



**SOUTHEASTERN**

COMMUNITY COLLEGE

**COURSE CATALOG**

**2024-2025**

# Southeastern Community College

## 2024-2025 Course Catalog

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#### SCC West Burlington Campus

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#### SCC Mount Pleasant Center

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# ADMISSIONS and PROCEDURES

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## Admissions Policies

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- [Mission & Accreditation](#)
- [General Admissions Policy](#) (Includes the following)
  - SCC Nondiscrimination Statement
  - Students with Disabilities
  - Mandatory Placement
  - Specific Admissions Requirements: Arts and Sciences/Career and Technical Education Curricula
  - Health Career Programs
  - Admissions/Enrollment Prior to High School Graduation
- Admission for Non-Degree Study
- Independent Study
- [Application Procedures - Credit Courses](#) (Includes the following)
  - Specific Procedures for Students Applying for Admissions
  - Transfer Students
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  - Non-Native Speakers
- [Placement Charts](#)
- [Satisfactory Academic Progress - Financial Aid Including Military Benefits](#)
- [Graduation Requirements](#) (Includes the following)
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  - Construction Technology
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  - Industrial Controls, Automation, and Robotics Technology (ICART)
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- [Professional Licensure Information](#)
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  - Early Childhood Education
  - Emergency Medical Services
  - Medical Assistant
  - Medical Coding and Billing
  - Nurse Aide
  - Nursing
  - Radiologic Technology
  - Respiratory Care
  - Welding

- Financial Information - Should this be in the Annual Academic Catalog?
  - Pre-Enrollment Deposit and Refund Policy - Do we have this?
  - Tuition
  - Fees

## Mission & Accreditation

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### 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 constitute a contract.*

*Published through the Office of Academic Affairs.*

Southeastern Community College is accredited by the Higher Learning Commission.

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eMail: [info@hlcommission.org](mailto:info@hlcommission.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

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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@scciova.edu](mailto:equity@scciova.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](mailto: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.scciova.edu/meet/services/accessibility.aspx>.

## Mandatory Placement

Southeastern Community College has adopted mandatory placement standards for mathematics and English. Several career, technical and health education programs also have minimum standards for admission and/or acceptance. Your student success advocate will discuss your placement testing needs at your registration appointment. The Next Generation Accuplacer (Writeplacer, Next Generation Writing, and Next Generation Reading) and ALEKS (math) tests are given free of charge to students who attend SCC. To schedule an appointment for your assessments in Keokuk call (319) 313-1943 or in West Burlington call (319) 208-5155.

Assessment scores are valid for two years provided the student has been continuously enrolled. Several career education programs also have minimum standards for admission and/or acceptance.

Placement charts and specific program requirements are listed on pages \_\_\_\_.

## Specific Admissions Requirements: Arts and Sciences/Career and Technical Education Curricula

The minimum requirements for admission as a student to programs in Arts and Sciences, Career and Technical, and Health divisions include graduation from an approved secondary school or its equivalent. Determining equivalency of a secondary school diploma shall be consistent with the practice employed by the three state institutions for higher



education in Iowa. Requirements could also include a demonstrated interest, aptitude and the ability to benefit from coursework offered by the curricula.

### **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.

### **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 a 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

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## Specific Procedures for Students Applying for Admission

Applications for Admission are accepted at any time and may be submitted online at [www.scciowa.edu](http://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](mailto: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](mailto: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-712 Business Math
≥ 14%	14-29	MAT-099 Combined Algebra MAT-117 Math for Elementary Teachers 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.)
≥ 46%	46-60	College Algebra MAT-120 Trigonometry MAT-134 (If taken concurrently with MAT-120 OR successfully completed MAT-120 with a grade of C or better) Finite Math MAT-140 Statistics MAT-156
≥ 61%	61-75	Pre-Calculus MAT-128 Trigonometry MAT-134 (If taken without enrollment in or previous credit for MAT-120) Business Calculus MAT 165
≥ 76%	76-100	Calculus I MAT-210

ESL Course Placement Chart			
ESL Level	ACCUPLACER® ESL	TOEFL	Eiken
Level I	Score 50 or Below	Score 30 or Below	Grade 3
Level II	51-70	31-37	Grade Pre-2
Level III	71-90	38-45	Grade 2
Level IV	91 and Above	46-59	Grade 2A
ESL-002 Cultural Orientation is an orientation course intended to be taken during the first semester of study in USA, regardless of the student's English language proficiency.			

