulty components. Students will learn how to plan a course of action for troubleshooting and repairs of equipment. Prerequisites: ELT-264, EGT-175, EGT-147 and IND-251.

ELE-195
MOTOR CONTROLS
Lec 1 Lab 2 Credit 3
This course discusses Motor Controls, components, operation and service. Students will learn electric relay control of AC and DC electric motors found in industrial applications. Students will also learn industry-relevant skills including how to operate, install, design and troubleshoot AC and DC motor control circuits.

ELE-218
MOTION CONTROL
Lec 1 Lab 1 Credit 2
This course is an introduction to electronic motion control in industrial control systems. Students will work with motion control software, which communicates to servo controllers, servo drives and motion controllers in industrial control systems. Students will learn to design and program a motion control project using Studio 5000 software. Students will tune resolvers and encoders to control precise torque, velocity, and position of rotary and linear actuators. Prerequisite: ELT-264.

ELE-219
SUPERVISORY CONTROL AND DATA ACQUISITION
Lec 1 Lab 2 Credit 3
This course discusses concepts related to supervisory control and data acquisition (SCADA) to monitor automated control systems. Students will design and configure a SCADA control systems project using computer hardware, software, and networking. Prerequisites: ATR-118 and ELT-176.

ELE-310
INDUSTRIAL ELECTRICITY
Lec 1 Lab 1 Credit 2
This course discusses important properties of electricity and the common electrical elements found in industrial settings. Students will learn how to install and wire electrical components. Students will also learn how to layout a project; estimate wiring quantities, lengths, and sizes between panels and properly size and install conduit. The course will introduce the national OSHA safety standards and upon completion of this course students will receive the OSHA 10 hour certification.

Electronics (ELT)

ELT-132
MOTOR DRIVES
Lec 0.5 Lab 0.5 Credit 1
This course discusses the fundamentals of motor drive operation and setup. Students will learn industrial AC electronic motor drives, which are used to provide accurate control of speed, position and acceleration of industrial motors. Students will also learn industrial skills on how to operate, install, tune and troubleshoot various industrial drives. Prerequisite: ELE-195.

ELT-176
INSTRUMENTATION
Lec 1 Lab 2 Credit 3
This course introduces students to the basic principles and concepts of process control, calibration, replacement, repair adjustment, troubleshooting and use of test equipment. Students will learn how to calibrate, adjust, install, operate, and connect process control systems. Students will also learn how to measure signals and connect devices in a wide variety of control configurations including: PID control, on/off control and manual control. Prerequisite: ELT-295.

ELT-232
PLC APPLICATIONS
Lec 2 Lab 2 Credit 4
This course provides a hands-on approach to develop fundamental knowledge of PLC (Programmable Logic Controller) principles by exposing the student to ladder logic circuits and their practical applications. Ancillary input and output devices used with PLC systems are included as well as elementary electrical machines. While the laboratory utilizes Allen-Bradley PLC's, a generic design approach is stressed during the lectures. Design of practical working control circuits is included to enhance understanding. Also included are the various number systems, digital codes and program commands used in PLC's and integrated systems. Prerequisite: CSC-140 or equivalent.

ELT-263
PROGRAMMABLE LOGIC CONTROLLERS I
Lec 1 Lab 1 Credit 2
This course introduces students to programmable logic controllers and the basic operations, programming, wiring, troubleshooting, and communications necessary in an industrial setting. Students will learn techniques and procedures to connect various inputs and outputs using PLCs. Prerequisites: MFG-155 and ELE-195.

ELT-264
PROGRAMMABLE LOGIC CONTROLLERS II
Lec 1 Lab 1 Credit 2
Students will learn how to perform advanced interfacing, programming, and troubleshooting using Studio 5000 software in PLC systems. Students will learn how to set up software drivers, create tags, monitor data, log on to networks, upload and download projects, and search for documentation. Prerequisite: ELT-263.

ELT-265
PLC AND SYSTEM INTEGRATION
Lec 2 Lab 3 Credit 5
This course reinforces topics in programmable logic controllers using the Allen-Bradley ControlLogix and RSLogix 5000 programming software including programming input, output, bit, timer, counter, compare, move, and math instructions. Students will learn how to create and modify subroutines and configure devices. Students will learn system integration with electrical, mechanical, pneumatic, robotic devices, and other relevant industrial equipment. Prerequisite: ELT-264.

ELT-266
SAFETY CIRCUITS AND DEVICES
Lec 1 Lab 1 Credit 2
This course introduces students to the various safety input and output devices, such as lasers, light curtains, and mats, used in industrial settings to maintain a safe working environment. Students will learn to properly identify, connect, and maintain safety circuits and integrate safety devices within automated work cells and other industrial settings. Prerequisites: ELE-116 and ELT-264.

ELT-295
AC/DC FUNDAMENTALS
Lec 1 Lab 1 Credit 2
This course introduces students to the components used in most electronic circuits and how they are measured, tested and function. Students will learn the fundamentals of AC and DC electrical systems used for power and control in industrial applications. Students will learn how to operate, install, design and troubleshoot basic AC and DC electrical circuits.

ELT-351
ELECTRONICS I
Lec 2 Lab 1 Credit 3
This course is designed to strengthen the students' understanding of AC and DC electricity and electronics including sources of electricity, basic circuits and components, and their applications to practical devices. Students will explore fundamentals of electricity, current, resistance, voltage, Ohm's Law, circuit components, DC measurements, power, magnetism, electromagnetism and AC measurements. Prerequisite: MAT-702.

ELT-354
ELECTRONICS II
Lec 2 Lab 1 Credit 3
In this course, students will develop an understanding of semiconductor devices and linear electronics. Students will be introduced to general terminology, types of semiconductors, safe operating practices and proper testing procedures of semiconductor devices. Students will also be able to explain circuit theory, construction techniques of linear circuits, proper equipment operation and applications of selected technological developments with linear electronic circuits. Prerequisite: ELT-351.

ELT-486
ELECTROMECHANICAL TECHNOLOGY
Lec 2 Lab 1 Credit 3
Students will use their previous knowledge in electronics to understand and apply real world mechanical applications in the industrial setting. Concepts learned will include fixturing, gearing, motors and linear motion. Prerequisite: ELT-355.

Emergency Medical Services (EMS)

EMS-201
EMERGENCY MEDICAL TECHNICIAN
Lec 5 Lab 1 Clinical 0.5 OJT 0.5 Credit 7
This course is designed to instruct a student to the level of emergency medical technician who serves as a vital link in the chain of the health care team. Southeastern Community College's training program follows the National Highway Traffic Safety Administration's Department of Transportation (DOT) EMT curriculum. This course includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Southeastern Community College is approved by the Iowa State Department of Public Health (Bureau of EMS). Upon successful completion of this course, the student will be eligible to take the National Registry's practical and written exam for EMT certification. Students must be 17 years old to enroll. Prerequisite: Current basic life support certification (health care providers module).

EMS-663
PARAMEDIC I
Lec 12 Lab 4 Clinical 0.5Credit 16.5
This course prepares the student in the knowledge and skills needed in the pre-hospital environment. National Standard Paramedic Curriculum topics covered include: Well-being of the EMT, Illness and Injury Prevention, Ethics, EMS System, Roles and Responsibilities, Medical Legal Issues, Pathophysiology, Therapeutic Communications, Life-span Development, Airway Management and Ventilation, Patient Assessment, Communications, Documentation, Medication Administration, Pharmacology and Cardiology. Lab skills addressed include patient assessment, development of airway management skills, IV fluid management skills, communication skill development and cardiac monitoring skills. Prerequisite: Current Iowa EMT Certificate.

EMS-665
PARAMEDIC III
Lec 2 Lab 1 OJT 4 Credit 7
This course prepares the student in the knowledge and skills needed in the pre-hospital environment. National Standard Paramedic Curriculum topics covered include: Review of previous course material, Pediatrics, Geriatric, Psychiatric Disorders and Patients with Special Challenges. This course also includes hospital clinical internship. This internship provides the opportunity to apply, in the clinical setting, the didactic knowledge and skills developed in the classroom and lab. It serves to assist the student to become an employable EMS provider. Clinical skills addressed include pediatric assessment and management, gynecological management, geriatric management, trauma management, patient assessment, airway management skills, IV fluid management skills, communication skill development and cardiac monitoring skills. Prerequisite: EMS-667.

EMS-667
PARAMEDIC II
Lec 10 Lab 3 Clinical 4 Credit 17
This course prepares the student in the knowledge and skills needed in the pre-hospital environment. National Standard Paramedic curriculum topics covered include: Medication Administration and Medical and Trauma Emergencies of various body systems. This course has a hospital clinical internship. This internship provides the opportunity to apply, in the clinical setting, the didactic knowledge and skills developed in the classroom and lab. It serves to assist the student to become an employable EMS provider. Clinical skills addressed include trauma management, patient assessment and evaluation; airway management skills, IV fluid management skills, communication skill development and cardiac monitoring skills. Prerequisite: EMS-663.

English Composition (ENG)

ENG-013
BASIC WRITING IN ENGLISH
Lec 2 Lab 1 Credit 3
This course provides group instruction in basic writing skills: practice in all stages of the writing process; developing the skills to write a variety of focused, developed and organized sentences, paragraphs and short essays; writing to communicate with the reader; proofreading for spelling, grammar and punctuation errors. Students in this course should not have previous or concurrent enrollment in Composition I and/or II, Technical Writing, Business English or Writing for the Workplace. Prerequisites: Meet minimum placement test score requirements. No Waivers.

ENG-067
COMPOSITION I LAB
Lec 0 Lab 1 Credit 1
A basic writing skills laboratory to assist selected students while they are enrolled in English Composition I. Graded on a Pass (P)/No Pass (Q) basis. Prerequisites: Meet minimum placement test score requirements or ENG-013 with a minimum grade of C-. Corequisite: ENG-105.

ENG-105
COMPOSITION I
Lec 3 Credit 3
A study of the principles of writing. Emphasis on rhetoric, mechanics and development of expository patterns: narration, description illustration, comparison/contrast, classification, process and cause/effect. Required for AA

and AS Degrees. Prerequisite: Meet minimum test score requirements.

ENG-106
COMPOSITION II
Lec 3 Credit 3
A continuation of study of the principles of writing begun in ENG-105. Emphasis is placed on persuasive writing, critical analysis and the MLA research paper. Time will also be spent exploring print and electronic research sources and learning effective research strategies. Required for AA and AS Degrees. Prerequisite: ENG-105, with a minimum grade of C-.

ENG-110
WRITING FOR THE WORKPLACE
Lec 3 Credit 3
Writing for the Workplace prepares students for the various types of written communication required by professional employers. In this class, students learn how to write informal and formal documents and reports in the design and style of career-related communication with a focus on audience, purpose, subject and genre and how they affect our writing choices. This course also includes a review of grammar and usage skills, as well as emphasizes effective language use in real-world applications. Prerequisites: ENG-013 with a minimum grade of C-or meet minimum placement test score requirements. No Waivers.

ENG-111
TECHNICAL WRITING (ONLINE)
Lec 3 Credit 3
Studies the rhetorical techniques specifically oriented to industrial requirements. Applies expository patterns as incorporated within the report apparatus, including such specialized formats as process analysis, progress/ lab reports, feasibility study and the proposal. Also includes correspondence and application of basic library research skills. Course designed to satisfy specified career program requirements. Prerequisite: Meet minimum placement test score requirements or a minimum grade of C- in ENG-013. No Waivers.

ENG-131
BUSINESS ENGLISH
Lec 3 Credit 3
This course teaches the fundamentals of written communication with focus on the elements of effectively written business documents. The emphasis is on the development of writing skills through a) exercises in grammar, mechanics, usage and spelling and b) application of these skills in a variety of written business documents. Prerequisite: Meet minimum placement test score requirements or a minimum grade of C- in ENG-013. No Waivers.

ENG-221
CREATIVE WRITING
Lec 3 Credit 3
Instruction and practice in multiple genres of creative writing. Students study the art, craft and discipline of creative writing by reading, discussing and critiquing the work of prominent writers; by experimenting with various writing methods and techniques; and by reading, discussing and critiquing student work. Instruction, practice and workshops will address elements of creative writing such as content, structure, form and style in particular and multiple genres. This course may be repeated for up to 6 credit hours. Prerequisite: ENG-105 with a minimum grade of C-.

ENG-929
INDIVIDUALIZED PROJECTS
Lec 1-3 Credit 1-3
Extensive writing based on the interest and experience of the student. May receive 1 - 3 credits, based upon consultation with instructor. May be repeated for up to 4 credit hours.

Environmental Science (ENV)

ENV-111
ENVIRONMENTAL SCIENCE
Lec 3 Lab 1 Credit 4
An interdisciplinary approach to the problems of the environment. An examination and evaluation will be made of man's impact on the environment. Specific topics that may be covered include, but are not limited to: population issues, atmospheric issues, water issues, energy issues, resource issues, wildlife issues and food issues.

ENV-145
CONSERVATION BIOLOGY
Lec 3 Lab 1 Credit 4
This course examines the ecological principles used in the preservation of biological diversity. Some topics explored are population dynamics, conservation genetics, island biogeography, mathematical modeling of ecological systems, disturbance ecology, Geographic Information Systems (GIS), reserve theory and wildlife corridors. Laboratories will involve fieldwork, data analysis, computer work and research. Prerequisite: ENV-111

Intensive English as a Supplemental Language (ESI)

ESI-010
PHONETICS AND PRONUNCIATION
Lec 3 Credit 3
The study of English segments and intonation for non-native speakers. Emphasizes the use of phonetic alphabet. Focuses on using segmentations and intonation in informal language settings. Prerequisites: ESL-013, ESL-015 and ESL-018, or meet minimum placement test score requirements.

English as a Supplemental Language (ESL)

ESL-002
CULTURAL ORIENTATION

Lec 0 Lab 1 Credit 1
This course introduces new international students to American life, the educational system and the Burlington community. It covers such topics as culture shock, academic honesty, personal safety, driving in Iowa, etc. This course will be taken on a Pass/No Pass basis only.

ESL-006
GRAMMAR IN CULTURAL CONTEXT
Lec 2 Credit 2
Communicative grammar course for non-native speakers of English. Includes studying the usage of different grammatical structures and their application in various areas of interaction. Exposes students to English culture and cultural expectations.

ESL-008
COMMUNICATION IN CULTURAL CONTEXT
Lec 2 Credit 2
Communication course for non-native speakers of English. Includes usage of listening and speaking skills across various areas of interaction: idioms and slang, small talk and business interviews. Exposes students to English culture and cultural expectations in conversations and oral interaction. This course is recommended to be taken in conjunction with ESL-006 Grammar in Cultural Context.

ESL-013
LISTENING/SPEAKING I
Lec 4 Credit 4
This is a listening/speaking course for non-native speakers of English. The course helps students develop basic speech competencies through integrated language skills. Students focus on language:pronunciation, word forms, word domains, idiomatic expressions, analogies using semantic context. It is recommended to take the course concurrently with ESL 015 and ESL-019.

ESL-015
READING/WRITING I
Lec 4 Credit 4
This is a reading/writing course for non-native speakers of English. A beginning course designed to develop reading and writing skills; students learn new words and phrases, work on spelling and become familiar with the use of basic tenses. It is recommended to take the course concurrently with ESL-013 and ESL-019.

ESL-019
GRAMMAR I
Lec 4 Credit 4
This is a grammar course for non-native speakers of English. The course introduces students to the form, meaning and usage of basic structures in English. It provides opportunities to practice through extensive and varied exercises leading to communicative activities. Concentration is on present and past tenses, copular be, nouns and pronouns. It is recommended to take the course concurrently with ESL-015 and ESL-013.

ESL-033
LISTENING/SPEAKING II
Lec 3 Credit 3
This is a listening/speaking course for non-native speakers of English. This course further develops conversational skills in order to improve the ability to speak clearly and effectively. Authentic audio recordings, videotapes and listening to peers are used to develop listening skills. Daily work on pronunciation targeted at achieving an understandable accent. Prerequisite: ESL-013 or meet minimum placement test score requirements. It is recommended to take the course concurrently with ESL-035 and ESL-038.

ESL-035
READING/WRITING II
Lec 3 Credit 3
This is a reading/writing course for non-native speakers of English. This course increases reading skills in comprehension, speed and fluency. It continues development of understanding and using English sentence patterns through written practice. Prerequisite: ESL-015 and meets minimum placement test score requirements. It is recommended to take the course concurrently with ESL-033 and ESL-038.

ESL-038
GRAMMAR II
Lec 3 Credit 3
This is a grammar course for non-native speakers of English. The course introduces students to the form, meaning and usage of the English structures. Communicative approach provides students with the immediate applications of the knowledge gained in the class. Work on new grammar tenses, modal verbs, adjectives and adverbs. Prerequisites: ESL-019 or meet minimum placement test score requirements. It is recommended to take the course concurrently with ESL-033 and ESL-035.

ESL-052
READING/WRITING III
Lec 3 Credit 3
This is a reading/writing course for non-native speakers of English. This course provides the students with intensive practice in applying reading strategies. Emphasis is placed on understanding the content while building vocabulary, identifying parts of speech, developing language skills and understanding main ideas and details. The students practice prewriting, organizing, revising and editing while expanding their vocabulary. Prerequisite: ESL-035 or meet minimum placement test score requirements. This course should be taken concurrently with ESL-056 and ESL-059.