SCC Writing Scores & Mandatory Course Placement Chart - No Waivers												
Next-Gen ACCUPLACER®	Classic ACCUPLACER®	SAT ACCUPLACER®	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 8/2022)

Program	GPA/HS/Other	ACT®	SAT®	Next-Gen ACCUPLACER®	ALEKS®
<b>EMT</b>	<ul style="list-style-type: none"> <li>• CPR Certification</li> </ul>				
<b>Paramedic</b>	<ul style="list-style-type: none"> <li>• HS diploma or equivalency</li> <li>• CPR Certification</li> <li>• Iowa EMT</li> </ul>				Math: ≥ 14
<b>Medical Coding &amp; Billing</b>	<ul style="list-style-type: none"> <li>• HS diploma or equivalency</li> <li>• Science course within the last 5 years with "C" or above:</li> <li>• BIO-163 Essentials of Anatomy &amp; Physiology</li> </ul>	Reading:19 Math:19	Reading/ Writing:330 Math:510	Reading: ≥ 248	Math: ≥ 14
<b>Medical Assistant</b>	<ul style="list-style-type: none"> <li>• HS diploma or equivalency</li> <li>• Science course within the last 5 years with "C" or above:</li> <li>• BIO-163 Essentials of Anatomy &amp; Physiology</li> </ul>	Reading:19 Math:19	Reading/ Writing:330 Math:510	Reading: ≥ 248	Math: ≥ 14
<b>PN Nursing</b>	<ul style="list-style-type: none"> <li>• HS diploma or equivalency</li> <li>• Science course within the last 5 years with "C" or above:</li> <li>• BIO-168 Human Anatomy &amp; Physiology I</li> <li>• BIO-173 Human Anatomy &amp; Physiology II</li> <li>• BIO-186 Microbiology</li> </ul>	Reading:19 Math:19 English:17 <b>OR</b> Composite:20	Reading/ Writing:330 Math:510 <b>OR</b> Composite:1040	Reading: ≥ 248 Writing: ≥ 260	Math: ≥ 14
<b>ADN Nursing</b>	<ul style="list-style-type: none"> <li>• HS diploma or equivalency</li> <li>• LPN Licensure (active &amp; unencumbered)</li> </ul>	Reading:19 Math:19 English:17 <b>OR</b> Composite:20	Reading/ Writing:330 Math:510 <b>OR</b> Composite:1040	Reading: ≥ 248 Writing: ≥ 260	Math: ≥ 14

	<ul style="list-style-type: none"> <li>• Science course within the last 5 years with "C" or above:</li> <li>• BIO-168 Human Anatomy &amp; Physiology I</li> <li>• BIO-173 Human Anatomy &amp; Physiology II</li> <li>• BIO-186 Microbiology</li> </ul>				
<b>Radiologic Technology Program</b>	• HS diploma or equivalency			Reading: ≥ 248 Writing: ≥ 260	Math: ≥ 14
<b>Respiratory Care</b>	<ul style="list-style-type: none"> <li>• HS diploma or equivalency</li> <li>• Department Math Test: ≥ 80%</li> <li>• Minimum GPA of 2.0 for at least 12 semester hours of baccalaureate</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• AA, AS, or baccalaureate degree with a minimum GPA of 2.0</li> </ul>	Reading:19 Math:19 English:17 <b>OR</b> Composite:20	Reading/ Writing:330 Math:510 <b>OR</b> 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

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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.



# Graduation Requirements

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## 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 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
- LIT Literature
- Foreign Language — FLS Spanish, FLR Russian
- HIS History
- HUM Humanities; MUS, MUA Music
- PHI Philosophy
- DRA Drama
- REL Religion

##### *Social Sciences*

- ECN Economics
- 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 ten 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 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

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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](mailto:admissionswb@scciowa.edu) or Keokuk (319) 313-1923, [admissionskeo@scciowa.edu](mailto: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 \(https://www.scciowa.edu/academics/transfer/\)](https://www.scciowa.edu/academics/transfer/).

# Graduation Requirements for Associate of Arts Degree

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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
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## THE COLLEGE EXPERIENCE

<i>The College Experience:</i> <a href="#">SDV-108</a>	1
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## COMMUNICATIONS

<i>COMPOSITION:</i> <a href="#">ENG-105</a> , 106	6
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<i>SPEECH:</i> <a href="#">SPC-112</a> or 101	3
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**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

*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](#)

*SPANISH:* [FLS-141](#), 142, 231, 232

*SPEECH:* [SPC-115](#), 120, 122, 132

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**SOCIAL SCIENCE** - Select from at least 2 different departments 12

*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

*SOCIOLOGY:* [SOC-110](#), 114, 115, 120, 160, 161, 212, 230, 240

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

*MATHEMATICS:* [MAT](#)-110, 112, 113, 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

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**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

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

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**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.

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**TOTAL** 60

# Graduation Requirements for Associate of Science Degree

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

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**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

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**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

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

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**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.

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**TOTAL** 60

# Graduation Requirements for Associate of Arts Degree - Online

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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
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## THE COLLEGE EXPERIENCE

<i>The College Experience:</i> <a href="#">SDV-108</a>	1
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## COMMUNICATIONS

<i>COMPOSITION:</i> <a href="#">ENG-105</a> , 106	6
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<i>SPEECH:</i> <a href="#">SPC-112</a> or 101	3
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**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](#)

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**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

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**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](#)

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**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](#)

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**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.

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**TOTAL** 60

# Graduation Requirements for Associate of Science Degree - Online

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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
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## THE COLLEGE EXPERIENCE

<i>The College Experience:</i> <a href="#">SDV-108</a>	1
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## COMMUNICATIONS

<i>COMPOSITION:</i> <a href="#">ENG-105</a> , 106	6
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<i>SPEECH:</i> <a href="#">SPC-112</a> or 101	3
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<b>HUMANITIES</b> - Select from at least 2 different departments	6
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*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](#)

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<b>SOCIAL SCIENCE</b> - Select from at least 2 different departments	6
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*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

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<b>MATH &amp; SCIENCE</b> - Must include one math and one laboratory science course	20
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*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

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**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](#)

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**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.

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**TOTAL** 60

# Technical Standards Section

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## Technical Standards for Automotive Technology

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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.

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Motor Skills</b>	<ul style="list-style-type: none"><li>• Able to lift objects weighing up to 30 lbs.</li><li>• Able to stand or sit for prolonged period of time</li><li>• Able to perform repetitive physical actions</li><li>• Able to work with hands, being able to feel by touch, finger dexterity</li></ul>	<ul style="list-style-type: none"><li>• Operating lifts and jacks, use of common hand tools, ratchets, wrenches, air powered tools</li><li>• Bending, squatting, reaching</li><li>• Lifting automotive parts &amp; wheels</li><li>• Removing and installing mechanical fasteners for bolt on vehicles</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Sufficient enough to access printed and electronic documents as well as readings on gauges</li><li>• Able to operate motor vehicle</li><li>• Able to see shades of color</li></ul>	<ul style="list-style-type: none"><li>• Review product technical data sheets, service documents, as well as air pressure gauges</li><li>• Valid driver's license to move vehicles in and out of shop</li><li>• Able to see color change while mixing products</li><li>• Able to identify colors of wires</li><li>• Able to comprehend wiring schematics and identify connector/ pin locations and wire size</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Able to operate PC basic functions</li><li>• Able to look up online technical service information</li></ul>	<ul style="list-style-type: none"><li>• Log in to SCC Hawknet and Canvas</li><li>• Access vehicle service information such as Mitchell Manager and Repair</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Able to follow written and verbal instructions</li><li>• Demonstrate the ability to professionally interact with vehicle owner and employer</li><li>• Ability to use industry terminology</li><li>• Able to read, write in English language</li></ul>	<ul style="list-style-type: none"><li>• Able to follow technical instructions from instructor / employer/ online service sources</li><li>• Able to explain vehicle needs to customer</li><li>• Use correct verbiage when ordering parts/ materials</li></ul>
<b>Critical Thinking/ Problem Solving</b>	<ul style="list-style-type: none"><li>• Ability to think using analysis, evaluation, problem solving, judgment and the creative process</li></ul>	<ul style="list-style-type: none"><li>• Diagnose automotive systems and advise on repair</li></ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"><li>• Able to work well with peers and small groups</li></ul>	<ul style="list-style-type: none"><li>• Be respectful of others from diverse backgrounds</li></ul>

- |                                |   |  |
|--------------------------------|---|--|
|                                | <ul style="list-style-type: none"> <li>• Able to accept constructive criticism</li> </ul>   | <ul style="list-style-type: none"> <li>• Accept advice from peers, instructors and employers</li> </ul>                              |
| <b>Environmental Tolerance</b> | <ul style="list-style-type: none"> <li>• Able to get hands and clothes dirty</li> <li>• Able to work in extreme environments</li> </ul> | <ul style="list-style-type: none"> <li>• Working on and around vehicles can be dirty</li> <li>• Hot and cold temperatures</li> </ul> |
| <b>Shop Safety</b>             | <ul style="list-style-type: none"> <li>• Able to wear appropriate personal protective equipment</li> </ul>                              | <ul style="list-style-type: none"> <li>• Safety glasses required at all times while in shop area</li> </ul>                          |

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.

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Motor Skills</b>	<ul style="list-style-type: none"><li>• Able to lift objects weighing up to 30 lbs.</li><li>• Able to stand or sit for prolonged period of time</li><li>• Able to perform repetitive physical actions</li><li>• Able to work with hands, being able to feel by touch, finger dexterity</li></ul>	<ul style="list-style-type: none"><li>• Operating lifts and jacks, use of common hand tools, ratchets, wrenches, air powered tools</li><li>• Bending, squatting, reaching</li><li>• Lifting automotive body parts bumpers, fenders, &amp; wheels</li><li>• Removing and installing mechanical fasteners for bolt on body parts</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Sufficient enough to access printed and electronic documents as well as readings on gauges</li><li>• Able to operate motor vehicle</li><li>• Able to see shades of color</li></ul>	<ul style="list-style-type: none"><li>• Review product technical data sheets, service documents, as well as air pressure gauges</li><li>• Valid driver's license to move vehicles in and out of shop</li><li>• Able to see color change while mixing products</li></ul>
<b>Hearing</b>	<ul style="list-style-type: none"><li>• Able to see hear equipment running</li><li>• Able to hear</li></ul>	<ul style="list-style-type: none"><li>• Able to hear equipment notifications and necessary sounds during operation of equipment</li><li>• Able to hear fire alarms and carbon dioxide detectors</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Able to operate PC basic functions</li><li>• Able to look up online technical service information</li></ul>	<ul style="list-style-type: none"><li>• Log in and out of Blackboard and Techlink</li><li>• Access vehicle service information such as CCC One Estimating Software, AllData, &amp; I-CAR (Inter-Industry Collision Association of Repairers)</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Able to follow written and verbal instructions</li><li>• Demonstrate the ability to professionally interact with vehicle owner and employer</li><li>• Ability to use industry terminology</li><li>• Able to read, write in English language</li></ul>	<ul style="list-style-type: none"><li>• Able to follow technical instructions from instructor/ employer/ online service sources</li><li>• Able to explain vehicle needs to customer</li><li>• Use correct verbiage when ordering parts/ materials</li></ul>
<b>Critical Thinking/ Problem Solving</b>	<ul style="list-style-type: none"><li>• Ability to think using analysis, evaluation, problem solving, judgment and the creative process</li></ul>	<ul style="list-style-type: none"><li>• Able to analyze collision damage in order to create a repair plan</li></ul>