ESL-056
LISTENING/SPEAKING III
Lec 3 Credit 3
This is a listening/speaking course for non-native speakers of English. This course is designed to develop fluency in English and to improve the listening and conversational skills needed for careers and academic study. Speaking skills focus on stress, rhythm and intonation. Theme-based pronunciation practice reinforces the vocabulary and content of the class. Prerequisite: ESL-033 or meet

minimum placement test score requirements. This course should be taken concurrently with ESL-052 and ESL-059.

ESL-059
GRAMMAR III
Lec 3 Credit 3
This is a grammar course for non-native speakers of English. The class studies the structures of English with particular focus on patterns in grammar that are especially troublesome for nonnative speakers of English. Applications of these structures are performed through a variety of written exercises and extensive speaking and writing. Prerequisite: ESL-038 or meet minimum placement test score requirements. This course should be taken concurrently with ESL-052 and ESL-056.

ESL-102
READING/WRITING IV
Lec 3 Credit 3
This is a reading/writing course for non-native speakers of English. The course develops higher order comprehension skills such as distinguishing between fact and opinion, and mastering persuasion techniques. It emphasizes strategies and skills that will help increase reading speed and understanding of denotation and connotation. The course leads students through the writing process by providing a wide variety of activities to help them master skills necessary for academic writing. Prerequisite: ESL-052 or meet minimum placement test score requirements. This course should be taken concurrently with ESL-105 and ESL-108.

ESL-105
LISTENING/SPEAKING IV
Lec 3 Credit 3
This is a listening/speaking course for non-native speakers of English. The course emphasizes comprehension of oral language as spoken by native English speakers. Students will practice pronunciation in academic discourse. The course will help develop skills in applying idiomatic expressions in negotiating and reducing miscommunication. Prerequisite: ESL-056 or meet minimum placement test score requirements. This course should be taken concurrently with ESL-102 and ESL 108.

ESL-108
GRAMMAR IV
Lec 3 Credit 3
This is an advanced course in grammar for non-native speakers of English, offering an introduction to such structures as gerunds, infinitives, various types of clauses and conditional sentences. Students will learn to apply the structures in classroom readings and in a variety of written tasks. Prerequisite: ESL-059 or meet minimum placement test score requirements. This course should be taken concurrently with ESL-102 and ESL-105.

Finance (FIN)

FIN-121
PERSONAL FINANCE (ONLINE)
Lec 3 Credit 3
A study and evaluation of financial problems which individuals and families encounter within their personal affairs. The topics covered are budgeting, saving, consumer credit, personal insurance, renting or owning a home, investments, transportation and taxes.

FIN-130
PRINCIPLES OF FINANCE (ONLINE)
Lec 3 Credit 3
An examination of the tools and techniques used in the world of finance. This course will introduce the student to basic financial concepts such as time value of money, asset valuation, risk analysis and return on investment. Evaluation and decision-making techniques will be used as they pertain to financial management in various business situations. Prerequisites: ACC-142, ACC-146 and ECN-120.

FIN-180
INTRO TO INVESTMENTS
Lec 3 Credit 3
This course introduces students to the financial theory and application of investment analysis andportfolio management tools necessary for understanding how different kinds of financial instrumentsare priced and used for investment decisions. The course takes a rigorous and critical view to the process of investing. The aim is to provide the students with a lasting conceptual framework in which to view and analyze investment decisions. Students learn how to value assets given forecasts of future cash flows and the risk characteristics of different asset classes. The focus is mainly on common stocks, but fixed income securities (bonds) and derivative securities (options) are also analyzed. Topics covered include: time value of money, optimal portfolio selection based on mean–variance analysis, economic and statistical models of the relation between risk and return, term structure ofinterest rates, no-arbitrage derivative pricing, and market efficiency.

Foreign Language - Spanish (FLS)

FLS-141
ELEMENTARY SPANISH I (ONLINE)
Lec 3 Lab 1 Credit 4
This is an introductory course for those with no prior background in Spanish. Student is introduced to language skills of understanding, speaking, reading and writing with emphasis given to the first two skills. Related lab activities.

FLS-142
ELEMENTARY SPANISH II (ONLINE)
Lec 3 Lab 1 Credit 4
A continuation of FLS-141 emphasizing all four language skills with special attention to further development of conversational skills. Cultural readings and lab activities. Prerequisite: FLS-141 or C grade on Proficiency Test, or permission of instructor.

FLS-231
INTERMEDIATE SPANISH I (ONLINE)

Lec 3 Credit 3
A review of the fundamentals of grammar, emphasizes oral communication among students. It also aims at increasing students' reading comprehension, vocabulary and a better understanding of Hispanic culture. Prerequisite: FLS-142 or C grade on Proficiency Test or permission of instructor.

FLS-232
INTERMEDIATE SPANISH II (ONLINE)
Lec 3 Credit 3
A continuation of Intermediate Spanish I, reviews the fundamentals of grammar while emphasizing oral communication among students. It also aims at increasing students' reading comprehension, vocabulary and a better understanding of Hispanic culture. Prerequisite: FLS-231 or C grade on Proficiency Test or permission of instructor.

Geography (GEO)

GEO-121
WORLD REGIONAL GEOGRAPHY
Lec 3 Credit 3
The study and analysis of the major physical and cultural elements of the world. Emphasis on processes of acquiring, treating and evaluating related information. For those with little or no prior background in the study of geography.

GEO-126
CULTURAL GEOGRAPHY
Lec 3 Credit 3
This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include population and migration, culture, diffusion, political and economic systems, language, religion, gender and ethnicity.

Graphic Communications (GRA)

GRA-116
DIGITAL PREFLIGHT PRODUCTION
Lec 2 Lab 1 Credit 3
The main focus of this course is in preflighting techniques and color control. Advanced graphic design, color management skills and printing technologies will be used in complex projects. The importance of communication between printer/pressroom and the graphic designer is also emphasized. This course integrates all facets of the graphic communications coursework and should be taken during the student's final semester. Prerequisite: GRA-275.

GRA-127
ILLUSTRATOR I
Lec 2 Lab 1 Credit 3
This course is designed to introduce the student to the application of rendering techniques. Emphasis is placed on controlling various media, methods, surfaces, design problems and the appropriate media selection process.

GRA-137
DIGITAL DESIGN
Lec 2 Lab 1 Credit 3
The student will gain familiarity with the function of graphic layout using electronic pagination software. Emphasis will be placed on publication design, development, reproducibility and utilization of proper design techniques. Students will use this publishing package to create a variety of print media.

GRA-140
DIGITAL IMAGING
Lec 2 Lab 1 Credit 3
This course is designed to introduce the student to image manipulation software used in the electronic and print media industry. Emphasis will be placed on scanning, image editing techniques, using painting tool sets, color correction, ethics and digital photography techniques.

GRA-158
WEB MULTIMEDIA
Lec 2 Lab 1 Credit 3
An introduction to the creation of multimedia for use with web pages, kiosks and CD/DVD. Video camcorders, digital cameras, digital recorders, touch screens and iPods will be utilized in conjunction with computer hardware and software for media creation and manipulation. Media covered in the course will include podcasting, streaming video, streaming audio, live broadcasts and presentations.

GRA-166
WEB ANIMATIONS
Lec 2 Lab 1 Credit 3
Animation can be an important part of information transfer from a web site to the viewer. Topics will include when animation is an appropriate tool to use, when animation should be avoided, what tools are the current standard for web animation and how animation can be used to present information. The class will be project-based, with the student solving animation-related problems based on real business situations.

GRA-173
TYPOGRAPHY
Lec 3 Credit 3
This course is designed to provide the student with an introduction to the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, identification, type aesthetics, communicative aspects and production problems. A working knowledge of type in relation to images will be emphasized.

GRA-175
GRAPHIC DESIGN PRINCIPLES
Lec 3 Credit 3
A beginning course in designing printed pieces. This course will provide the student with an introduction to some of the basic principles of design aesthetics for print and web media. A history of the desktop publishing process, basics of communication, basic document structure, typography, use of color and illustration will be covered.

GRA-190
ELECTRONIC MEDIA PROJECTS
Lec 1 Lab 2 Credit 3
Students will interview originators to determine target audience, message and time and cost constraints for a project. They will then use various pagination software and graphic design skills to produce finished, print-ready pieces. Prerequisites:GRA-137 and GRA-175.

GRA-257
VIDEO MARKETING
Lec 3 Credit 3
This course discusses the strategies and tools used to create, curate, and utilize video as a means of digital marketing. Students will be engaged in the process of marketing products or services to a targeted audience, driving sales, and raising product and brand awareness. Students will explore various ways to measure metrics to track engagement to ensure successful video marketing strategies.

GRA-275
ADVANCED GRAPHIC DESIGN
Lec 2 Lab 1 Credit 3
This course is designed to continue to guide the student in proper design and layout aesthetics. Emphasis will be on utilization of design principles and techniques for both short and long documents, publication planning, budgeting, scheduling, finishing processes and working with outside printing companies. Prerequisite:GRA-175

GRA-299
ELECTRONIC PORTFOLIO
Lec 2 Lab 1 Credit 3
Electronic Portfolio will help prepare the student for the next step, whether that is moving into the work force or presenting to the teachers at a four-year institution. Skills taught in this class will include preparation of an electronic portfolio, career-advancement skills, resume writing and interviewing. Prerequisites: GRA-140, GRA-158, GRA-166 and WDV-101.

GRA-933
INTERNSHIP
Lec 0 OJT 4 Credit 4
This course is designed to provide the student with a practical experience in graphic communications prior to completion of the Associate of Applied Science Degree. Placement will depend on the student's skill level and the availability of appropriate training firms. The internship should be taken during the student's final semester.

Heavy Equipment (HEQ)

HEQ-131
SAFETY AND INTRODUCTION TO HEAVY EQUIPMENT
Lec 2 Lab 1 Credit 3
This is an introduction to the equipment, jobs, working conditions, maintenance and safety of equipment operation.

History (HIS)

HIS-110
WESTERN CIVILIZATION: ANCIENT TO EARLY MODERN
Lec 3 Credit 3
Traces the Western tradition from the earliest times through the Modern sixteenth century. Emphasizes the process of change and the dynamics and interrelationships of events of the major societies, governance and cultures of the Ancient, Medieval and Renaissance.

HIS-111
WESTERN CIVILIZATION: EARLY MODERN TO PRESENT
Lec 3 Credit 3
Surveys Western history from the age of European exploration to the present.

HIS-131
WORLD CIVILIZATION I
Lec 3 Credit 3
This course is an economic, social, political and cultural survey of world civilization from earliest times to 1300, as these areas relate to contemporary civilization. Areas covered include: history of primitive, ancient, medieval religions, government and law; far Eastern and ancient European philosophy; primitive and ancient medieval fine arts.

HIS-132
WORLD CIVILIZATION II
Lec 3 Credit 3
This course is an economic, social, political and cultural survey of development of world civilization from 1300 to the present. It is a continuation of HIS-131. However, students may enter during any semester.

HIS-151
US HISTORY TO 1877
Lec 3 Credit 3
A survey of American social, political, economic and intellectual developments from the Colonial period to 1877.

HIS-152
US HISTORY SINCE 1877
Lec 3 Credit 3
A survey of American social, political, economic and intellectual developments since 1877.

HIS-211
MODERN ASIAN HISTORY
Lec 3 Credit 3
This course introduces students to the four dominant societies of modern Asia:China, Japan and India, and to some extent Russia/Soviet Union. It will emphasize the role of Western Europe and the United States in shaping the early modern and modern history of South and East Asia. Course themes include the study of Asian religions; Western exploration, trade, and conquest; the nature and collapse of early modern empires (Mughal, Qing, and Tokugawa); the emergence of communism in Imperial

Russia and its spread to China, Vietnam, and Korea; and the Asian theatre during World War I and II. Postwar themes include the collapse of Western imperialism; economic development with emphasis on modern China; and efforts across Asia to combat climate change.

HIS-231
CONTEMPORARY WORLD AFFAIRS
Lec 3 Credit 3
This course deals with the immediate problems facing the world from 1945 to the present, efforts to establish peace, the decline of colonialism, developments in the Third World, the Cold War, conflicting ideologies of the twentieth century and their interpretation in conflicting international economics and power struggles.

HIS-251
US HISTORY: 1945 TO PRESENT
Lec 3 Credit 3
An intensive study of the history of the United States since 1945, with an emphasis upon America's national and international problems during this period.

HIS-257
AFRICAN AMERICAN HISTORY
Lec 3 Credit 3
A study of African American people from their African origins through the contemporary civil rights movement in the United States. This survey includes the study of slavery before the Civil War, the examination of the role of the African American during the war and Reconstruction period, growth of segregation and the fight for civil rights culminating in the current position of the African American in the United States.

HIS-266
THE CIVIL WAR
Lec 3 Credit 3
A study of the United States during the Civil War. A study of the political, social, economic, military and diplomatic history of the United States from 1850 to 1877. A look at the causes of the Civil War, the War and its impact on US society and the aftermath of the war.

HIS-271
AMERICAN FRONTIER HISTORY
Lec 3 Credit 3
An intensive study of the westward movement in American history. Topics to be covered include: the Indians, the fur trade, the development of transportation, the government land policy and the settlement of the Great Plains.

Health Information Technology (HIT)

HIT-211
BASIC MEDICAL INSURANCE AND CODING
Lec 2 Lab 1 Credit 3
This course is designed to assist students in understanding the complexities of current insurance procedures encountered in today's medical facilities. The student will be familiarized with Blue Cross/Blue Shield, Medicaid, Medicare, TRICARE, CHAMPVA, and Worker's Compensation. A comprehensive unit on Procedural Coding, as well as Diagnostic Coding is incorporated into the course. Managed health care is explored in depth. Corequisites: HSC-114 or BIO-163.

Health Science (HSC)

HSC-114
MEDICAL TERMINOLOGY
Lec 2 Lab 1 Credit 3
This course is designed to study the basic language related to medical science with emphasis on word analysis, construction, definitions, pronunciations, spelling and standard abbreviations.

HSC-168
NURSE AIDE
Lec 2.25 Lab 0.63 Clinical 0.5Credit 3.38
This course is comprised of the state approved curriculum and laboratory module with the skills component. The class includes 32 hours of clinical training in a long term facility, 20 lab hours and 36 hours lecture. Students must attend a minimum of 30 clinical hours and 15 lab hours in order to pass the class. The course also includes a module on confidentiality, professionalism and communications. Clinical schedule will be arranged by the instructor and dates given the students on the first day of class and may include weekend hours.

HSC-181
FIRST AID/CPR FOR NON-HEALTH CARE WORKERS
Lec 1 Lab 0.5 Credit 1.5
This course follows the American heart Association Basic Life Support (CPR) Heart Saver for the Lay Person. It includes AED and basic first aid. This course is not for health care workers.

HSC-212
PATHOPHYSIOLOGY (INDIAN HILLS CC COURSE)
Lec 3 Credit 3
The nature, cause and treatment of disease are the focus of pathophysiology. The characteristics and etiology of diseases are presented using appropriate medical terminology to help students understand the relationship between clinical signs and disease processes.

HSC-230
EMPLOYMENT PREPARATION (INDIAN HILLS CC COURSE)
Lec 1 Credit 1
This course is designed for students preparing to seek employment. Written documents, including letters and resumes, will be discussed and created. Job seeking techniques, including interviewing skills and human relations skills, will also be addressed.

Healthcare Technology Management (HTM)

HTM-100
APPLIED HUMAN BIOLOGY FOR BIOMEDICAL TECHNICIANS

Lec 3 Credit 3
This course is designed for students who have no previous experience and are unfamiliar with the human body systems, functions and medical terminology. The course provides an introduction of medical terms and anatomy to develop a foundational awareness for the biomedical technician working in the healthcare technology management industry. The course will cover the components and meaning of medical words, hematology, body systems, the interplay of anatomy and medical equipment, bloodborne pathogens and infection control.

HTM-101
BIOMEDICAL EQUIPMENT I
Lec 2 Lab 1 Credit 3
In this course, students are introduced to the hierarchy of statutes, regulations, accreditation standards and hospital policies for healthcare equipment management and safety. The course focuses on performing extensive equipment testing to verify conformity with national standards and manufacturer specifications and learning standard practices for electrical safety testing, healthcare technology management and medical ethics. Also, the course introduces equipment management principles and troubleshooting techniques a BMET would employ to maximize the life span and minimize life-cycle costs while emphasizing resource and chemical use management.

HTM-102
HEALTHCARE TECHNOLOGY MANAGEMENT I
Lec 2 Lab 1 Credit 3
In this course, students are introduced to the structure and operations of the healthcare system, the need for clinical technicians in the healthcare system and their roles and responsibilities. The course will focus on the foundations of healthcare technology management, managing medical equipment and distinguishing the difference between standards, regulations and guidelines. Students will be able to provide a detailed explanation of the role of clinical engineering in the healthcare system, the application of systems engineering to healthcare technology and equipment and the policies which affect healthcare technology management.

HTM-103
INTRODUCTION TO DIGITAL AND MECHANICAL CONTROL SYSTEMS
Lec 2 Lab 1 Credit 3
This course will introduce theory, fabrication and testing of digital electronic circuits through manipulative experiences. The course will also strengthen the understanding of a broad range of motor types and the systems used to control them. Topics covered range from binary number systems, logic gates, microcomputer basics, pneumatic systems, hydraulic systems, motor types, and controls to installing and maintaining conventional controllers, electronic motor drives and programmable logic controllers. Corequisite: ELT-351.

HTM-104
BASIC X-RAY
Lec 2 Lab 1 Credit 3
This course is designed to explain the function of radiographic instrumentation used in medicine for diagnosis, treatment and life support including basic operation, repair, troubleshooting and preventive care maintenance.