<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Able to work well with peers and small groups</li> <li>• Able to accept constructive criticism</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful of others from diverse backgrounds</li> <li>• Accept advice from peers, instructors and employers</li> </ul>
<b>Environmental Tolerance</b>	<ul style="list-style-type: none"> <li>• Able to get hands and clothes dirty</li> <li>• Able to work in extreme environments</li> </ul>	<ul style="list-style-type: none"> <li>• Working on and around vehicles can be dirty</li> <li>• Hot and cold temperatures</li> </ul>
<b>Smell</b>	<ul style="list-style-type: none"> <li>• Able to smell</li> </ul>	<ul style="list-style-type: none"> <li>• Able to identify hazardous chemicals by smell to ensure you are not breathing hazardous chemicals while wearing required respiratory protection,</li> </ul>
<b>Tactile</b>	<ul style="list-style-type: none"> <li>• Able to understand information perceived by touch.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine coarseness of sand scratches and high/ low spots in body contours</li> <li>• Identify safe temperatures for repair procedures</li> </ul>
<b>Shop Safety</b>	<ul style="list-style-type: none"> <li>• Able to wear appropriate personal protective equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Safety glasses required at all times while in shop area</li> <li>• OSHA approved respirator required for refinishing operations to filter air from toxins</li> </ul>
<b>Self-Evaluation</b>	<ul style="list-style-type: none"> <li>• Able to recognize you may not be at an experience level to complete repairs safely and up to OEM standards</li> <li>• Able to ask for assistance from experienced coworkers or trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Personal and Automotive Safety</li> <li>• Working within your skill set to ensure proper procedures are followed</li> <li>• Maintain positive attitude towards life-long learning and skill attainment</li> </ul>

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# Technical Standards for Computer Aided Design Technology

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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.

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Motor Skills</b>	<ul style="list-style-type: none"><li>• Hand/ eye coordination</li><li>• Able to stand or sit for prolonged period of time</li><li>• Able to perform repetitive physical actions</li><li>• Able to lift objects weighing up to 35 lbs.</li></ul>	<ul style="list-style-type: none"><li>• Operating hand tools and precision instruments</li><li>• Bending, squatting, reaching</li><li>• Lifting equipment and supplies</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Able to see details at close range</li><li>• Have the ability to match or detect differences between colors, including shades of color and brightness</li><li>• View computer monitors, drawings and objects for extended periods of time</li></ul>	<ul style="list-style-type: none"><li>• Creating/ inspecting designs on a computer monitor</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Able to operate PC basic functions</li></ul>	<ul style="list-style-type: none"><li>• Log in to SCC Hawknets and Canvas</li><li>• Use computer systems to enter data and manage files</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Able to listen to and understand information and ideas presented through spoken words and sentences</li><li>• Able to understand written sentences and paragraphs</li><li>• Able to provide information to others in written form or orally</li></ul>	
<b>Critical Thinking/ Problem Solving</b>	<ul style="list-style-type: none"><li>• Ability to choose the right mathematical methods or formulas to solve a problem</li></ul>	
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"><li>• Able to work well with peers and small groups</li><li>• Able to accept constructive criticism</li></ul>	<ul style="list-style-type: none"><li>• Be respectful of others from diverse backgrounds</li><li>• Accept advice from peers, instructors and employers</li></ul>

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# Technical Standards for Construction Technology