HTM-105
BIOMEDICAL INFORMATION SYSTEMS
Lec 2 Lab 1 Credit 3
Healthcare Delivery Organizations include a vast interconnected network of people, places and things including the Healthcare Internet of Things (HIoT). This course includes an exploration of how hospitals and clinics are interconnected and the networked architecture of the modern hospital. The purpose of the course is to introduce the student to the principles of computer technology related to healthcare information systems with emphasis on computerized medical billing, healthcare data collection, storage, retrieval, security arrangement, presentation and verification. This course will also introduce the networked and interconnected components and requirements of the Healthcare Information System.

HTM-106
TROUBLESHOOTING THEORY AND METHODOLOGY
Lec 2 Lab 1 Credit 3
This course will introduce students to the basic concepts and theories of troubleshooting medical devices. The course focuses on troubleshooting methodologies to identify a problem and employ manageable, practical steps to correct the problem. These steps include identifying the problem, determining the probable cause, testing cause-hypothesis, creating a feasible solution, implementing and verifying the resolution and adjusting for re-engagement. Students will learn how to record the solution through quality documentation of actions, outcomes and lessons learned. These skills will be taught and reinforced using guided discussions, case studies and lessons learned from experiences in the BMET field from the instructor and fellow students. Prerequisites: HTM- 101, ELT-351 and NET-142.

HTM-107
HEALTHCARE DATABASE FUNDAMENTALS
Lec 2 Lab 1 Credit 3
This course is designed to teach students about databases and how to use them in a healthcare environment. Students will walk through the creation of an equipment tracking system. The course will teach students how to create forms, make queries, use fields and navigate a database. Additionally, students will create and explore a database designed specifically for healthcare facilities. Students will develop an understanding of database application in the centralization and coordination of all aspects of medical device maintenance and management in a Healthcare Delivery Organization(HDO).

HTM-108
SAFETY AND COMPLIANCE IN HEALTHCARE

Lec 3 Credit 3
In this course, students will be introduced to federal regulations, accepted standards and the accreditation procedure utilized by Healthcare Delivery Organizations (HDO's), nationally. The course will walk students through interpretation of federal regulations, NFPA guidelines for healthcare facilities, as well as the standards for both DNV and TJC Accreditation. Students will be exposed to the roles and responsibilities of the Healthcare Technology Management team and the specific individual technician responsibilities associated with healthcare compliance.

HTM-109
BIOMEDICAL TECHNICIAN CERTIFICATION PREPARATION
Lec 3 Credit 3
In this course, students will explore the Association for the Advancement of Medical Instrumentation (AAMI) Certified Associate of Biomedical Technician (CABT) certification standards. The course will equip students with the knowledge and skills necessary to obtain national certification and an entry-level position as a biomedical equipment technician. Students completing the certification preparation course will be prepared to complete the Association for the Advancement of Medical Instrumentation (AAMI) Certified Associate in Biomedical Technology (CABT) certification.

HTM-932
BIOMEDICAL TECHNICIAN INTERNSHIP
Lec 0 OJT 2 Credit 2
The internship provides students applied healthcare technology management and service experience within a healthcare setting. During the internship, the student will learn and perform electrical safety inspections, preventative maintenance and minor repairs on selected pieces of medical equipment. Students are expected to adhere to all policies and regulations associated with their internship facilities. The schedule for meeting the requirements of the internship will be arranged between the student, faculty member and the internship site. Prerequisites: All program courses from semester 1-4.

Humanities (HUM)

HUM-101
INTRODUCTION TO HUMANITIES
Lec 3 Credit 3
This class introduces students to the various branches of the humanities: history, visual and performing arts, literature, language, music, religion and philosophy. The general focus of this class is to help students explore and understand the humanities by researching the human experience. This class has several themes that will incorporate multiple disciplines in the humanities to give a well-rounded and representative understanding of each subject.

HUM-114
MULTICULTURAL PERSPECTIVES
Lec 3 Credit 3
Selected readings from the critical perspectives of race, class and gender will provide the theoretical framework for class discussions. At the same time, films and works of literature from different cultural points of view will help students reach a new understanding of their own and other cultures and will open themselves up for a multicultural understanding of society.

HUM-145
LANGUAGE AND SOCIETY
Lec 3 Credit 3
This course is an introduction to sociolinguistics exploring the relationship between social and linguistic behavior. Analyzes factors influencing the choice of sounds, grammatical elements and vocabulary; it codes the social function of a language. Focuses on the history of the language, various dialects, jargon, slang and differences between male and female language.

HUM-287
LEADERSHIP DEVELOPMENT STUDIES
Lec 3 Credit 3
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films/videos and contemporary readings on leadership.

HUM-290
A CALL TO LEAD
Lec 3 Credit 3
This course is designed to put leadership into practice by exploring the concept of self-leadership and servant leadership. The curriculum of this class will improve and expand on current leadership skills by building a strong foundation in values clarification, communication skills, group development, conflict management and diversity education. Prerequisite: HUM-287.

Industrial Technology (IND)

IND-212
SAFETY PRACTICES
Lec 1 Lab 1 Credit 2
This course will introduce OSHA safety standards, and upon completion of this course, students will receive the OSHA 10 hour general industry certification. This course relates OSHA as it applies to employers and employees engaged in a variety of businesses. Students will demonstrate how to safely use fall safety and other PPE to stay safe in the work place. Students will learn how to interpret a Safety Data Sheet to properly handle hazardous materials.

IND-252
POWERTRAIN AND PUMP OPERATION
Lec 1 Lab 2 Credit 3
This course discusses the principles and applications of various pumps and mechanical transmission systems. Students will learn the skills they need to select, operate,

install, maintain, and repair the many different types of pumps used in the industry. Students will learn industrial skills on how to install, operate, and maintain basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings.

Legal Assistant (LGL)

LGL-113
LEGAL TERMINOLOGY
Lec 3 Credit 3
This course is an introduction to the basic terminology used in the legal field. Legal definitions, spelling and pronunciation are emphasized. A study of court cases is used to highlight and validate the usage of these terms in legal documents and in litigation.

LGL-122
LEGAL ETHICS
Lec 2 Credit 2
This course introduces students to ethical dilemmas they will face in a law office setting. Students learn about the regulation of the legal profession and the rules of conduct that govern attorneys and legal administrative assistants. Topics include the unauthorized practice of law, attorney-client privilege, confidentiality, conflicts of interest, and other topics relative to ethics in law. Methods for researching the answers to ethical dilemmas will be practiced.

LGL-175
LITIGATION PROCEDURES AND DOCUMENTS
Lec 3 Credit 3
This course prepares students to aid an attorney in preparing for and supporting litigation procedures. Students learn to identify, create, use and file documents that are required for various legal proceedings. Emphasis is on learning the details necessary for trial preparation from the instant the dispute requires the services of an attorney. Legal terminology is applied throughout the course.

LGL-173
LEGAL ASSISTANT LITIGATION
Lec 3 Credit 3
This course prepares legal administrative assistant students to aid an attorney in litigation procedures. Students receive instruction regarding the detail necessary for trial preparation from the instant the dispute requires the services of an attorney.

Literature (LIT)

LIT-101
INTRODUCTION TO LITERATURE
Lec 3 Credit 3
Designed to promote an appreciation of excellence in literature through illustrative types of short fiction, poetry and drama. Emphasis is placed on the reader's interpretive skills in examining an author's craft, intent and format.

LIT-120
AMERICAN NOVEL
Lec 3 Credit 3
A survey of the American novel with emphasis on 20th century works.

LIT-121
AMERICAN SHORT STORY
Lec 3 Credit 3
A survey of the American short story from Edgar Allen Poe to the present.

LIT-131
NATIVE AMERICAN LITERATURE
Lec 3 Credit 3
A survey of all genres, fiction and non-fiction, produced by Native Americans. Elements of study include the oral tradition influences, regional folklore and autobiographical and historical materials created by contemporary and historical Native American authors. Off-campus visits to centers of Native American study will be conducted whenever possible.

LIT-150
WORLD LITERATURE I
Lec 3 Credit 3
A survey of important works of literature from the ancient world through the Renaissance. This will include selections of prose, poetry and drama that represent the spirit of the times in which they were written.

LIT-151
WORLD LITERATURE II
Lec 3 Credit 3
A survey of important works of literature from the Renaissance to the present. This will include selections of prose, poetry and drama that represent the spirit of the times in which they were written.

LIT-184
YOUNG ADULT LITERATURE
Lec 3 Credit 3
A discussion and evaluation of the literature written for adolescents. Types of literature for this age group and methods of utilizing this literature in school and home are addressed. Course concerns focus on the study of various Young Adult Literature genres, the reading/writing connection, authors' styles and themes and censorship.

LIT-209
FORMS OF LITERATURE: FILM ADAPTATION
Lec 3 Credit 3
Focuses on the relationship between literary works (fiction, drama, nonfiction, poetry or graphic literature) and their adaptations to film. Students explore the adaptation of literature to film; how the elements of plot, character, setting, point of view, symbol and theme are adapted or altered from literature to film; and how film adaptations influence our understanding of both literature and film. Prerequisite: Minimum grade of C- in ENG-105.

Medical Assistant (MAP)

MAP-101

HEALTHCARE ASSISTANT
Lec 2 Lab 1 Credit 3
The Healthcare Assistant Course will give the student the concepts, skills and techniques to workefficiently in the healthcare setting. The student will learn the basic concepts of medical asepsis andinfection control. The student will learn to schedule patient appointments, techniques on answering the telephone, entering data in the electronic health record accurately, and maintain inventory ofsupplies in both administrative and clinical areas. Assisting the medical provider and staff by learning the skills on rooming and interviewing the patient regarding the office visit, and performing accurate height, weight, and vital signs will also be introduced. The course will incorporate competency-based learning outcomes. Student will reinforce and incorporate medical terminology, communication skills,and legal, as well as ethical concepts in this course.

MAP-121
ADMINISTRATIVE PROCEDURES I: MEDICAL OFFICE
Lec 2 Lab 2 Credit 4
This course is designed to acquaint students with the front office administrative responsibilities of the medical assistant. Competencies will include appointment scheduling, telephone techniques, professional correspondence, billing and collecting procedures, accounting methods and payroll preparation. The student will also be introduced to telehealth and navigator responsibilities. Prerequisite: BIO-163 with a C or higher.

MAP-122
ADMINISTRATIVE PROCEDURES II: MEDICAL OFFICE
Lec 2 Lab 1 Credit 3
This course introduces basic computer concepts and emphasizes the practical applications approach using simulated medical office management programs. The student is guided through a series of computer applications that highlight the most common aspects of the modern medical office including electronic claim filing. Resume development and job-seeking skills are also presented. Prerequisite: MAP-121 with a C or higher.

MAP-139
INTRODUCTION TO ELECTRONIC HEALTH RECORDS
Lec 1 Lab 1 Credit 2
Introduction to Electronic Health Records involves the student in the management and application of health records. This includes the implementation and management of electronic schedule, creating patient medical records, electronic correspondence, laws and regulation of medical records.

MAP-201
PHLEBOTOMY
Lec 2 Lab 1 OJT 1 Credit 4
This course consists of 64 hours of classroom/lab time and 48 hours of externship to prepare students to function as a phlebotomist in a medical laboratory setting. Students will gain skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. There is an emphasis on infection control, OSHA standards, patient identification, specimen labeling and handling, and quality assurance.

MAP-364
CLINICAL PROCEDURES FOR MEDICAL OFFICE I
Lec 3 Lab 4 Credit 7
This course will provide basic clinical skills and techniques needed for competency in the medical office. Fundamental skills include: medical and surgical aseptic techniques; sanitation, disinfection and sterilization of medical equipment; techniques used to obtain accurate vital sign data; assisting with patient examinations; preparation and assisting with minor office surgeries; preparation and performance of urinalysis testing; and techniques used to perform eye and ear assessment in the medical office. Prerequisite: Acceptance into the program.

MAP-369
CLINICAL PROCEDURES FOR MEDICAL OFFICE II
Lec 4 Lab 3 Credit 7
This course is designed to acquaint the student with the knowledge and skills required in the preparation, administration and documentation of various forms of medications. Dosage calculations and the physiological actions of drugs on the human body are addressed. Students will gain knowledge of venipuncture and use of quality controls. The student will gain knowledge of blood chemistries, serology, microbiology and hematology. Student will gain knowledge regarding the electronic medical record and its application in the clinical setting. Prerequisite: MAP-364 with a C or higher.

MAP-370
SPECIALTY PROCEDURES
Lec 2 Lab 2 Credit 4
This course expands on basic clinical procedures with advanced theory and procedural techniques in the medical practice. Student will gain knowledge and skills in gynecology, obstetrics, cardiopulmonary and pediatric procedures in the medical office. Student will also focus on knowledge and skills to prepare and respond to common emergency situations in a medical practice. Prerequisite: MAP-364 with a C or higher.

MAP-401
MEDICAL LAW AND ETHICS
Lec 1 Credit 1
This course is designed to familiarize the student with legal concepts of standard of care, scope of employment, criminal and civil acts, contracts, negligence and ethical concepts.

MAP-431
HUMAN RELATIONS
Lec 1 Credit 1
This course includes fundamental principles related to human relations. Basic psychological and developmental theorists, factors that influence behavior, professional attitudes and behavior, self-improvement, and communication in the health care setting are emphasized.

MAP-532
HUMAN BODY: HEALTH AND DISEASE

Lec 3 Credit 3
This course is designed to acquaint the student with the basic concepts and characteristics of disease processes, to impart basic knowledge of the etiology of the disease and to enable the student to understand the relationship between clinical signs and the disease process. Diagnostic tests, common treatments and patient education will also be discussed. Prerequisite: BIO-163 with a C or higher.

MAP-602
CLINICAL EXTERNSHIP SEMINAR
Lec 1 Credit 1
This course will discuss job related concerns and current medical office procedures. The student will complete a comprehensive medical assistant assessment of their knowledge; and prepare for national certification testing. Prerequisites: All previous program classes passed with a C or higher. Corequisite: MAP-615.

MAP-615
CLINICAL EXTERNSHIP
Lec 0 OJT 5 Credit 5
Following successful completion of the academic hours, the student is placed in a selected medical office or clinic for a required clinical practicum, working directly under supervision of the medical provider. The student will experience both administrative and clinical areas of the medical facility during this training period. Students are unable to receive monetary compensation for the practicum/externship. Prerequisites: All previous program classes with a C or higher. Corequisite: MAP-602.

Math (MAT)

MAT-016
ALGEBRA LAB
Lec 0 Lab 2 Credit 2
Algebra Lab provides lessons in the underlying skills and concepts required for better understanding in the corequisite Intermediate Algebra course. Topics will include algebraic vocabulary, operations with real numbers, polynomials, solving equations and more. This lab will also provide for more practice time and opportunity to receive assistance from the instructor in a face-to-face setting. It is mandatory for anyone enrolled in Intermediate Algebra who did not earn a qualifying math placement score. Corequisite: MAT-092.

MAT-052
PRE-ALGEBRA
Lec 2 Lab 1 Credit 3
Designed for students who have not mastered the basic skills of arithmetic or for students who need to review arithmetic. Topics studied include operations on whole numbers, fractions, decimals, percents, measurement, basic statistics, beginning geometry and beginning algebra. These topics are similar to those topics covered in Math Skills I and II with an emphasis on problem solving techniques. Prerequisite: Meet minimum placement test score requirements.

MAT-062
ELEMENTARY ALGEBRA
Lec 2 Lab 1 Credit 3
This course is a beginning level course for students needing a start, or fresh start, in algebra. Topics covered include performing math operations on signed numbers, solving linear equations in one and two variables, solving systems of linear equations, applying exponent rules, performing math operations on polynomials and factoring polynomials. Prerequisite: MAT-052 or equivalent with a minimum grade of C- or meet minimum placement testing requirements.

MAT-079
ELEMENTARY GEOMETRY
Lec 1 Lab 1 Credit 2
This course is designed for college students who have completed an introductory algebra course but did not take high school geometry or took it so long ago they need a review. This will be equivalent to one year of high school geometry. Prerequisite: MAT-062 or meet minimum placement testing requirements.

MAT-092
INTERMEDIATE ALGEBRA
Lec 3 Lab 1 Credit 4
This course is recommended for students with at least one year of high school algebra or equivalent. It serves as a foundation for many other math, science and business courses. Students will learn to apply algebraic models and standard solution methods to applied and theoretical problems, using technology when appropriate. Topics include a review of factoring polynomials, performing math operations on functions, solving rational equations, solving radical equations, solving and graphing quadratic functions, solving and graphing logarithmic and exponential equations. Prerequisite: Minimum placement testing requirements or Corequisite: MAT-016 if minimum placement score is not met.

MAT-094
INDEPENDENT STUDY - MATH
Lec 0 Lab 1 Credit 1
This course is designed to provide the student an opportunity to select a specific mathematical area to explore in greater depth than is possible in other available courses. Independent Study topics will be determined by consultation between the student and instructor. Typical topics could include geometry, trigonometry, estimating, carpentry/mechanical/electrical preparation, etc. Credit earned in this course will not count toward the A.A., A.S., or A.A.S. degree requirements.

MAT-099
COMBINED ALGEBRA
Lec 5 Credit 5
This course is designed as a combined beginning and intermediate level algebra course. It serves as a foundation for many other math, science and business courses. Students will learn to apply algebraic models and standard solution methods to applied and theoretical problems, using technology when appropriate. Topics include linear equations and inequalities in one and

two variables, systems of linear equations, exponents, polynomials, functions, rational equations, radical equations, quadratic functions and exponential/logarithmic equations. Prerequisite: MAT-052 or equivalent with a minimum grade of C- or meet minimum placement testing requirements.

MAT-110
MATH FOR LIBERAL ARTS
Lec 3 Credit 3
Math for Liberal Arts is a survey course for students who have little background in mathematics. Topics include critical thinking, survey of sets, probability, statistics, logic and personal finance. Additional topics may include voting theory, graph theory and geometry. This course is not intended for Mathematics and Science majors.

MAT-117
MATH FOR ELEMENTARY TEACHERS
Lec 3 Credit 3
This course is recommended for students pursuing a teaching degree in elementary education. It provides opportunities to better understand mathematical content practices as a foundation for teaching mathematics in an elementary classroom. Topics will include the NCTM Principles and Standards for School Mathematics, problem-solving strategies, set theory, number systems, operations in the real number systems, informal geometry, elementary probability, and statistics.

MAT-120
COLLEGE ALGEBRA
Lec 3 Credit 3
This course is a study of rational, exponential, logarithmic and polynomial functions and relations, their graphs and related equalities. The study of the curricular functions, graphs and applications is included. This course may be taken concurrently with MAT-134.Prerequisite: MAT-092 or MAT-099 with a minimum grade of C- or meet minimum placement testing requirements.

MAT-128
PRECALCULUS
Lec 4 Credit 4
This course is an in-depth review of mathematical concepts necessary in preparing students for calculus. Problem solving is emphasized. Topics from algebra, trigonometry and analytic geometry essential in calculus are covered in this course. Topics include: properties of lines and quadratics, absolute value equations and inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, analytic trigonometry, vectors, conics in both the rectangular and polar coordinate systems, parametric equations, systems of equations and inequalities, matrices, three-dimensional coordinate geometry, partial fractions, sequences and mathematical induction. Prerequisites: MAT-120 and MAT-134 with a minimum grade of C- or meet minimum placement testing requirements.

MAT-134
TRIGONOMETRY AND ANALYTIC GEOMETRY
Lec 3 Credit 3
The student will study degree and radian angles; apply basic geometric and trigonometric concepts to solve triangles; apply and graph trigonometric functions and their inverses to solve applied problems; verify trigonometric identities; convert paired data between rectangular and polar notation systems; apply math operations on vectors and complex numbers; graph polar equations; and analyze/graph elliptic, hyperbolic, and other conic equations. Prerequisite: MAT-120 with a minimum grade of C- or meet minimum placement test score requirements. Corequisite: This course may be taken concurrently with MAT-120.

MAT-140
FINITE MATH
Lec 3 Credit 3
This course is designed for Business and Social Science majors. It introduces them to matrix solutions, to linear equations, linear programming, matrix algebra, mathematics of finance, computer applications, value of slope of a line and exponential/logarithmic functions. Application problems are taken from Business Management and Social Science areas. Prerequisite: MAT-120 with a minimum grade of C- or meet minimum placement testing requirements.

MAT-149
LINEAR ALGEBRA
Lec 3 Credit 3
This course will include the study of systems of equations, matrices, determinants, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors. Applications relating to these topics will be investigated. Prerequisite: MAT-216 or meet minimum placement testing requirements.

MAT-150
DISCRETE MATH
Lec 3 Credit 3
This course introduces concepts in discrete mathematics as applied to computer science logic, methods of proof, sets, counting techniques, discrete probability, permutations and combinations, graphs and trees, mathematical induction, and recursion are included. Connections between discrete math and programming concepts are emphasized. Prerequisites: MAT-120 or equivalent course, or ALEKS score of 50.

MAT-156
STATISTICS
Lec 3 Credit 3
This course is an applied course in statistics, designed to introduce students to some of the concepts, symbols, procedures and vocabulary used in the field of statistics. Topics covered in this course include: organizing and graphing data, descriptive statistics, probability, various distributions, the sampling distribution of the mean, estimating a population mean, confidence intervals, inferential statistics (hypothesis testing), comparing two population parameters, analysis of variance, correlation,

simple linear and multiple regression, contingency tables and nonparametric statistics, (time permitting). Prerequisites: MAT-092 or MAT-099 with a minimum grade of C- or meet minimum placement testing requirements.

MAT-165
BUSINESS CALCULUS
Lec 3 Credit 3
This course is intended for Business Management and Social Science majors. It introduces them to theorems for finding derivatives, applications to maximum and minimum, related rates, graphing of functions, marginal cost and revenue, supply and demand, partial derivatives, antiderivatives, definite integral, tests for increasing and decreasing functions, concavity, maximum and minimum of functions of more than one variable, area under a curve, separable differential equations, growth and decay and applications of above to Business Management and Social Sciences. Prerequisites: 3 years of high school college prep math AND meet minimum placement testing score requirements, MAT-120 with a minimum grade of C or MAT-140 with a minimum grade of C-.

MAT-210
CALCULUS I
Lec 4 Credit 4
This course includes the study of limits and continuity, derivatives and differentiation, differentials, maximum and minimum function values and techniques of graphing, applications and an introduction to integration. Prerequisites: MAT-120 AND MAT-134 with a minimum grade of C- or meet minimum placement testing requirements.

MAT-216
CALCULUS II
Lec 4 Credit 4
This course is a study of integration, techniques of integration, applications and accompanying mathematical structure. Prerequisite: MAT-210 with a minimum grade of C-.

MAT-219
CALCULUS III
Lec 4 Credit 4
This is a course on multivariable calculus which covers topics from the functions of several variable and vector valued functions. The course includes directional derivative, gradients, the curl, the divergence, multiple integrals over regions and volumes. Line and surface integrals will be covered. Double integral in the polar coordinates will be covered. Prerequisite: MAT-216 with a minimum grade of C-.

MAT-227
DIFFERENTIAL EQUATIONS WITH LAPLACE
Lec 4 Credit 4
This course is the study of elementary theory and applications of ordinary differential equations. The course includes first and second order differential equations. Prerequisite: MAT-216 with a minimum grade of C-.

MAT-702
INTRODUCTION TO MATH APPLICATIONS
Lec 2 Lab 1 Credit 3
This course is offered to students who can profit from an applied course in mathematics and will prepare students who need to develop skills for MAT-704. It is designed as an introductory level algebra course recommended for students with one year of high school algebra. Emphasis is on the building of basic algebra skills and the application of these mathematical techniques. The course studies the relationship of geometry and algebra as they apply to various fields. This course will also cover whole numbers/decimals, integers, fractions/percents, direct measurement, basic geometric concepts/relationships, linear equations and right-triangle trigonometry. Prerequisite: MAT-052 or meet minimum placement testing requirements.

MAT-704
MATH APPLICATIONS
Lec 5 Credit 5
This course is offered to technical and other students who can profit from an applied course in mathematics. It is designed as an intermediate level algebra course recommended for students with at least one year of high school algebra. Emphasis is on the application of mathematical techniques. Students will study the relationship of geometry and algebra as they apply to electronics and mechanical technology problems. Algebraic manipulation of formulas, equations, radicals, exponents, logarithms, polynomials, rational expressions, systems of linear equations, plane trigonometry, vectors and graphs of equations are studied. Prerequisite: MAT-062 or MAT-702 or meet minimum placement testing score requirements.

MAT-712
BUSINESS MATH
Lec 3 Credit 3
This course provides a study of math fundamentals and their application to business situations. Topics covered include banking procedures, payroll and taxes, weights and measurements, fractions and percentages, commissions, discounts, mark-ups/mark-downs, borrowing and interest, and insurance copays and deductibles. Microsoft Excel and traditional methods will be used to make common business decisions.

MAT-772
APPLIED MATH (ONLINE)
Lec 3 Credit 3
This course covers all fundamental arithmetic concepts and more routine algebraic operations. Arithmetic concepts are fractions, percentages, graphing, decimals, ratios, word problems, metrics, areas and volumes. Algebraic work includes solving simpler equations, proportions and formula rearrangement. Appropriate CPT score on math assessment or prerequisite course.

Manufacturing (MFG)

MFG-142

GEOMETRIC DIMENSIONING TOLERANCING
Lec 3 Credit 3
This course introduces the student to the use of Geometric Dimensioning and Tolerancing. It consists primarily of learning the names, meanings and applications of the symbols used on engineering drawings that include GD&T. Prerequisites: CAD-101 and DRF-113.

MFG-155
INDUSTRIAL MACHINE PROGRAMMING
Lec 1 Lab 2 Credit 3
This course introduces students to the use of microprocessors. Students will learn how inputs and outputs interact with microprocessors and how to program them. Students will also learn to read and understand coordinates on a blueprint and to write CNC programs using G and M codes.

MFG-156
INTRODUCTION TO CNC MACHINING
Lec 3 Credit 3
Introduces basic operations of CNC Milling & Lathe Machines. Covers basic and advanced tooling, programming using G&M code and CAM software. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications.

MFG-206
MANUFACTURING PROCESSES I
Lec 1 Lab 2 Credit 3
The student will operate lathes, milling machines,drill presses, grinders, CNC, and measuring instruments that are utilized in manufacturing processes. Introduction to G & M code and Mastercam.

MFG-212
BASIC MACHINE THEORY
Lec 1 Lab 2 Credit 3
Introduction to basic machining processes involving drill press, lathe, mills, drills, saws, bench tools, measuring tools and grinders. Classes will cover safety, tooling, metal removal methods and different various pieces of equipment. The course will introduce the national OSHA safety standards, and upon completion of this course, students will receive the OSHA 10 General Industry card.

MFG-237
INTRODUCTION TO MACHINE TRADES
Lec 1 Lab 2 Credit 3
This course explores the basics of machining, raw materials, use of hand tools, safety and maintenance. Includes measurement techniques, materials, safety, machine tool math, quality control and maintenance. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications.

MFG-303
ADVANCED CNC PROGRAMMING
Lec 3 Lab 2.5 Credit 5.5
Continuation of MFG-156, Introduction to CNC Machining adding canned cycles, looping, sub-routines and interpretation of programs written by others. Internal machining on the lathes is covered. More complex parts and production of multiple parts will be undertaken. Prerequisite: MFG-156

MFG-323
MASTERCAM DESIGNS
Lec 3 Lab 1 Credit 4
Students will have hands-on experiences designing, drawing, dimensioning, and solid modeling using Mastercam Design software. The course presents logical step-by-step instructions related to the Mastercam commands, drawing aids, shortcuts, and other valuable characteristics of Mastercam. This course will also feature 2D geometry and dimensioning, creating 3D surface geometry, and 3D solids geometry. Mastercam software will be used to create solid models using wireframe geometry. Students will manufacture projects using CNC equipment.

MFG-362
MACHINES OPERATIONS II
Lec 3 Lab 2.5 Credit 5.5
This course continues with advanced productivity, setup, and operation of lathes, mills and grinders. The use of different materials and safe operation are emphasized. Prerequisite: MFG-237

MFG-398
INTRODUCTION TO MACHINE SHOP
Lec 2 Lab 1 Credit 3
Beginning machine shop course focusing on operation, inspection, safety and developing process plans for optimal metal removal. Introductory surface grinding, milling, and lathe operations with layout work.

Management (MGT)

MGT-101
PRINCIPLES OF MANAGEMENT
Lec 3 Credit 3
This course provides an intensive examination of the basic fundamentals of organization and management underlying the solution to management problems.

MGT-110
SMALL BUSINESS MANAGEMENT
Lec 3 Credit 3
This course introduces the student to various types of small business opportunities. Students will use concepts from the course to develop a business plan designed to guide the startup of a new business. The course also covers topics relevant to small business management, and regulations.

MGT-130
PRINCIPLES OF SUPERVISION
Lec 3 Credit 3
This course provides an overview of the principles involved in supervision, including planning, organizing, motivating, staffing and appraising. Also covered are interpersonal

skills including communication, decision making, conflict and team work.

MGT-165
PRINCIPLES OF QUALITY
Lec 3 Credit 3
This course is designed to assist the student in acquiring the knowledge to create and develop successful teams in the workplace. The team concept has proven to be successful in improving productivity, quality, customer satisfaction and coworker morale. It has also reduced labor costs and helped organizations operate more lean and efficiently. The challenge can be transforming the workforce from individuals into a successful team. We will also cover the principles of success factors for Quality Improvement that focus on the skills and knowledge needed to lead quality improvement within a work group. Philosophies, concepts and improvement actions pertaining to quality will be covered in detail. Standards and Certification programs will be discussed and class members will prepare a Quality Improvement Plan for their work groups.

MGT-170
HUMAN RESOURCE MANAGEMENT
Lec 3 Credit 3
This course provides an overview of the principles involved in human resources management including strategy, legal environment, EEO, and job analysis and job design. Also covered are acquiring human resources, training and developing employees, compensation issues and labor relations.

Marketing (MKT)

MKT-110
PRINCIPLES OF MARKETING
Lec 3 Credit 3
This introductory class uses the managerial approach to study a market-directed system of marketing. The emphasis is on market strategy planning from the viewpoint of the marketing manager. The "4 Ps"- product, place, price and promotion-provide the structure underlying the organization of this course.

MKT-121
DIGITAL MARKETING
Lec 2 Lab 1 Credit 3
A complete overview of how to promote a business online, this course covers the basics of traditional marketing before going on to explore how these core concepts can be specifically applied to digital media. Students will learn the role that websites, social media, search engine placement, email and mobile marketing play in their overall marketing strategy and how best to take advantage of each.

MKT-140
PRINCIPLES OF SELLING
Lec 3 Credit 3
Fundamental terminology, principles and techniques of direct and indirect selling as well as promotional methods. Emphasis on human behavior and the motivation, rewards, duties and qualifications of a person in sales. This course is designed for an individual preparing for initial or improved employment.

MKT-150
PRINCIPLES OF ADVERTISING
Lec 3 Credit 3
This course takes a detailed look into the study and practice of advertising with special emphasis placed on allowing students to plan and think more strategically, evaluate alternative courses of action, develop more creative solutions to problems, analyze why people behave the way they do, express themselves and their ideas and persuade others to their point of view by using advertising terms, concepts and procedures.

MKT-160
PRINCIPLES OF RETAILING
Lec 3 Credit 3
Retailing organization, buying, selling, promotion, inventory control, pricing and location and layout.

Mass Media (MMS)

MMS-111
VIDEO PRODUCTION I
Lec 1 Lab 2 Credit 3
Video Production introduces video equipment operation, techniques in video production and specific production skills, including proper use of the non-linear editing systems, microphones, cameras, lighting equipment and tripods. For approximately 50 percent of the course, students experience hands-on application of material covered in lecture. Students produce both short and long format programs.

Medical Transcription (MTR)

MTR-158
INTRODUCTION TO MEDICAL SCRIBE
Lec 2 Lab 3 OJT 2 Credit 7
This course is designed to prepare students to create a patient care record under the direct supervision of a physician. Students will learn to recognize and obtain a chief complaint, history of present illness, past medical, social and family histories, review of systems and physical exam. Medical procedures, lab results and other pertinent patient information for a patient visit will also be covered. Practical experience will include transcription/editing of history and physical reports, consultation reports, SOAP notes, progress notes and office notes. Students will obtain knowledge in classification of drugs, normal routes of administration, usage, and generic and brand names. Routine patient encounters, management of chronic diseases and characteristics of disease processes will be discussed. Students will identify the importance and challenges of medical documentation, including guidelines for evaluation and management of visits.

Applied Music (MUA)

MUA-101
APPLIED VOICE
Lec 1-2 Credit 1-2
Private instruction in voice. Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

MUA-120
APPLIED PIANO
Lec 1-2 Credit 1-2
Private instruction on piano. Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

MUA-124
APPLIED GUITAR
Lec 1-2 Credit 1-2
Private instruction on guitar. Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

MUA-126
APPLIED STRINGS
Lec 1-2 Credit 1-2
Private instruction on a string instrument such as violin, viola, or cello. Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

MUA-151
APPLIED STRING BASS
Lec 1-2 Credit 1-2
Private instruction on bass (electric and/or upright).Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

MUA-143
APPLIED BRASS
Lec 1-2 Credit 1-2
Private instruction on a brass instrument such as trumpet, french horn, trombone, euphonium, or tuba. Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

MUA-170
APPLIED WOODWINDS
Lec 1-2 Credit 1-2
Private instruction on a woodwind instrument such as flute, oboe, clarinet, bassoon, or saxophone. Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

MUA-180
APPLIED PERCUSSION
Lec 1-2 Credit 1-2
Private instruction on percussion. Students will be expected to perform at a public recital at the end of the term. Credit is granted for the specific areas studied, based on the amount of work, time and involvement as specified by the music faculty before enrollment. An additional fee is charged for each applied music area selected. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is two credits. Students may earn a max credit of 8 semester hours.

General Music (MUS)

MUS-100
MUSIC APPRECIATION
Lec 3 Credit 3
This is a general overview course which includes basic music concepts and elements of the art, a general historical look and critical approach. Music as it has evolved from the beginning to present-day is studied. This involves listening to musical examples.

MUS-102
MUSIC FUNDAMENTALS

Lec 3 Credit 3
This course is designed for students who wish to learn how to read music for either further study as a major or for personal reasons. It is open to all students and is recommended for elementary education majors.

MUS-120
MUSIC THEORY I
Lec 3 Credit 3
This course is offered to students who wish to increase their musicianship through better understanding of the materials and structure of music and to those who plan to major or minor in music. The general purpose of the course is to help the student gain the necessary basic concepts of music fundamentals and harmony which will support more advanced theoretical instruction. Prerequisite: MUS-102 or MUS-185. Corequisite: MUS-135.

MUS-121
MUSIC THEORY II
Lec 3 Credit 3
This course is a continuation of Music Theory I. Requires attendance at music programs as specified by the music faculty. Prerequisite: MUS-120. Corequisite: MUS-136.