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<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Mobility &amp; Motor Skills</b>	<ul style="list-style-type: none"><li>• Able to stand or sit for prolonged period of time</li><li>• Able to perform repetitive physical actions</li><li>• Able to work with hands, being able to feel by touch, finger dexterity</li></ul>	<ul style="list-style-type: none"><li>• Lift power tools and materials</li><li>• Stand and maintain balance</li><li>• Safely use power tools and hand tools</li><li>• Bending and squatting</li><li>• Reaching above shoulders and below waist</li><li>• Move within confined spaces</li></ul>
<b>Physical Strength &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Physical strength sufficient to perform task related to the construction field</li></ul>	<ul style="list-style-type: none"><li>• Lift and carry 40 lbs.</li><li>• Climb Ladders and Scaffolding</li><li>• Push and pull 30 lbs of weight</li><li>• Support 30 lbs of weight</li><li>• Squeeze with hands</li><li>• Be able to perform labor intensive work for prolonged periods of time</li></ul>
<b>Sensory</b>	<ul style="list-style-type: none"><li>• Connected with the physical senses of touch, smell, hearing and sight</li></ul>	<ul style="list-style-type: none"><li>• Respond to voice commands in the classroom and field</li><li>• Identify objects at close and distant range.</li><li>• Use peripheral vision.</li><li>• Respond to auditory alarms. (Backup alarms on equipment)</li><li>• Be able to clearly distinguish colors, shades and textures of various materials.</li><li>• 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.</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Able to operate PC basic functions</li></ul>	<ul style="list-style-type: none"><li>• Log in to SCC Hawknets and Canvas</li><li>• Check email</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Able to follow written and verbal instructions</li><li>• Demonstrate the ability to professionally interact with vehicle owner and employer</li><li>• Ability to use industry terminology</li></ul>	<ul style="list-style-type: none"><li>• Present information about individual projects, participate in group projects and discussions, follow printed directions, read &amp; discuss construction plans &amp; documents and demonstrate listening skills.</li></ul>

	<ul style="list-style-type: none"> <li>• Able to read, write, and speak in the English language</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate &amp; print clearly for all aspects of the college including online classes, and labs</li> <li>• Demonstrate proficiency in writing in documentation and electronic mail</li> <li>• Be able to perform math calculations.</li> </ul>
<b>Critical Thinking/ Problem Solving</b>	<ul style="list-style-type: none"> <li>• Ability to think using analysis, evaluation, problem solving, judgment and the creative process</li> </ul>	<ul style="list-style-type: none"> <li>• Diagnose automotive systems and advise on repair</li> </ul>
<b>Interpersonal &amp; Emotional Skills</b>	<ul style="list-style-type: none"> <li>• Able to work well with peers and small groups</li> <li>• Able to accept constructive criticism</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful of others from diverse backgrounds</li> <li>• Accept advice from peers, instructors and employers</li> <li>• Fully participate in group assignments and projects</li> <li>• Provide assistance to all when asked</li> <li>• Help others safely navigate construction sites</li> <li>• Maintain a positive attitude while on-site or in the classroom</li> </ul>
<b>Environmental Tolerance</b>	<ul style="list-style-type: none"> <li>• Function safely in a carpentry shop or on a work site environment</li> <li>• Able to work in extreme environments</li> </ul>	<ul style="list-style-type: none"> <li>• Tolerate extreme noise</li> <li>• Safely handle sharp tools and materials</li> <li>• Handle chemicals and toxins</li> <li>• Work around dust, heat, and fumes</li> <li>• Work around slippery or uneven surfaces</li> <li>• Work in settings with variations in lighting</li> <li>• Work in extreme temperatures.</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Able to wear appropriate personal protective equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Safety glasses when required</li> </ul>

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# Technical Standards for Healthcare Technology Management

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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.

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<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Motor Skills</b>	<ul style="list-style-type: none"><li>• Able to lift objects weighing up to 25 lbs.</li><li>• Able to stand or sit for prolonged period of time</li><li>• Able to bend and stretch</li><li>• Have the motor skills and eye/hand coordination required to use hand tools and precision instruments</li></ul>	<ul style="list-style-type: none"><li>• Use of soldering iron requires exact placement of an extremely hot tool</li><li>• Repair of equipment in hospital environments requires the ability to operate in confined spaces</li><li>• Repairing/Installing PCs and various equipment requires lifting and positioning of equipment at least 25 lbs.</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Able to see details at close range</li><li>• Able to match or detect differences between colors, including shades of color and brightness</li></ul>	<ul style="list-style-type: none"><li>• Reading schematics involves discerning connections and component orientation</li><li>• Medical devices are often wired using colored wire to differentiate between connection type, use, and correct orientation</li></ul>
<b>Hearing</b>	<ul style="list-style-type: none"><li>• Able to detect audible signals and distinguish between varying tones</li></ul>	<ul style="list-style-type: none"><li>• Various types of electronic equipment emit tones identifying trouble codes</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Able to use computers and computer systems to enter data and manage files</li></ul>	<ul style="list-style-type: none"><li>• Preventive maintenance and logging information requires extensive knowledge of file systems and organization</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Able to listen to and understand information and ideas presented through spoken words and sentences</li><li>• Able to understand written sentences and paragraphs</li><li>• Able to provide information to others in written form or orally</li></ul>	<ul style="list-style-type: none"><li>• Medical electronic and instrument technicians routinely work in teams and shifts requiring both oral and written communications concerning status and progress of projects</li><li>• Technicians often have to explain maintenance plans/schedules, equipment defects, and give status updates on items under repair to equipment owners</li></ul>
<b>Critical Thinking/ Problem Solving</b>	<ul style="list-style-type: none"><li>• Able to choose the right mathematical methods or formulas to solve a problem</li></ul>	<ul style="list-style-type: none"><li>• Selecting the correct piece of equipment to meet a voltage and/or power requirement involves being able to calculate these values</li><li>• Able to use direct observation of operation, troubleshooting steps,</li></ul>

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

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# Technical Standards for Industrial Controls, Automation, and Robotics Technology

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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.