MUS-135
MUSIC THEORY LAB I
Lec 0 Lab 1 Credit 1
This course is to develop skills in reading and hearing pitch, rhythm, melodic and harmonic sounds of music. The course is based on the principal that a qualified musician must develop reading, singing and notation skills in order to achieve acuity of aural perception and make this acuity effective in the use of these skills. Corequisite: MUS-120.

MUS-136
MUSIC THEORY LAB II
Lec 0 Lab 1 Credit 1
Continuation of MUS-135. Prerequisite: MUS-135. Corequisite: MUS-121.

MUS-140
CONCERT CHOIR
Lec 0 Lab 1 Credit 1
Open to all college students who enjoy the aesthetic experience of choral singing. The choir is a performing group which meets regularly and performs a wide variety of choral literature. The choir presents programs throughout the college area and participates in state community college music activities. Maximum of 4 semester hours may be earned.

MUS-161
CLASS VOICE
Lec 0 Lab 1 Credit 1
Class Study in Vocal Performance. Fundamentals of Vocal Performance: Resonance, Breath Management, Intonation, Phrasing and Stage Presence. Prerequisite: Consent of voice faculty.

MUS-162
INSTRUMENTAL ENSEMBLES
Lec 0 Lab 1 Credit 1
This course is open to students who seek creative expression through ensemble performance. Credit is granted to those who meet requirements for rehearsals and performances through participation in the Southeast Iowa Symphony Orchestra, the Southeast Iowa Concert Band or an established instrumental ensemble at Southeastern Community College. A maximum of 4 semester hours may be earned.

MUS-185
CLASS PIANO I
Lec 1 Credit 1
Class Piano I introduces the student to fundamental aspects of playing the piano including music reading, appropriate performance technique, and keyboard understanding as it relates to basic melodic and harmonic structures.

MUS-204
HISTORY OF ROCK AND ROLL
Lec 3 Credit 3
This introductory course traces the history of rock and roll from its inception as a fusion of African-American and white music traditions amidst the youth culture of post WWII era in America to its present state as an internationally known musical style. This course will develop listening skills and incorporate extensive exposure to recorded music.

MUS-205
JAZZ HISTORY AND APPRECIATION
Lec 3 Credit 3
Studies the elements and history of jazz music with concentration on critical listening skills. Includes a review of jazz history, styles, genres, form and content, composers and social and historical events of the past and present that influence music selections.

MUS-250
MUSICAL PLAY PRODUCTION
Lec 0 Lab 1 Credit 1
This course provides college credit for student involvement in the production of a musical play. Areas of focus may include: singing, acting, set work, props, sound reinforcement and lighting. Auditions will be announced in advance. This course may be repeated for up to four semester hours of credit.

MUS-306
DIGITAL MUSIC PRODUCTION I
Lec 3 Credit 3
Digital Audio Production I introduces students to basic theories and techniques of digital audio recording, editing and mixing. Instruction utilizes current industry software digital audio workstation and covers the fundamentals of the operation of the software, as well as audio and MIDI recording and editing. This course provides students with real-world examples and frequent hands-on assignments, that will provide a solid foundation in all aspects of audio production. Prerequisites: MUS-120 or MUS-185. Corequisite: MUS-185, if prerequisite is not met.

MUS-307
DIGITAL MUSIC PRODUCTION II
Lec 3 Credit 3
Digital Music Production II builds upon student skills navigating and using software digital audio workstations. Instruction covers working with expanded hardware and software configurations, developing versatile tools for manipulating and editing both audio, MIDI, and CV data, and implementing a range of techniques that encompass larger, more sophisticated production scenarios. This course provides real-world examples and frequent hands-on assignments designed to enhance abilities in all aspects of audio production. Prerequisite: MUS-306 with a C or better.

Computer Networking (NET)

NET-101
IT FUNDAMENTALS
Lec 1 Credit 1
This course will provide students with the fundamental technical knowledge about personal computers that is needed to work efficiently in the IT career field. Upon successful completion, students will be able to setup basic workstations, including installing basic hardware and software and establishing network connectivity and troubleshoot compatibility issues. It will also assist the students for preparing and taking the CompTIA IT Fundamentals exam. Prerequisites: NET-122 and NET-142.

NET-118
BASIC COMPUTER NETWORKING/HARDWARE
Lec 2 Lab 1 Credit 3
This course is an introductory course about basic computer networking concepts and computer hardware. It will provide a foundation for anyone needing basic computer knowledge. It covers network and hardware terminology, hardware devices, network protocols, topologies and connections. The student will get hands-on experience adding and replacing hardware and network components.

NET-122
COMPUTER HARDWARE BASICS
Lec 2 Lab 1 Credit 3
This course is designed to improve the student's understanding of computer hardware and peripherals. The student shall gain an ability to determine the source of elementary equipment problems and the ability to isolate problems relating to software and hardware. Through hands-on labs, the student will obtain and demonstrate knowledge of installation, configuration and repair.

NET-142
NETWORK ESSENTIALS
Lec 3 Credit 3
This course is designed to provide students with the background necessary to understand the local area networking information in Microsoft courses on workstations and networking. This course provides students with the information needed to build a foundation in current networking technology for local area networks, wide area networks and the Internet.

NET-153
ADVANCED NETWORKING
Lec 2 Lab 2 Credit 4
This course will allow the student to take knowledge from previous networking courses and apply it in a hands-on environment. The Microsoft network operation system will be emphasized. The student will also receive exposures to other advanced technologies. These technologies may include:switch/router configuration, computer forensics, computer ethics and cryptography. It will also assist the students for preparing and taking the CompTIA Network +exam. Prerequisites: NET-276, NET-277, NET-142, NET-261 and NET-314.

NET-261
VIRTUALIZATION/CLOUD OPERATIONS
Lec 2 Lab 1 Credit 3
This course prepares students to be able to implement, manage, and troubleshoot virtualization concepts used for desktops and servers. Students will learn to develop, manage, and maintain cloud services as well as the cloud operation concepts of SaaS, PaaS, and IaaS. This course also leads students to have the skills necessary to pass the CompTIA Cloud+ certification exam. Prerequisites: NET-142 and NET-442.

NET-276
IT APPLICATIONS
Lec 1 Lab 1 Credit 2
This course introduces skills in identifying operating systems and their configurations and inimplementing security principles across devices and networks. Students will also gain skills in troubleshooting software, security, and malware issues, and in implementing basic operational procedures in documentation, change management, compliance, and communication. The course will introduce basic disaster recovery and business continuity procedures, scripting basics, and remote access technology solutions. The course prepares students for the CompTIA A+ Core 2 certification exam, which will be taken at the end of the semester.

NET-277
IT FOUNDATIONS
Lec 1 Lab 1 Credit 2
This course is designed to provide students with an understanding of personal computer componentsand their functions in a desktop system; a knowledge of computer data storage and retrieval; and skills in classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security. This course also gives students the ability to recommend appropriate tools, diagnostic procedures, preventative maintenance, andtroubleshooting techniques for personal computer components in a desktop system; strategies for identifying, preventing, and reporting safety hazards and environmental or human accidents intechnological

environments. The course prepares student for the CompTIA A+ Core 1 certification exam, which will be taken at the end of the semester.

NET-314
WINDOWS SERVER
Lec 2 Lab 2 Credit 4
Windows Server covers the issues of setting up a client/server environment using Windows Server software. The course begins with file server basics. Determining the cost of a network and choosing appropriate network hardware are included. Students will receive hands-on experience in preparing client computers, installing Windows Server software and setting up a complete client/server environment. They will learn how to configure a domain environment with DNS/DHCP, and remote access. Prerequisites: NET-142 and NET-277.

NET-442
LINUX OPERATING SYSTEM
Lec 2 Lab 1 Credit 3
This course will cover the essentials of installing, configuring, maintaining, administering and troubleshooting the Linux operating system.

NET-627
SYSTEM SECURITY
Lec 2 Credit 2
This course will provide students with practical knowledge needed for strong information security for an organization's daily operations. Students will have hands-on learning on handling day-to-day operations to secure an organization's data. Prerequisite: ENG-105 and NET-637, or Instructor Approval.

NET-637
NETWORK INTRUSION INVESTIGATION
Lec 2 Lab 1 Credit 3
This course enables students to use penetration-testing tools and techniques that ethical hackers and security testers utilize to protect computer networks. Skills and techniques include footprinting, social engineering, port scanning, numeration and cryptography will be covered. This course incorporates a lab component in which students practice skills designed to secure network connections and prevent attacks. Prerequisites: ENG-105, NET-142, and NET-442.

NET-716
DATABASE ADMINISTRATION/SERVICE APPLICATION
Lec 2 Lab 1 Credit 3
Database Administration/Service Application will provide the student with experience installing, configuring, maintaining and administering SQL Server and SharePoint. The key concepts of Structured Query Language are studied, including the basic structure of relational databases, how to read and write simple and complex SQL statements and advanced data manipulation techniques.

NET-717
EMAIL APPLICATIONS
Lec 2 Lab 1 Credit 3
This course will provide the student with experience installing, configuring, maintaining and administering Exchange Server, as well as, an Exchange hybrid environment, where part of the mailboxes can be hosted in the cloud. Prerequisite: NET-314.

NET-820
NETWORK INTERNSHIP
Lec 0 OJT 4 Credit 4
This course is designed to provide the Network Administration & Cyber Security student with a practical experience in information technology prior to completion of the Associate of Applied Science degree. The internship is supervised by the program coordinator and should be taken during the student's last spring or fall semester on campus. Prerequisites: CIS-504, CFR-100, NET-277, NET-276, NET-261 and NET-627.

NET-825
INTERNET/WEB INTERNSHIP
Lec 0 OJT 4 Credit 4
This course is designed to provide the Web Design and Administration student with a practical experience in information technology prior to completion of the Associate of Applied Science Degree. The internship is supervised by the program coordinator and should be taken during the student's last spring or fall semester on campus. Prerequisite: Student must be in final semester of Web Design and Development AAS degree.

Physical Education Activities (PEA)

PEA-112
BASKETBALL
Lec 0 Lab 1 Credit 1
This course provides an introduction to the fundamentals of basketball, emphasizing skill development, teamwork, and game strategy. Students will learn essential techniques, including dribbling, passing, shooting, and defensive maneuvers. This course also covers the rules of the game, conditioning, and injury prevention. Ideal for beginners and those looking to refine their skills. A maximum of four credit hours may be earned.

PEA-146
PHYSICAL FITNESS
Lec 0 Lab 1 Credit 1
This course provides an overview of physical fitness concepts, emphasizing the importance of regular exercise and a healthy lifestyle. Students will explore various components of fitness, including cardiovascular endurance, muscular strength, flexibility, and body composition. The curriculum includes practical workouts, fitness assessments, and the development of a personalized fitness plan. A maximum of four credit hours may be earned.

PEA-175
PICKLEBALL

Lec 0 Lab 1 Credit 1
This course provides an introduction to the sport pickleball. Participants will learn the fundamental skills needed to play, including serving, volleying, and effective strategies for single and double matches. The course will have a comprehensive understanding of pickleball, including the rules of the game, scoring and court etiquette. A maximum of four credit hours may be earned.

PEA-176
VOLLEYBALL
Lec 0 Lab 1 Credit 1
This course provides an introduction to the sport of volleyball, focusing on fundamental skills, strategies, and rules of the game. Students learn essential techniques such as serving, passing, setting, hitting, and blocking through a combination of instruction, drills, and gameplay. A maximum of four credit hours may be earned.

PEA-187
PE ACTIVITY - WEIGHT TRAINING I
Lec 0 Lab 1 Credit 1
Participation emphasizing physical conditioning, personal habits conducive to physical fitness, individual and team games and hygienic practices with a view toward carry-over value in future leisure time activities. A maximum of 4 credit hours may be earned.

PEA-192
WALKING
Lec 0 Lab 1 Credit 1
This course is designed to promote physical fitness and mental well-being through walking. Participants will engage in regular walking sessions, learn about proper techniques, and explore the benefits of walking for health. A maximum of 4 credit hours may be earned.

Coaching/Officiating (PEC)

PEC-101
INTRODUCTION TO COACHING
Lec 3 Credit 3
Introduction to Coaching consists of a four-part course that includes coaching theory, sports medicine, sports psychology and sports physiology. It leads to coaching authorization for the State of Iowa as a junior high or senior high coach.

PEC-116
ATHLETIC DEVELOPMENT AND HUMAN GROWTH
Lec 2 Credit 2
A study of the physical, cognitive and psychosocial stages of development during middle childhood and adolescence and how these stages impact the coaching profession. This is one of the four courses leading to the coaching and authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

PEC-120
BODY STRUCTURE AND FUNCTION
Lec 1 Credit 1
An introduction to the physiological processes and anatomical features of the human body which are related to and affected by physical activity and training. This is one of the four courses leading to the coaching and authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

General Physical Education and Health (PEH)

PEH-102
HEALTH
Lec 3 Credit 3
A survey of individual problems and community health problems. Aspects of mental illnesses; communicable, infectious, congenital, degenerative and vitamin deficiency diseases; hormone imbalance and harmful effects of narcotic drugs and alcohol are stressed. Measures involving the preventing, controlling and promoting of better mental health and physical health in general are emphasized. Designed to stimulate the formation of desirable attitudes toward the health of the individual and the community.

PEH-142
FIRST AID
Lec 3 Credit 3
A study in theory and practice to develop an understanding of the principles and procedures of emergency care in the case of accidents, sudden illness, or disaster; and to develop basic skills of handling these cases until the services of a physician are available. The three-credit component of First Aid will involve creation of a functional first aid kit. (ICCOC)

PEH-161
INTRODUCTION TO PHYSICAL EDUCATION
Lec 2 Credit 2
Orientation and exploration in the physical education field, career opportunities, responsibilities to the profession, ethical sports practices, historical background and social forces that act upon organized as well as informal sports.

Physical Education Training (PET)

PET-105
BASIC ATHLETIC TRAINING
Lec 3 Credit 3
This course serves as an introduction to the profession of athletic training. Students will be instructed in basic skills and theories of the profession including: measurement of vital signs, taping, wrapping and immobilization. Students will become familiar with the roles, functions and professional preparation of an athletic trainer as well as the history of the profession and its governing structures.

PET-140
ATHLETIC TRAINING PRACTICUM I

Lec 0 Lab 1 Credit 1
Athletic training skills instruction for the beginning student athletic trainer. Practical examinations cover material taught during scheduled meeting times and observation hours. Observation of athletic training skills and techniques used concurrent with athletic events. The purpose of this class is to provide students with clinical rotations during their freshman year. The rotation will be at multiple sites and sports with supervision from the Certified Athletic Trainer. Students will be expected to attend practices and games as assigned. At this time they will practice and demonstrate skills taught in the classroom. They will be in charge of a daily journal of activities and hours. Prerequisite: PET-105.

PET-230
CARE AND PREVENTION OF ATHLETIC INJURIES
Lec 2 Lab 1 Credit 3
This course will introduce the student to athletic injuries, assessment and treatment. This course includes laboratory instruction in athletic taping and basic athletic training skills. The course also involves a directed observation requirement. Prerequisite: PET-105.

Intercollegiate Physical Education (PEV)

PEV-115
VARSITY BASEBALL
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-121
VARSITY BASKETBALL, MEN
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-122
VARSITY BASKETBALL, WOMEN
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-125
BOWLING
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-130
VARSITY CROSS COUNTRY
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-133
VARSITY TRACK AND FIELD
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-140
VARSITY GOLF

Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-145
SPORTS SHOOTING
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours. A Criminal Background Check is required.

PEV-150
VARSITY SOCCER
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-160
VARSITY SOFTBALL
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-170
VARSITY VOLLEYBALL
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-180
WRESTLING
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

PEV-190
VARSITY CHEER/DANCE
Lec 0 Lab 1 Credit 1
This course is designed for students who wish to compete at the NJCAA Intercollegiate athletic level representing Southeastern Community College. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. The team roster may be determined according to program limitations with students selected on ability and availability. Participants must meet eligibility requirements as deemed by the sports/activities governing body. This course is a one credit course (2 lab hours) and can be repeated for a maximum of four credit hours.

Philosophy (PHI)

PHI-101
INTRODUCTION TO PHILOSOPHY
Lec 3 Credit 3
A topical introduction to the major areas of philosophical inquiry.

PHI-105
INTRODUCTION TO ETHICS
Lec 3 Credit 3
A survey of the major ethical emphases from ancient to modern times with pertinent reading in the works of representative philosophers.

Physical Science (PHS)

PHS-120

EXPLORING PHYSICAL SCIENCE
Lec 3 Lab 1 Credit 4
This is a combined lecture and lab course where lab/ lecture are directly integrated. Topics covered come from physics, astronomy, chemistry, geology and meteorology. Course intended for non-science majors. Prospective elementary and middle school teachers may find this course especially helpful.

PHS-151
INTRODUCTION TO ASTRONOMY
Lec 2 Lab 1 Credit 3
A survey of astronomy including historical considerations, the solar system, the universe and special topics. Topics may include the laws, the methods and current research. Each planet will be studied as well as major stars and galaxies. Special topics include: cosmology, cosmogony, nova, pulsars, quasars, relativity, space travel, black holes and other space mysteries. Lab to include: experiments, observations, slides and movies.

PHS-165
INTRODUCTION TO METEOROLOGY
Lec 3 Credit 3
Introduction to atmospheric sciences and meteorology. Includes physical elements and process of weather, climatic types and regions, forecasting and associated activity.