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Motor Skills</b>	<ul style="list-style-type: none"><li>• Sufficient motor functions necessary to operate machining and manufacturing equipment in a safe manner.</li></ul>	<ul style="list-style-type: none"><li>• Manual dexterity sufficient to gain access and operate controls on a variety of electrical/ mechanical equipment.</li><li>• Maintain proper safety precautions while working on electrical and mechanical equipment with potentially lethal voltages and mechanical hazards</li><li>• Lift items up to 30 lbs individually or in coordination with others</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Must possess good peripheral vision and have depth perception.</li><li>• Must be able to see/ differentiate between arrange of colors</li></ul>	<ul style="list-style-type: none"><li>• Ability to respond to visual alarm indicators during the operation of some electrical/ electronic equipment.</li><li>• Ability to identify the difference between black, white, red, and green wires</li><li>• Read safety labels and warnings</li><li>• Work with small electronic components used in labs</li></ul>
<b>Hearing</b>	<ul style="list-style-type: none"><li>• Be capable of distinguishing various sounds, tones, and pitches emitted by machining and manufacturing equipment</li></ul>	<ul style="list-style-type: none"><li>• Ability to respond to alarm indicators during the operation of some electrical/ electronic equipment</li><li>• Ability to audibly discern unusual equipment noises that can indicate potential safety hazards</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• 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</li></ul>	<ul style="list-style-type: none"><li>• Utilize email and web-based systems to complete and submit assignments, and communicate with classmates, instructors, and college staff</li><li>• Use Canvas and Amatro eLearning to access course content and complete assignments</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Be able to effectively and clearly communicate with others in English, and to accurately gather, disseminate, and clarify specific information</li></ul>	<ul style="list-style-type: none"><li>• Effectively communicate orally and using written documents containing technical information</li></ul>

**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

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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.

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Motor Skills</b>	<ul style="list-style-type: none"><li>• Able to lift objects weighing up to 30 lbs.</li><li>• Able to stand or sit for prolonged period of time</li><li>• Sufficient motor functions necessary to operate machining and manufacturing equipment in a safe manner</li><li>• Able to work with hands, being able to feel by touch, finger dexterity</li></ul>	<ul style="list-style-type: none"><li>• Manual dexterity sufficient to operate controls on variety of manual lathe, mill, surface grinders, drill presses, pedestal grinders and CNC Machines</li><li>• Maintain proper safety precautions while working on mechanical equipment and mechanical hazards</li><li>• Able to operate rotating equipment safely</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Must possess good peripheral vision and have depth perception</li></ul>	<ul style="list-style-type: none"><li>• Ability to respond to visual alarm indicators during the operation of some manual and CNC equipment</li><li>• Have sufficient visual capacity to read blueprints, sketches, and other printed documents including but not limited to tape measures, dial calipers, and micrometers</li></ul>
<b>Hearing</b>	<ul style="list-style-type: none"><li>• Be capable of distinguishing various sounds, tones and pitches emitted by machining and manufacturing equipment</li></ul>	<ul style="list-style-type: none"><li>• Ability to respond to alarms indicators during the operations of some manufacturing equipment</li><li>• Ability to audibly discern unusual equipment noises that can indicate potential safety hazards</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Able to operate PC basic functions</li><li>• 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</li></ul>	<ul style="list-style-type: none"><li>• Log in to SCC Hawknets and Canvas</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Able to follow written and verbal instructions</li><li>• Demonstrate the ability to professionally interact with other students</li><li>• Ability to use industry terminology</li><li>• Able to read, write in English language</li></ul>	<ul style="list-style-type: none"><li>• Able to follow technical instructions from instructor</li><li>• Effectively communicate orally and using written documents containing technical information</li></ul>

**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 to 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

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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.

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
<b>Motor Skills</b>	<ul style="list-style-type: none"><li>• Students will require excellent hand-eye coordination, flexibility, strength, dexterity, and balance to perform welding operations.</li></ul>	<ul style="list-style-type: none"><li>• Capable of lifting and holding up to 50 lbs.</li><li>• Requires dexterity to make welds in confined spaces and at high elevations over 6 ft.</li><li>• Ability to work in extremely hot and cold temperatures</li><li>• Proficient in the use of hand tools, electrode holders, cutting torches, &amp; grinders</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Vision sufficient enough to exhibit accurate vision from a distance of 6" to 36"</li></ul>	<ul style="list-style-type: none"><li>• Vision sufficient enough to perform welding operations with attention to details and in a safe manner</li><li>• Distinguish shapes, forms and patterns and visualize three-dimensional objects</li><li>• Calculate slopes, circumferences, and decimals equivalents</li><li>• Take accurate measurements and do conversions</li></ul>
<b>Hearing</b>	<ul style="list-style-type: none"><li>• Hearing sufficient enough to respond to instruction and communicate with others while surrounded by industrial noise</li></ul>	<ul style="list-style-type: none"><li>• Capable of responding to others over loud decibel tool operations</li><li>• Often requires hearing protection</li><li>• Willing to work in areas where decibel level exceeds 85 dB</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Students will need strong technical skills to perform in modern welding environments and complete assignments</li></ul>	<ul style="list-style-type: none"><li>• Standard knowledge of search engines</li><li>• Basic Computer Knowledge</li><li>• Capable of reading and setting digital power source</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Students should have sufficient personal skills to interact with supervisors, colleagues, customers, and coworkers</li></ul>	<ul style="list-style-type: none"><li>• Capable of working in a team environment with others to complete a task</li><li>• Ability to control emotions in difficult situations and not display aggressive behavior</li><li>• Use written and oral communication to demonstrate comprehension of welding concepts</li></ul>
<b>Critical Thinking/ Problem Solving</b>	<ul style="list-style-type: none"><li>• Students must use logic to identify problems and solutions to</li></ul>	<ul style="list-style-type: none"><li>• Develop plans for fabrication and foresee problems</li></ul>