PHS-185
INTRODUCTION TO EARTH SCIENCE
Lec 3 Credit 3
An introduction to geologic processes that have generated and continue to alter the surface of the earth. Covers: major types of rocks and the rock cycle; rock deformation, weathering, transport and deposition by fluid agents; plate tectonics, volcanoes, earthquakes, orogeny; absolute and relative time and the geologic column. Includes segment on the history of geology.

Physics (PHY)

PHY-106
SURVEY OF PHYSICS
Lec 3 Lab 1 Credit 4
This class is designed as an introduction to the basic concepts of physics. Measurement, the scientific method, motion, forces, work and energy, simple machines, temperature and heat plus electricity and magnetism will be covered. Lab will be an integral part with activities augmenting the lecture concepts.

PHY-162
COLLEGE PHYSICS I
Lec 3 Lab 1 Credit 4
This course is designed to provide a working knowledge of physics for those who need physics but do not need the rigor of a calculus-based physics course. The topics covered will include motion, force, energy, work, power, torque, linear momentum, rotational motion, angular momentum and thermodynamics. The conservation laws will be stressed. Topics in thermodynamics are covered as time permits. Solving practical problems will be a major emphasis. Pre-requisite:ALEKS score of 30 or successful completion of MAT-092 with a C- or better.

PHY-172
COLLEGE PHYSICS II
Lec 3 Lab 1 Credit 4
This course is a continuation of College Physics I. Topics to be covered include oscillations, waves, electricity, magnetism and optics. Topics in modern physics may be covered if time permits. Prerequisite: PHY-162.

PHY-212
CLASSICAL PHYSICS I
Lec 4 Lab 1 Credit 5
Classical Physics introduces the students to the classical topics of motion in one, two and three dimensions (Kinematics and dynamics), gravitation, work and energy, relativistic dynamics, rotational and oscillatory motion and thermodynamics. This physics course depends very much on the calculus of reals and vector integral calculus. Prerequisite or Corequisite: MAT-210.

PHY-222
CLASSICAL PHYSICS II
Lec 4 Lab 1 Credit 5
Classical Physics II continues in the second semester with emphasis on the theory of electricity and magnetism. The concept of a field is applied to the electrostatic charge. The laws of Coulomb and Gauss are to be developed and applied to various types of charge distribution. Electric current and magnetic force are to be discussed in connection with their application to electromagnetic induction. Prerequisite: PHY-212.

Practical Nursing (PNN)

PNN-160
INTRODUCTION TO NURSING PRACTICE
Lec 2 Credit 2
This course provides the student with an introduction to nursing concepts and principles. From a historical perspective, the student will explore the roles and challenges of the nurse in the health care continuum. The nursing process is introduced and serves as the foundation for the development of critical thinking and test taking strategy skills for success in the nursing program. Communication, stress and adaptation, wellness, professional accountability, information technology, time management and priority setting are also introduced. Prerequisites: BIO-168, BIO-173 and BIO-186 with a minimum grade of C or higher. Corequisites: PSY-121 and ENG-105 with a minimum grade of C or higher.

PNN-222
PHARMACOLOGY I
Lec 1 Credit 1
This course introduces the student to the basics of pharmacology. Principles of drug administration and dosage calculation will be introduced. Legal/ethical considerations, as related to drug therapy, are discussed. An overview of drug classifications, drug actions, common

adverse reactions and nursing interventions are included. Emphasis is placed on nursing responsibilities in drug therapy. Prerequisites: BIO-168, BIO-173 and BIO-186 with a minimum grade of C or higher. Corequisites: PNN-160 and ENG-105.

PNN-311
PN ISSUES AND TRENDS
Lec 1 Credit 1
This course is an overview of the role of the licensed practical nurse. Ethical and legal responsibilities of the nurse are identified. Levels of practice, licensure, career opportunities, and beginning the job-seeking skills are addressed. Opportunities for professional growth are explored. Prerequisite: PNN-534. Corequisite: BIO-186.

PNN-534
NURSING I
Lec 8 Lab 1 Clinical 3.5Credit 12.5
This course builds on concepts previously presented in the curriculum. A systematic approach is utilized in providing nursing care to individuals, families and groups across the lifespan. The course emphasizes selected common and chronic alterations in health and includes essential content in fundamental nursing concepts and care. An opportunity is provided for students to apply theoretical knowledge, to utilize the nursing process and to practice nursing techniques in clinical settings. Prerequisites: PNN-160, PNN-222, BIO-168, BIO-173 and BIO-186

PNN-535
NURSING II
Lec 8 Clinical 4 Credit 12
This course continues to incorporate concepts previously presented in the curriculum. A systematic approach is utilized in providing nursing care to individuals, families and groups across the lifespan. This course emphasizes selected common and chronic alterations in health and includes essential content related to maternal-child care. An opportunity is provided for students to apply theoretical knowledge, to utilize the nursing process, and to practice nursing techniques in clinical settings. Prerequisites:BIO-168, BIO-173, BIO-186, PNN-160, PNN-222, PNN-534.Corequisite: PNN-311.

Political Science (POL)

POL-110
INTRODUCTION TO POLITICAL SCIENCE
Lec 3 Credit 3
An introduction to the field of political science by illustrating the kind of contemporary issues political scientists deal with, the diversity of approaches they make and the significant results they hope to achieve. It will also acquaint students with the complex and vitally important subject of contemporary government and politics.

POL-111
AMERICAN NATIONAL GOVERNMENT
Lec 3 Credit 3
A survey of the American federal system of government which includes a description and analysis of interest groups, political parties, public opinion, the presidency, the Congress, the court system and foreign policy making.

Paralegal (PRL)

PRL-284
LEGAL ETHICS
Lec 2 Credit 2
This course covers legal ethics with an emphasis on how the rules affect legal administrative assistants. Students learn about the regulation of the legal profession, including the rules of conduct that govern both attorneys and legal administrative assistants. Topics include the meaning and importance of the unauthorized practice of law, the attorney-client privilege and its related work product doctrine, confidentiality, the rules governing conflicts of interest, and other topics relative to ethics in law.

Psychology (PSY)

PSY-102
HUMAN AND WORK RELATIONS
Lec 3 Credit 3
This is a course that includes the understanding of the applications of psychological principles, theory and research related to the work setting.

PSY-111
INTRODUCTION TO PSYCHOLOGY
Lec 3 Credit 3
A basic course in the understanding of behavior, designed to give the student a scientific background in the fundamental problems and techniques covered in the field of psychology.

PSY-121
DEVELOPMENTAL PSYCHOLOGY
Lec 3 Credit 3
A systematic study of life-span development. Individual differences in behavior as well as cultural norms are considered in relation to heredity and environment.

PSY-211
PSYCHOLOGY OF ADJUSTMENT
Lec 3 Credit 3
A study of the adjusting/coping behavior of the individual in various aspects of life situations. Prerequisite: PSY-111.

PSY-226
PSYCHOLOGY OF AGING
Lec 3 Credit 3
This course will examine the physical, cognitive, social and psychological changes that occur across the adult years and the factors influencing development in each area. Individual differences in the aging process will be emphasized with attention to the factors contributing to individual differences and the relevance of individual differences in addressing aging issues. The influence of society and societal attitudes toward older adults and the aging process will also be addressed. Additional learning opportunities will include interactions with older adults in various situations including those in nursing

homes, assisted living homes, retirement homes and living independently in the community.

PSY-228
DEATH AND DYING
Lec 3 Credit 3
This course will introduce students to the study of death and dying and the cultural, social, biological and psychological aspects of death and dying. Topics to be covered include the reality and definition of death, the grief process, care of the dying, cultural customs related to death and dying, views and attitudes toward death and dying, and the scientific, legal and ethical issues surrounding death and dying. Exploration of one's own views and attitudes concerning death and dying will be encouraged. In addition, opportunities to visit death-related industries such as funeral homes and cemeteries and to interact with professionals in the field such as hospice workers, grief counselors and funeral directors will be provided.

PSY-241
ABNORMAL PSYCHOLOGY
Lec 3 Credit 3
A survey of the history of mental illness including a study of normal and abnormal behavior as related to various cultures. Personality development, individual adjustment and description of the various clinical entities and their relevance to present day life will be covered. Character disorders and personality structures which cause maladjustment are reviewed. A review of the theories of personality is included. Prerequisite: PSY-111.

PSY-251
SOCIAL PSYCHOLOGY
Lec 3 Credit 3
The study of interpersonal relations, social attitudes, group dynamics, intergroup relations, class and cultural influence in a psychological context. Prerequisite: PSY-111.

Radiologic Technology (RAD)

RAD-101
RADIOGRAPHIC PATIENT CARE
Lec 2.5 Lab 0.5 Credit 3
This course will introduce the student to radiologic technology and the evolution of radiography film to the digital imaging technology of today. The student will learn about the hospital and clinical setting, medical specialties, and the role of the radiographer on the health care team. The student will gain the knowledge necessary to provide safe patient care to include the following topics: legal and ethical issues in medicine, professionalism, communication skills, medical terminology, patient histories,pharmacology, valuing diversity, soft skills, body mechanics, patient transfer methods, standardprecautions, radiation safety and radiography as a profession. Admission to the Radiologic Technology program is required to enroll in this course.

RAD-120
RADIOGRAPHIC PROCEDURES I
Lec 2.5 Lab 0.5 Credit 3
This course introduces the first semester student to patient positioning and procedures performed inthe radiology department. Procedures to be studied and simulated in the energized laboratory are chest, abdomen and the distal upper extremity. Each procedure includes anatomy review, procedural guidelines, projections, and image evaluation. Admission to the Radiologic Technology program is required to enroll in this course. A grade of "C" or higher must be achieved in all program courses.

RAD-142
RADIOGRAPHIC PROCEDURES II
Lec 3 Lab 1 Credit 4
This course is a continuation of RAD-120 Radiographic Procedures I. This course will continue to introduce the student to patient positioning and procedures performed in the radiology department. Procedures to be studied and simulated in the energized laboratory, are proximal upper extremity,shoulder, lower extremity, urinary system, digestive system, pelvis, and bony thorax. Each procedureincludes anatomy review, procedural guidelines, and image evaluations. Pre-requisites: BIO-168, HSC-114, RAD-101, RAD-120, RAD-326, RAD-207. Co-requisites: BIO-173, RAD-890, RAD-360, RAD-240

RAD-162
RADIOGRAPHIC PROCEDURES III
Lec 2 Lab 1 Credit 3
This course is a continuation of RAD 142 Radiographic Procedures II. This course will continue to introduce the student to patient positioning and procedures performed in the radiology department. Procedures to be studied and simulated in the energized laboratory are the cervical, thoracic, andlumbar vertebrae, as well as the skull, sinuses, and facial bones. Each procedure includes anatomy review, procedural guidelines, projections, and image evaluation. Pre-Requisites: All first year courses. Co-requisites: ENG-105, RAD-510, RAD-762, RAD-850,

RAD-183
SPECIAL PROCEDURES
Lec 2 Lab 1 Credit 3
This course is an integrated study of detailed anatomy, physiology, and radiographic procedures including the use of special equipment. Special emphasis is placed on the radiographic procedures related to the circulatory and nervous systems. The scientific principles and uses of the computerized tomography (CT), digital angiography, magnetic resonance imaging (MRI), ultrasonography, and nuclear medicine are discussed. Students will apply these principles during their clinical practicum and specialrotations. Preparation, precautions, and administration of contrast media will be explored. Admission to the Radiologic Technology program is required to enroll in this course. A grade of "C" or higher must be achieved in all program courses. Pre-Requisites: BIO-168, BIO-173, HSC-114, RAD-101, RAD-120, RAD-143, RAD-206, RAD-240, RAD-322, RAD-360, RAD-890.Co-requisite:RAD-260

RAD-207

CLINICAL EDUCATION I
Lec 0 Clinical 3 Credit 3
This course is designed to meet the practical hands-on experience that will accompany the lecture andlab components of the curriculum. Clinical experiences will be scheduled in clinics or hospital settings appropriate to the beginning student. Students will have the opportunity to apply basic patient care skills and general knowledge of radiology. Co-requisites: RAD-101, RAD-120, RAD-326

RAD-240
CLINICAL EDUCATION II
Lec 0 Clinical 5 Credit 5
This course is a continuation of Clinical Education I. Students will continue to perform radiographicprocedures with indirect supervision on those exams where competency has been achieved. Emphasiswill be placed on those procedures learned in Radiographic Procedures I and II. Image critique will be integrated throughout the course. Students will meet requirements and competencies in the areasspecified in the clinical procedure manual.

RAD-260
CLINICAL EDUCATION III
Lec 0 Clinical 3 Credit 3
This course is designed to meet the practical and hands on experience that will accompany the lectureand labs a student will receive. Required shifts will take place in the hospital or clinic setting with emphasis on the ability to adapt to different clinical situations. This course is also designed for the student to apply patient care and general knowledge of a radiology department.

RAD-326
IMAGING I
Lec 3 Credit 3
This course is designed with the intent to prepare students to be able to understand how an x-ray beam is produced, the different types of equipment and how they function, and the principles behind x-ray generation. Prerequisites: BIO-168, HSC-114, RAD-101, RAD-120, RAD-207

RAD-360
IMAGING II
Lec 2.5 Lab 0.5 Credit 3
This course is a continuation of Imaging I and is designed with the intent to prepare students to be able to understand how an x-ray beam is produced, the different types of equipment and how they function, and principles behind x-ray generation. Admission to the Radiologic Technology program is required to enroll in this course. A grade of "C" or higher must be achieved in all program courses.

RAD-510
CLINICAL EDUCATION IV
Lec 0 Clinical 6 Credit 6
This course is designed to meet the practical and hands on experience that accompany lecture andlabs a student will receive. Required shifts will take place in the hospital or clinic setting with emphasis on the ability to adapt to different clinical situations. This course is also designed for the student to apply patient care and general knowledge of the radiology department. Prerequisites: All first-year courses. Co-requisites: RAD-162, RAD-762, RAD-850, ENG-105

RAD-562
CLINICAL EDUCATION V
Lec 0 Clinical 6 Credit 6
This course is a continuation of the Clinical Education courses and designed to meet the practical andhands on experience. Students will continue to perform radiographic procedures with indirectsupervision on those exams where competency has been achieved. Required shifts will take place in the hospital or clinic setting with emphasis on the ability to adapt to different clinical situations. Admission to the Radiologic Technology program is required to enroll in this course. A grade of "C" or higher must be achieved in all program courses. Pre-Requisites: All first-year courses. Co-requisites: RAD-791, RAD-948, PSY-111 and SOC-110

RAD-762
COMPUTER AND DIGITAL RADIOGRAPHY CRITIQUE I
Lec 2 Credit 2
This course provides a basis for analyzing radiographic images. Included are the optimal imaging standards, discussion of problem-solving techniques for image evaluation, and the factors that effect image quality. Concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection will be introduced. Pre-Requisites: All first year courses. RAD-162 and RAD-260 Co-requisites:ENG-105, RAD-183, RAD-510, RAD-850

RAD-791
COMPUTER AND DIGITAL RADIOGRAPHY CRITIQUE II
Lec 2 Credit 2
This course provides a basis for analyzing radiographic images. Included are the optimal imaging standards, discussion of problem-solving techniques for image evaluation, and the factors that effect image quality. Concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor are continued.

RAD-850
RADIATION PROTECTION AND BIOLOGY
Lec 3 Credit 3
This course explores the history and biological effects of ionizing radiation and different methods of radiation measurement, detection, protection, and safety. Admission to the Radiologic Technology program is required to enroll in this course. A grade of "C" or higher must be achieved in all program courses. Pre-Requisites: All first year courses. RAD-162 and RAD-260.Co-requisites:ENG-105, RAD-183, RAD-510, RAD-762

RAD-890
QUALITY ASSURANCE

Lec 1 Credit 1
This course is designed to make sure the radiography student is able to recognize the correct technique settings as well as making sure all equipment is functioning correctly. Each piece of the equipment's standard numbers will be discussed as well as how to know if a piece of radiographic equipment is functioning correctly and within exact specifications. Admission to the Radiologic Technology program is required to enroll in this course. Pre-requisites: BIO-168, HSC-114, RAD-101, RAD-120, RAD-206, RAD-322.Co-requisites:BIO-173, RAD-143, RAD-360, RAD-240

RAD-948
SEMINAR
Lec 4 Credit 4
This course will introduce students to the general format of the boards as well as what is expected ofthem in each content area. The application criteria and process of becoming eligible for boards will bereviewed. Students will complete a capstone simulation test evaluating skills they have learned in the program. Test taking strategies and locations of test sites will also be covered. Admission to the Radiologic Technology program is required to enroll in this course. A grade of "C" or higher must be achieved in all program courses. Pre-Requisites: All RAD program courses.

Respiratory Therapy (RCP)

RCP-231
INTRODUCTION TO RESPIRATORY CARE
Lec 3 Credit 3
An introduction to the respiratory care profession. Topics include respiratory care and the healthcare system; the economics of healthcare, communication, documentation, evidence –based practice; and the ethical and legal implications of practice. Students will also be introduced to entry level modalities such as oxygen and aerosol therapy. This is a companion course to RCP-232 where competencies for this course will be practiced and evaluated in the laboratory or simulation center setting prior to hands-on clinical practice with adult patients in a hospital setting. Prerequisite: Admission into the Program. Corequisites: RCP-232 and RCP-233.

RCP-232
RESPIRATORY CARE MODALITIES
Lec 0 Lab 1.5 Credit 1.5
This course allows the entry level respiratory care student an opportunity to practice procedures using equipment in the respiratory care lab and simulation center. This is a companion course to RCP-231 and RCP-233, in which competencies related to recall, application and analysis using respiratory equipment are practiced and tested prior to patient care. Prerequisite: Admission to the Program. Corequisites: RCP-231 and RCP-233.

RCP-233
INTRODUCTION TO CLINICAL PRACTICE
Lec 3 Credit 3
This course focuses on the interaction between patients and the respiratory therapist for the purpose of providing healthcare service(s) or assessing the health status of a patient. Subjects included in this course are infection control, informatics, preparation for patient encounter, taking a medical history, performing a patient interview, cardiopulmonary symptoms, vital signs, physical examination of the chest, evaluation of breath sounds, review and analysis of laboratory studies and interpretation of ABGs. This is a companion course to RCP-232, where competencies for this course will be practiced and evaluated in the laboratory or simulation center setting prior to hands-on clinical practice with adult patients in a hospital setting. Prerequisite: Admission to the Program. Corequisites: RCP-231 and RCP-232.

RCP-331
RESPIRATORY CARE II
Lec 3 Credit 3
This course is a continuation of Introduction to Respiratory Care and will build on the equipment and therapeutic modalities essential to clinical practice. Major topics include airway management and airway clearance techniques, respiratory mechanics and control of breathing, arterial blood gases and methods of non-invasive ventilation. Prerequisites: RCP-231, RCP-232 and RCP-233. Corequisites: RCP-332, RCP-333, RCP-350 and RCP-751.

RCP-332
RESPIRATORY CARE MODALITIES II
Lec 0 Lab 1 Credit 1
This course allows respiratory care students an opportunity to practice procedures using equipment in the respiratory lab and simulation center. The primary focus of this skills lab course is the practice and preparation for required Competency Evaluations for Respiratory Care II. Prerequisites: RCP-231, RCP-232 and RCP-233. Corequisites: RCP-331, RCP-333, RCP-350 and RCP-751.

RCP-333
CARDIOPULMONARY PHARMACOLOGY
Lec 2 Credit 2
Introduces general pharmacological principles and management relative to the cardiopulmonary system. Includes management and treatment of specific cardiopulmonary disorders and drugs used in advanced cardiac life support (ACLS). Prerequisites: RCP-231, RCP-232 and RCP-233. Corequisites: RCP-332, RCP-333, RCP-350 and RCP-751.

RCP-350
PULMONARY PATHOLOGY
Lec 3 Credit 3
This course presents an overview of acute and chronic diseases affecting the pulmonary system. Diagnosis, assessment, treatment and management of the disease will be discussed. Prerequisites: RCP-231, RCP-232 and RCP-233. Corequisites: RCP-331, RCP-332, RCP-333 and RCP-751.

RCP-440
CARDIO/PULMONARY DIAGNOSTICS
Lec 2 Credit 2
This course will present various cardiopulmonary diagnostic tests and the role of the respiratory care practitioner. Contents included: pulmonary function testing, cardiopulmonary exercise testing, specialized test regimens and quality assurance in the pulmonary function laboratory. Prerequisites: RCP-350, RCP-524 and RCP-755. Corequisites: RCP-450, RCP-620 and RCP-761.

RCP-450
RESPIRATORY CARE IV
Lec 2.5 Lab 0.5 Credit 3
This course will focus on advanced equipment and therapeutic modalities used in the practice of Respiratory Care. Major topics include ECGs, hemodynamic monitoring, cardiac pharmacology, polysomnography and pulmonary rehabilitation. Prerequisite: RCP-524. Corequisites: RCP-440 and RCP-620.

RCP-480
ADVANCED CARDIAC CARE
Lec 2 Lab 0.5 Credit 2.5
This course provides theory and laboratory practice in managing specific live-threatening cardiac dysrhythmias. Includes a review of basic life support, use of mechanical aids to establish an airway and maintain ventilation, ECG monitoring and recognition of life-threatening dysrhythmias, cardiac defibrillation and initiating appropriate cardiac drug therapy. Prerequisites: RCP-331, RCP-332, RCP-333, RCP-350 and RCP-751. Corequisites: RCP-524 and RCP-755.

RCP-524
RESPIRATORY CARE III
Lec 4.5 Lab 0.5 Credit 5
This course introduces the concepts of mechanical ventilation used in the respiratory support of the critically ill patient, with emphasis on indications for ventilation, parameters monitored during ventilation, function and clinical applications. Prerequisites: RCP-331, RCP-332, RCP-333, RCP-350 and RCP-751. Corequisite: RCP-755.

RCP-620
NEONATAL/PEDIATRIC RESPIRATORY CARE
Lec 4 Lab 1 Credit 5
This course will cover the assessment of the newborn and pediatric patient. Fetal circulation, congenital anomalies, respiratory disorders of the newborn, ventilation of the newborn, surfactant replacement, oxygen and aerosol therapy of the newborn and pediatric patient, as well as child development will be discussed. Prerequisites: RCP-524 and RCP-755. Corequisites: RCP-440, RCP-450 and RCP-761.

RCP-751
RESPIRATORY CARE CLINIC I
Lec 0 Clinical 5 Credit 5
Learners are assigned to various clinical experiences within the hospital and homecare settings in order to apply principles and skills learned in RCP-331, RCP-332, and RCP-333. Prerequisites: Satisfactory completion of RCP-231, RCP-232 and RCP-233. Must be currently enrolled in or have satisfactorily passed RCP-331, RCP-332, RCP-333 and RCP-350.

RCP-755
RESPIRATORY CARE CLINIC II
Lec 0 Clinical 1 Credit 1
Learners are assigned to various clinical experiences within a health care setting to apply principles learned in the respiratory curriculum. Prerequisites: RCP-331, RCP-332, RCP-333, RCP-350 and RCP-751. Corequisites: RCP-524 and RCP-480.

RCP-761
RESPIRATORY CARE CLINIC III
Lec 0 Clinical 5 Credit 5
Learners are assigned to various clinical experiences within a hospital and homecare setting to apply principles learned in the respiratory curriculum. Prerequisites: RCP-524 and RCP-755. Corequisites: RCP-440, RCP-450 and RCP-620.

RCP-767
RESPIRATORY CARE CLINIC IV
Lec 0 Clinical 8 Credit 8
Learners are assigned to various clinical experiences within a health care setting to apply principles learned in the respiratory curriculum. Prerequisites: RCP-440, RCP-450 RCP-620 and RCP-761. Corequisites: RCP-910 and RCP-810.

RCP-810
RESPIRATORY CARE PROFESSIONAL
Lec 2 Credit 2
The purpose of this course is to assist second year respiratory care students in preparing for autonomous professional practice. The role of the professional: duties to client, employer and public; professional responsibilities; involvement in continuing education and professional career development will be explores. Prerequisites: RCP-440, RCP-450, RCP-620 and RCP-761. Corequisites: RCP-766 and RCP-880.

RCP-910
RESPIRATORY CARE RRT REVIEW
Lec 2 Credit 2
This course is designed to test the student's ability to successfully earn passing scores on advanced-level examinations. Although advanced-level examinations will be the focus of this course, review of entry-level examination concepts will also be provided. Mock board examinations will be administered after completion of a comprehensive review seminar. Prerequisites: RCP-440, RCP-450, RCP-620 and RCP-761. Corequisites: RCP-810 and RCP-767.

Reading (RDG)

RDG-045
KEYS TO READING

Lec 2 Lab 1 Credit 3
A beginning course designed to build basic reading skills: identifying topics and main ideas, identifying supporting details, making inferences and recognizing patterns in paragraphs. A pretest will determine the student's appropriate level for vocabulary skill building and students will work on vocabulary development at the appropriate level.

Religion (REL)

REL-101
SURVEY OF WORLD RELIGIONS
Lec 3 Credit 3
A survey of the major religions of the eastern and western world. Each religion is placed in its historical context and its major tenets are explored. This course includes a general understanding of the various religions studied, some specific insights into each religion's belief structures and discussion of the general function of religion in human experience.

Science (SCI)

SCI-115
BASIC ELECTRICITY
Lec 1 Lab 1 Credit 2
An introduction to basic electricity and magnetism. A study of the relationship between voltage, current and resistance. Power generation, power transfer and their applications. A basic understanding of the applied electrical circuits.

SCI-123
FORENSIC SCIENCE
Lec 3 Lab 1 Credit 4
Explores forensic science and its impact on science, society and the criminal justice system. Focuses on basic concepts in selected areas of chemistry, biochemistry, cell and molecular biology, and anatomy and physiology. This course is designed to educate liberal arts students about basic sciences, and the realities and limitations of scientific methods when applied specifically to criminal investigation.

SCI-928
INDEPENDENT STUDY
Lec 0 Lab 1-3 Credit 1-3
Individual study in a science area determined by consultation between the student and the department instructional staff. Study to be based in interest of student and capabilities of college facilities. Prerequisite: 12 hours of science work.

Student Development (SDV)

SDV-108
THE COLLEGE EXPERIENCE
Lec 1 Credit 1
This course is designed to empower new students to successfully transition to college. Students will learn academic success skills, strategies for personal development and exploration, college culture and expectations, and how to access college resources and services.

SDV-125
WORKPLACE READINESS
Lec 1 Credit 1
This course is designed to assist students in obtaining and maintaining employment. Topics include making career decisions, using labor market information, developing a portfolio and demonstrating positive attitudes and behaviors in the workplace.

SDV-130
CAREER EXPLORATION
Lec 1 Credit 1
This course is designed for students in developing an awareness of and skillfulness in career development process emphasizing self-assessment, occupational exploration and job placement.

SDV-148
EDUCATIONAL PROGRAM EXPLORATION
Lec 1 Credit 1
This class assists students in examining post-secondary educational programs as they relate to career choices. The focus is on technical programs, transfer programs, course requirements, career awareness, and educational awareness as they relate to the process of career choices. Self-assessment instruments and/or field trips and/or job shadowing will help identify tentative educational plans and programs to assist students in designing an individualized career plan.

SDV-153
PRE-EMPLOYMENT STRATEGIES
Lec 2 Credit 2
This course is designed to aid students in developing the materials and skills necessary to obtain and maintain employment. Topics include character development associated with job success, job seeking skills, the application & hiring process, communication, teamwork skills and leadership skills.

SDV-218
HONORS FIRST-YEAR SEMINAR
Lec 1 Credit 1
Students will learn academic success skills, develop strategies for personal development and explore college resources through multi-disciplinary study. Students could tackle a global issue from the standpoint of the sciences, social sciences and humanities or study various topics across disciplines. Course themes and assignments to be determined by the faculty of record in consultation with the Honors Program Coordinator.

SDV-221
HONORS INDEPENDENT STUDY
Lec 1 Credit 1
Under the guidance of a faculty member, students will engage in independent reading, writing, research or project development. Admission requires the permission of faculty and the Honors Program Coordinator. Subject

matter and assignments to be determined by the faculty of record in consultation with the student.

SDV-812
EXPERIENTIAL CREDITS
Lec 0 OJT 3-9 Credit 3-9
This supervised internship is designed to provide participation in a living and learning experience through an approved business establishment. This course may not be substituted for program specific internships. The course can be repeated for up to a total of 9 credits.

Social Media Marketing (SMM)

SMM-108
SOCIAL MEDIA ENGAGEMENT
Lec 2 Lab 2 Credit 3
This course explores the history of social networks and introduces students to social media for organizations. It provides students opportunities to implement the use of social media tools as part of a marketing strategy and work with social media analytic tools.

Sociology (SOC)

SOC-110
INTRODUCTION TO SOCIOLOGY
Lec 3 Credit 3
An analysis of social organization (or the social order). This course deals with the nature of sociology as a science, the original nature of man, the socialization of the individual, the development of groups and group behavior, the nature of culture and culture patterns, the organization of institutions, the nature of social order, the organization of human stratification and examination of major social processes. Special emphasis is placed upon the American cultural patterns.

SOC-114
CONFLICT RESOLUTION IN THE WORKPLACE
Lec 3 Credit 3
Conflict Resolution in the Workplace will study conflict resolution theories and applications in the workplace. The course will provide students with the opportunity to develop their own effective interpersonal conflict resolution skills as well as skills needed to help employees resolve their conflicts with one another and the skills needed to negotiate contracts. Students will also be introduced to theories and skills needed to apply culturally sensitive principles to conflict resolution.

SOC-115
SOCIAL PROBLEMS
Lec 3 Credit 3
An investigation into a selection of social problems involving alternative solutions. Topics may include drug and alcohol abuse, crime, violence, prejudice and discrimination, and human sexuality.

SOC-120
MARRIAGE AND FAMILY
Lec 3 Credit 3
A critical approach to the problems of the modern family with some information given to the historical perspective. Such topics as courtship and marriage, marital adjustment, the achievement of family unity, minority family types, parent-child relationships, economic and social changes in family organizations and family control will be covered.

SOC-160
INTRODUCTION TO SOCIAL WORK
Lec 3 Credit 3
The introductory course in social welfare systems and social work practice surveys the historical development of the social work profession in conjunction with the development of social welfare services in the United States, social welfare system responses to a variety of current social problems; generalist social work as a distinct profession; and specific settings and methods of social work practice.

SOC-161
INTRODUCTION TO SOCIAL WORK LAB
Lec 0 OJT 1 Credit 1
Students will complete 72 hours of volunteer service in a social service setting. They will complete a paper analyzing the agency and evaluating their work in the agency. Corequisite: SOC-160.

SOC-181
FIELD EXPERIENCE
Lec 0 OJT 1 Credit 1
This course provides students with on the job experience and practical application of the theories and concepts studied in Sociology and Social Work course work. It involves a coordinated effort among the student, Southeastern Community College faculty members and a work supervisor at an agency site. Students are required to complete a minimum of 64 hours at an approved work site for this course.

SOC-212
DIVERSITY
Lec 3 Credit 3
This course studies gender, race, class, sexuality and other issues of diversity. The curriculum highlights the duality of oppression and privilege and the ways in which race, gender, class and sexuality shape daily life. Special focus is on learning how to demonstrate course concepts as social action. Social justice is practiced as students become educated in these concepts of diversity and engage in diversity conscious social action.

SOC-230
JUVENILE DELINQUENCY
Lec 3 Credit 3
A study of juvenile delinquency as an individual and social problem. This course includes theories of delinquency causations, law enforcement procedures, methods of corrections and prevention of juvenile delinquency.

SOC-240
CRIMINOLOGY

Lec 3 **Credit 3**
Criminology is the study of crime from a social perspective; the causes of crime, the social impact of crime, and the criminals involved in crime. Criminology is studied in an attempt to better understand what motivates the criminal to act in a criminal manner. Prerequisite: CRJ-100.

Speech (SPC)

SPC-101
FUNDAMENTALS OF ORAL COMMUNICATION
Lec 3 **Credit 3**
Explores communication in a variety of contexts including interpersonal relationships, the workplace, small groups and public speaking. Emphasis on the application and practice of communication theories and skills, particularly public speaking.

SPC-112
PUBLIC SPEAKING
Lec 3 **Credit 3**
This course examines both the theoretical and practical basis of speech communication, particularly public speaking. Emphasis is on speech preparation, organization, support, delivery and audience analysis.

SPC-120
INTERCULTURAL COMMUNICATION
Lec 3 **Credit 3**
This course emphasizes communication theory across cultures, including identifying the cultural foundations of beliefs, attitudes, values and behaviors. Interactive assignments are used for the purpose of recognizing commonalities across cultures, developing a multicultural perspective, identifying and appreciating other cultural orientations and recognizing and assigning cultural explanations of specific behaviors.

SPC-122
INTERPERSONAL COMMUNICATION
Lec 3 **Credit 3**
Emphasizes group problem-solving, semantics and communication exercises leading toward better working relationships between individuals. Areas covered for this course would be language theory, nonverbal communication, perception theory, listening, group process and influences.

SPC-132
GROUP COMMUNICATION
Lec 3 **Credit 3**
Group Communication will examine how people effectively and ineffectively use communication in a variety of small groups including work teams, discussion groups and decision-making bodies. Topics of concentration include the principles and processes of small group communication, individual roles in groups, leadership, group climate, decision making, problem solving and conflict resolution. Prerequisite: SPC-101 or SPC-112.

Sport Management (SPT)

SPT-101
INTRODUCTION TO SPORT MANAGEMENT
Lec 3 **Credit 3**
As an introduction to the field of sport management, this course examines various facets of sport management as they relate to the ever-changing and expanding sport industry. Topics such as basic principles of sport management, marketing, law, finance and ethics will be introduced. This course will also explore career opportunities available in the field of sport management.

SPT-102
CONTEMPORARY ISSUES IN SPORT
Lec 3 **Credit 3**
This course exposes students to contemporary issues that are relevant to the sport industry. Current global, national and regional issues will be explored.

SPT-107
SPORT PROMOTION AND MARKETING
Lec 3 **Credit 3**
This course explores and examines general marketing principles while specifically studying marketing and promotion as it relates to the sport industry. Some of the topics included in this course are marketing research and strategy, branding, sponsorships, licensing, digital marketing and social media.

SPT-108
SPORT PROGRAM ADMINISTRATION
Lec 3 **Credit 3**
In this course, students will gain an understanding of the practical demands and risks associated with the administration of athletic programs. The course will examine topics such as facilities, transportation, accommodations and security. Special emphasis will be placed on community college athletic events.

SPT-109
SAFETY AND RISK MANAGEMENT
Lec 3 **Credit 3**
This course explores issues of safety and risk management as they apply to all levels of sports. Because it is the ultimate responsibility of coaches and administrators to reduce the risks of participation for athletes involved, this course will cover topics such as facilities management, equipment, traveling, athletic training and supervision.