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

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## Fee Schedule

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### 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
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\$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 Fee
\$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

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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 Education 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

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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

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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

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## 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

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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](http://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](http://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](http://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 may 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](https://www.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 to the individual employers to ensure their medical assistant hires are capable of performing the job.

# Medical Coding and Billing

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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

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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  
District of Columbia  
(Washington DC)

Guam  
Northern Mariana Islands

Puerto Rico  
US Virgin Islands

# Nursing

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## 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.

<b>State/Territory</b>	<b>Meets Education Requirements for Licensure</b>	<b>If Does Not Meet, rationale...</b>
Alabama	Does Not Meet	Requires National Accreditation
Alaska	Does Not Meet	Requires National Accreditation
Arizona	Meets	
American Samoa	Undetermined	
Arkansas	Does Not Meet	Unless Arkansas Resident
California	Does Not Meet	Requires 6 credits in Communication as prerequisite (SCC has 3 credits; ENG-105: Composition 1)
Colorado	Meets	
Connecticut	Does Not Meet PN/ Meets ADN	PN requires 1500 contact hours
Delaware	Meets	PN requires at least 200 hours in clinical
District of Columbia	Does Not Meet	Requires National Accreditation
Florida	Meets	
Georgia	Does Not Meet	Requires National Accreditation
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	Does Not Meet	PN requires at least 1500 "clock hours" ADN requires National Accreditation
Maine	Does Not Meet	Requires National Accreditation
Maryland	Meets	Requires National Accreditation 2024
Massachusetts	Meets	
Michigan	Meets (Until 1/25)	Will require National Accreditation Need Human Trafficking course
Minnesota	Does Not Meet	Requires National Accreditation
Mississippi	Does Not Meet	Requires National Accreditation
Missouri	Meets	
Montana	Meets	
Nebraska	Does Not Meet	Requires National Accreditation
Nevada	Does Not Meet	Nursing Program Administrator must have minimum of 3 years teaching experience in a nursing program
New Hampshire	Meets	
New Jersey	Does Not Meet	Nursing Program Administrator must have minimum of 3 years teaching experience in a nursing program
New Mexico	Meets	
New York	Does Not Meet	PN + Infection Control Course Approved by NYSED; ADN+ Child Abuse Reporting and Infection Control Courses Approved by NYSED
North Carolina	Meets	
North Dakota	Meets	
Northern Mariana Islands	Does Not Meet	Requires BSN for Entry to Nursing
Ohio	Meets	
Oklahoma	Meets	PN + completion of OK Board Approved Role Transition Learning Packet r/t legal and ethical aspects of PN
Oregon	Meets	
Pennsylvania	Does Not Meet PN/ Meets ADN	PN requires 1500 hours
Puerto Rico	Undetermined	<a href="http://www.salud.gov.pr">www.salud.gov.pr</a> / (787) 725-7506
Rhode Island	Meets	+ 1 hour course on Alzheimer's

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. ADN Requires Director to have 3 years of experience teaching full-time and/or administrator position in a school of nursing.
Texas	Meets	
Utah	Does Not Meet	Requires National Accreditation
Vermont	Does Not Meet	Requires National Accreditation
Virgin Islands	Does Not Meet	Requires BSN for Entry to Nursing
Virginia	Does Not Meet	PN requires 400 clinical hours at PN; 500 clinical hours ADN
Washington	Meets	
West Virginia	Does Not Meet	Requires National Accreditation
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](https://www.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>



# Respiratory Care

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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](http://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 requirements 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, [Division of Occupational & Professional Licenses](#)

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 Bureau of Professional and Occupational Affairs

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

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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

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- [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](#)

## Completion by Program, Gender, & Ethnicity

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Download the [Completion by Program, Gender, and Ethnicity](#) report.

**Graduation Rates for Athletes Receiving Aid**

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# Graduation Rates & Transfer Out Rates

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## 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	
<b>2016 Cohort</b>	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	
<b>Women</b>	16	9	56.3%	2	12.5%	11	68.8%	
<b>Men</b>	39	23	59.0%	14	35.9%	37	94.9%	
<b>Total</b>	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*

## Placement Rates

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Download the [SCC Academic Program Employment and Wage Outcomes](#) file.