Work Based Learning (WBL)

WBL-100
EXPLORING CAREERS
Lec 1 **Credit 1**
This course will provide guidance in choosing a career goal and preparing for employment. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment

trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment, emphasizing the development of characteristics associated with job success.

WBL-102
EXPLORING CAREERS: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS
Lec 1 Credit 1
This course will provide guidance in choosing a career goal and preparing for employment in Science, Technology, Engineering, or Mathematics careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

WBL-103
EXPLORING CAREERS: HUMAN SERVICES
Lec 1 Credit 1
This course will provide guidance in choosing a career goal and preparing for employment in Human Services careers. Emphasis will be placed on identifying interests,abilities and values and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

WBL-104
EXPLORING CAREERS: HEALTH SCIENCES
Lec 1 Credit 1
This course will provide guidance in choosing a career goal and preparing for employment in Health Sciences careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

WBL-105
EXPLORING CAREERS: BUSINESS, FINANCE, MARKETING, AND MANAGEMENT
Lec 1 Credit 1
This course will provide guidance in choosing a career goal and preparing for employment in Business, Finance, Marketing and Management careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

WBL-106
EXPLORING CAREERS: INFORMATION SOLUTIONS
Lec 1 Credit 1
This course will provide guidance in choosing a career goal and preparing for employment in Information Solutions careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

WBL-107
EXPLORING CAREERS: APPLIED DIGITAL, VISUAL, AND COMMUNICATION ARTS
Lec 1 Credit 1
This course will provide guidance in choosing a career goal and preparing for employment in Applied Digital, Visual and Communication Arts careers. Emphasis will be placed on identifying interests, abilities, and values and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

WBL-108
EXPLORING CAREERS: INDUSTRIAL TECHNOLOGY
Lec 1 Credit 1
This course will provide guidance in choosing a career goal and preparing for employment in Industrial Technology careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

WBL-110
EMPLOYABILITY SKILLS
Lec 1 Credit 1
This course is designed to assist students in developing the skills necessary to obtain employment, and to learn and practice the skills and attitudes required for job success. Students will practice resume writing, job application completion and interviewing techniques. Additionally, students will practice work-place problem solving strategies and demonstrate skills required to work in a diverse environment. Prerequisite: WBL-150 is recommended.

WBL-140
WORKPLACE PROJECT BASED LEARNING
Lec 1 Lab 1-2 Credit 2-3
Students in this course learn the concept of project based learning in the workplace and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies. Teamwork and communication skills are emphasized. Projects are

developed under the supervision of a college faculty member.

WBL-142
WORKPLACE PROJECT BASED LEARNING: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS
Lec 1 Lab 1-2 Credit 2-3
Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Applied Sciences, Technology, Engineering and Manufacturing employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

WBL-143
WORKPLACE PROJECT BASED LEARNING: HUMAN SERVICES
Lec 1 Lab 1-2 Credit 2-3
Students in this course learn the concept of project-based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in Human Services. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

WBL-144
WORKPLACE PROJECT BASED LEARNING: HEALTH SCIENCES
Lec 1 Lab 1-2 Credit 2-3
Students in this course learn the concept of project based learning in the workplace, and develop and Implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Health Sciences employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

WBL-145
WORKPLACE PROJECT BASED LEARNING: BUSINESS FINANCE, MARKETING, AND MANAGEMENT
Lec 1 Lab 1-2 Credit 2-3
Students in this course learn the concept of project based learning in the workplace, and develop and Implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Business, Finance, Marketing and Management employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

WBL-146
WORKPLACE PROJECT BASED LEARNING: INFORMATION SOLUTIONS
Lec 1 Lab 1-2 Credit 2-3
Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Information Solutions employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

WBL-147
WORKPLACE PROJECT BASED LEARNING: APPLIED DIGITAL, VISUAL, AND COMMUNICATION ARTS
Lec 1 Lab 1-2 Credit 2-3
Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Applied Digital, Visual and Communication Arts employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

WBL-148
WORKPLACE PROJECT BASED LEARNING: INDUSTRIAL TECHNOLOGY
Lec 1 Lab 1-2 Credit 2-3
Students in this course will learn the concept of project-based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Industrial Technology employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

WBL-150
JOB SHADOWING
Lec 0.5-1 Lab 1-2 Credit 1-2
Students in this course will explore a field of interest while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces of interest to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

WBL-152
JOB SHADOWING: JOB SHADOWING: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS
Lec 0.5-1 Lab 1-2 Credit 1-2
Students in this course will explore the field of Science, Technology, Engineering and Mathematics while developing research skills, professionalism and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements and develop a basic knowledge of an organization's structure and values.

WBL-153
JOB SHADOWING: HUMAN SERVICES
Lec 0.5-1 Lab 1-2 Credit 1-2
Students in this course will explore a field of Human Services while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces of interest to learn about specific jobs,

professional requirements, and develop a basic knowledge of an organization's structure and values.

WBL-154
JOB SHADOWING: HEALTH SCIENCES
Lec 0.5-1 Lab 1-2 Credit 1-2
Students in this course will explore the field of Health Sciences while developing research skills, professionalism and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements and develop a basic knowledge of an organization's structure and values.

WBL-155
JOB SHADOWING: JOB SHADOWING: BUSINESS, FINANCE, MARKETING, AND MANAGEMENT
Lec 0.5-1 Lab 1-2 Credit 1-2
Students in this course will explore the fields of Business, Finance, Marketing and Management while developing research skills, professionalism and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements and develop a basic knowledge of an organization's structure and values.

WBL-156
JOB SHADOWING: JOB SHADOWING: INFORMATION SOLUTIONS
Lec 0.5-1 Lab 1-2 Credit 1-2
Students in this course will explore the field of Information Solutions while developing research skills, professionalism and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements and develop a basic knowledge of an organization's structure and values.

WBL-157
JOB SHADOWING: APPLIED DIGITAL, VISUAL, AND COMMUNICATION ARTS
Lec 0.5-1 Lab 1-2 Credit 1-2
Students in this course will explore the field of Applied Digital, Visual and Communication Arts while developing research skills, professionalism and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements and develop a basic knowledge of an organization's structure and values.

WBL-158
JOB SHADOWING: INDUSTRIAL TECHNOLOGY
Lec 0.5 Lab 1 Credit 1-2
Students enrolled in this course will explore the field of Industrial Technology while developing research skills, professionalism and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements and develop a basic knowledge of an organization's structure and values.

WBL-200
PRACTICUM/FIELD EXPERIENCE
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in their chosen field of study. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-201
PRACTICUM/FIELD EXPERIENCE AGRICULTURE, FOOD, AND NATURAL RESOURCES
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in Agriculture, Food and Natural Resources careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-202
PRACTICUM/FIELD EXPERIENCE: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in the Applied Sciences, Technology, Engineering and Mathematics careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-203
PRACTICUM/FIELD EXPERIENCE: HUMAN SERVICES
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in Human Services careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-204
PRACTICUM/FIELD EXPERIENCE: HEALTH SCIENCES
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an

opportunity to learn in a work setting while obtaining practical experience in Health Science careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of healthcare and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-205
PRACTICUM/FIELD EXPERIENCE: BUSINESS, FINANCE, MARKETING, AND MANAGEMENT
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in Business, Finance, Marketing and Management Careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-206
PRACTICUM/FIELD EXPERIENCE: INFORMATION SOLUTIONS
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in Information Solutions careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-207
PRACTICUM FIELD/EXPERIENCE: APPLIED DIGITAL, VISUAL, AND COMMUNICATION ARTS
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in Applied Digital, Visual and Communication Arts careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

WBL-208
PRACTICUM/FIELD EXPERIENCE: INDUSTRIAL TECHNOLOGY
Lec 0.5-2 OJT .5-2 Credit 1-4
Offered under the guidance of an instructor and employer mentor/supervisor, this course provides students an opportunity to learn in a work setting while obtaining practical experience in Industrial Technology careers. Students will participate in job training and will complete assignments to develop workplace communication skills, gain an understanding of industry and organizational structures and learn problem solving skills in a work environment. Prerequisite: WBL-100. Recommended: WBL-110 or Instructor Consent.

Web Development (WDV)

WDV-101
INTRODUCTION TO HTML AND CSS
Lec 2 Lab 1 Credit 3
Introduces current standards of HTML, XHTML and CSS. Students will code HTML and CSS web pages, test them in browser and publish them to a web server. Page layouts will use various CSS techniques. Tables and forms will be used as well. A current version of Dreamweaver will be used to build more complex pages.

WDV-120
INTERFACE DESIGN
Lec 2 Lab 1 Credit 3
This course covers the design, prototyping and evaluation of user interfaces to computers which is often called Human-Computer Interaction (HCI). Students will gain a strong understanding of user interface design. This covers references, user experience (UX), and usability principles. Topics include psychological and interaction principles, requirements analysis, designing for different screens (web, TVs and mobile devices), design standards, style guides, techniques and visual design principles. Prerequisite: GRA-175.

WDV-132
MOBILE APPLICATION DEVELOPMENT
Lec 2 Lab 1 Credit 3
This course will introduce students to the skills required for building both web based and native mobile applications (apps). Students will explore when and why an app makes sense over a mobile web site and develop a range of small apps that take advantage of native device functionality. The differences between mobile OS will be explored along with the various distribution methods and publishing requirements currently available. Prerequisites: WDV-101 and CIS-125.

WDV-341
INTRODUCTION TO PHP
Lec 2 Lab 1 Credit 3
This course will introduce PHP as a server side scripting language. It will introduce the MySQL database and the SQL language for use with PHP. Students will embed PHP and SQL code into html pages and publish them to a PHP enabled server. Students will create a web application that will allow for user login pages, as well as add, delete and updates of database content to web pages. Prerequisites: WDV-101, CIS-125 and CIS-332.

Welding (WEL)

WEL-111

WELDING BLUEPRINT READING
Lec 2 Lab 1 Credit 3
A course concerned with basic fundamentals of interpreting drafting as applied in the welding trade. Emphasis is placed on developing the ability to interpret blueprints from which the welder must work. A thorough coverage of welding symbols is integrated within the course.

WEL-130
OXYACETYLENE WELDING
Lec 1 Lab 1 Credit 2
To provide a thorough technical understanding of metallurgy, oxyacetylene welding, flame cutting and brazing fundamentals, and to develop skills necessary to produce high quality fillet and square groove welds in 3/16" plate and schedule 50 carbon steel pipe. Students develop understanding of weld hazards and safety procedures throughout the course. Can be taken for additional credit. Approval of Instructor.

WEL-160
ARC WELDING I (SMAW)
Lec 2 Lab 3 Credit 5
Provides a thorough technical understanding of shielded metal arc welding fundamentals, weld hazards and weld safety, power sources and electrode selection. Provides ample time and direction to develop skills necessary to make high quality welds on 16 gauge to ¼" mild steel in all positions.

WEL-164
ARC WELDING II (SMAW)
Lec 1 Lab 3 Credit 4
An advanced course designed to develop skills, integrity, and confidence necessary to pass skill tests on pre-qualified joints on plate and structural steel as required of code welding by the American Society of Mechanical Engineers and American Welding Society. Prerequisite: WEL-160.

WEL-172
ADVANCED SHIELDED METAL ARC WELDING II
Lec 1 Lab 3 Credit 4
Provides understanding and skill development necessary to produce high quality welds on 3/8" to 1" mild steel in all positions. Includes information relating to air-arc cutting and gouging, procedures and welder qualifications, testing of welds and metals identification. Prerequisite: WEL-160.

WEL-182
FLUX CORED ARC WELDING
Lec 1 Lab 1 Credit 2
Provides thorough technical understanding of the flux cored arc welding process including adjustment and operation of power source, types of arc shielding, and safe operating procedure. Quality welds are produced on 3/8" to 1" carbon steel in all positions. Prerequisite: WEL-186.

WEL-186
GAS METAL ARC WELDING
Lec 2 Lab 2 Credit 4
Provides a technical understanding of the gas metal arc welding process, power sources and adjustment, metal transfer, shielding gases and weld safety. Develops skills necessary to produce high quality welds of 1/16"at 3/8" mild steel in all positions. Students will develop skills necessary to produce and bend-test single vee groove welds on 3/8" carbon steel in all positions according to American Welding Society code requirements.

WEL-192
GAS TUNGSTEN ARC WELDING
Lec 2 Lab 2 Credit 4
Provides a thorough technical understanding of the TIG (Heliarc) process including metal characteristics, electrode, filler metals and shielding gases with emphasis on weld safety and procedures.

WEL-197
GAS TUNGSTEN ARC WELDING - TUBE
Lec 1 Lab 2 Credit 3
Develops skills necessary for making high quality all position welds on schedule 10 to schedule 40 carbon steel pipe; preparation and testing of pipe is included. Prerequisite: WEL-192.

WEL-198
ADVANCED GAS METAL ARC WELDING - ALUMINUM
Lec 1 Lab 1 Credit 2
An advanced gas metal arc welding course designed for the student who wishes to develop skills necessary to weld 0.050" to 0.250" aluminum in all positions. Prerequisite: WEL-186.

WEL-235
LAYOUT AND FABRICATION
Lec 0 Lab 4 Credit 4
Teaches layout & fitting skills applicable to an industrial welding shop, including reading prints, estimating and ordering materials, performing layout and cutting work, and welding procedures applicable to fabricating a finished product. Emphasizes problem solving and cooperation within an industrial-like environment. Safety, accuracy and a commitment to excellence is emphasized. Prerequisite: Completion of first 3 semesters of welding program curriculum or Instructor Approval.

WEL-292
PIPE WELDING/SMAW - UPHILL
Lec 1 Lab 3 Credit 4
Provides thorough technical understanding of uphill pipe welding procedures and application. Students produce welds using schedule 40 and 60 carbon steel pipe in 1G, 2G, 4G and 6G positions with a degree of skill necessary to meet American Society of Mechanical Engineer’s code requirements. Prerequisites: WEL-160 and WEL-172.

WEL-720
INTRODUCTION TO ROBOTIC ARC WELDING
Lec 1 Lab 1 Credit 2
This course is an overview of robots used in the welding industry. Basic mechanisms, hydraulics, and pneumatics are covered. Students receive hands-on experience in

programming a robot to weld fixture parts using the GMAW process. Prerequisite: WEL-186.

Placeholders (ZZZ)

ZZZ-ALS
ADVANCED LAB SCIENCE COURSE
Lec 3-4 Lab 1 Credit 4-5
Courses fulfilling the Advanced Lab Science requirement provide a deeper investigation of a scientific discipline in order to prepare students for more advanced study. Courses that fulfill this requirement for the Associate of Science degree are: BIO-112, BIO-113, BIO-163, BIO-168, BIO-173, BIO-186, CHM-165, CHM-175, CHM-263, CHM-273, PHY-162, PHY-172, PHY-212, and PHY-222. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-CUL
CULTURAL AWARENESS COURSE
Lec 3 Credit 3
Courses fulfilling the Cultural Awareness requirement address the diversity of culture within the United States and across the world. These courses span a wide range of academic disciplines. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-ELE
ELECTIVE COURSE
Lec 2-4 Lab 0-1 Credit 3-5
Any course of 100-level or higher from Arts and Sciences or Career Technical Education can be used to fulfill an Elective. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-ENL
ENGLISH OR LITERATURE COURSE
Lec 3 Credit 3
The English Transfer Major requires at least one other English or literature course in addition to ENG-105, ENG-106, ENG-221, LIT-101, LIT-150, and LIT-151. ENG courses may only fulfill this requirement if they are at the 200-level or higher. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-HUM
HUMANITIES COURSE
Lec 3 Credit 3
Courses fulfilling the Humanities requirement address human history, languages, literature, philosophy, and the arts. These courses span a wide range of academic disciplines. The Associate of Arts and Associate of Science degrees require Humanities courses from at least two different disciplines. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-LAB
LAB SCIENCE COURSE
Lec 2-4 Lab 1 Credit 3-5
Courses fulfilling the Lab Science requirement incorporate hands-on experimentation and observation by students in the study of science. Any science course of 100-level or above including laboratory credit from the disciplines of biology, chemistry, physics, physical science, science, or environmental science can fulfill this requirement. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-MAT
MATHEMATICS COURSE
Lec 3-4 Credit 3-4
Courses fulfilling the Mathematics requirement address the properties and relationships of numbers, formulas, and operations, as well as the real world application of these concepts to analyze data. Any mathematics course of the 100-level or above can fulfill this requirement. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-MSC
MATH OR SCIENCE COURSE
Lec 2-4 Lab 0-1 Credit 3-5
Courses fulfilling the Math or Science requirement address quantitative and/or scientific reasoning skills. Any course of 100-level or above from mathematics or a science discipline can fulfill this requirement. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-PSY
PSYCHOLOGY COURSE
Lec 3 Credit 3
The Psychology Transfer Major requires at least one other psychology course in addition to Introduction to Psychology, Developmental Psychology, and Social Psychology. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-SCI
SCIENCE COURSE
Lec 2-4 Lab 0-1 Credit 3-5
Courses fulfilling the Science requirement address the knowledge and concepts used to understand the physical and natural world through observation and experiment. Any course of 100-level or above from the disciplines of biology, chemistry, physics, physical science, or environmental science can fulfill this requirement. Please see your Student Success Advocate to help choose the best option for you.

ZZZ-SOC
SOCIAL SCIENCE COURSE
Lec 3 Credit 3
Courses fulfilling the Social Science requirement address the behavior of humans as individuals and groups. These courses cover the academic disciplines of economics, geography, history, political science, psychology, and sociology. The Associate of Arts and Associate of Science degrees require Social Science courses from at least two different disciplines. Please see your Student Success Advocate to help choose the best option for you.

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