## Retention Rates

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### 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.

```
const xValues = ["2021", "2020", "2019", "2018", "2017", "2016", "2015", "2014", "2013", "2012", "2011"]; const yValues = [70, 72, 73, 58, 60, 60, 52, 60, 52, 56, 52]; const barColors = "#9e0303"; new Chart("myChart", { type: "bar", data: { labels: xValues, datasets: [{ backgroundColor: barColors, data: yValues }] }, options: { legend: {display: false}, title: {display: true, text: "SCC PEDS First-Time- Full-Time Retention Rates (%)"}, scales: { yAxes: [{ticks: {beginAtZero: true} }], y: {beginAtZero: true} } } });
```

## EMS Student Outcomes

	2018	2019	2020	2021	2022
<b>NUMBER OF STUDENTS</b>	6	10	7	2	7
<b>NREMT Psychomotor Pass Rate</b>					
First attempt	83%	100%	100%	100%	100%
Total all attempts	83%	100%	100%	100%	100%
<b>NREMT Cognitive Pass Rate</b>					
First attempt	83%	30%	100%	0%	71%
Total three attempts	83%	60%	100%	0%	71%
Total all attempts	83%	70%	100%	50%	86%
<b>Retention Rate</b> *Defined as successful completion of course.	86%	83%	100%	100%	78%
<b>Positive Placement</b> *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.	83%	70%	71%	50%	86%

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 2022. The most recent success rate for the National Registry of EMT Paramedic/State Cognitive exam was 86%. The most recent positive placement rate for graduates was 86%. 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 78%.

*updated 20230522/dka*

## Health Programs Licensure and Certification Pass Rates

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

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

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

entered 20240207/dka

## Medical Assistant Placement Rates

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<b>Date</b>	<b>Retention</b>	<b>Job Placement*</b>	<b>Exam Passage</b>
2022	100%	91.67%	91.67%
2021	100%	100%	100%
2020	100%	100%	90.91%
2019	100%	100%	100%
2018	75%	100%	100%
<b>Five-year Average</b>	<b>93.88%</b>	<b>98.04%</b>	<b>96.08%</b>

\*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](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

updated from 2023 Annual MAERB Report, 20240603/dka

# Nursing Program 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)
<b>COMPLETION RATES</b>					
<b>PN West Burlington Day</b>	82.35% (PN aggregate)	86% (PN aggregate)	78.1%	84.6%	85.7%
<b>PN West Burlington Eve</b>			67.7%	83.3%	88.5%
<b>PN Keokuk Day</b>			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)
<b>COMPLETION RATES</b>					
<b>ADN West Burlington Day</b>	82.35% (ADN aggregate)	81.25% (ADN aggregate)	79.4%	87.8%	90.4%
<b>ADN West Burlington Eve</b>			82.6%	88.4%	80.7%
<b>ADN Keokuk Day</b>			72.2%	88.2%	94.4%

updated 20240206/dka

# Radiologic Technology Program 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%.

<b>Credentialing Examination Rate</b>	<b>number passed on 1<sup>st</sup> attempt divided by number attempted within 6 months of graduation</b>
<b>Year</b>	<b>Results</b>
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%
<b>Program 5-Year Average</b>	<b>0 of 0 - 0%</b>

## 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%.

<b>Job Placement Rate</b>	<b>number employed divided by number actively seeking employment within 12 months of graduation</b>
<b>Year</b>	<b>Results</b>
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%
<b>Program 5-Year Average</b>	<b>0 of 0 - 0%</b>

## Program Completion:

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

<b>Program Completion Rate</b>	<b>number graduated divided by number started the program</b>
--------------------------------	---

<b>Year</b>	<b>Results</b>
Year - 2026	0 of 0
<b>Annual Completion Rate</b>	<b>0%</b>





## APPLIED TECHNOLOGIES MAJORS

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- 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](#)
- Welding
  - [Basic Welding Certificate](#)
  - [Advanced Welding Certificate](#)
  - [Advanced Manufacturing Welding Certificate](#)
  - [Diploma](#)
  - [AAS](#)

# Automotive Technology

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- Automotive Mechanics Diploma
- AAS
- Management AAS

# Automotive Technology - Automotive Mechanics Diploma

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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
<b>Take WBL-110 as 1 credit:</b>	
WBL-110 Employability Skills	1-3
Semester Total.....	19
Program Total.....	37.5

## Instructor and Staff

Wes Carpenter  
Assistant Professor - Automotive Technology  
(319) 208-5109  
wcarpenter@scciowa.edu

# Automotive Technology - AAS

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
<b>Take WBL-110 as 1 credit:</b>	
WBL-110 Employability Skills	1-3
Semester Total.....	19

### Summer Semester

	Credit
<b>Take 1 of 2 courses:</b>	
SOC-114 Conflict Resolution in the Workplace	3
SOC-115 Social Problems	3
<b>Take 1 of 3 courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
PSY-111 Introduction to Psychology	3
SOC-110 Introduction to Sociology	3
Semester Total.....	19

	Credit
<b>Spring Semester II</b>	
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

## Instructor and Staff

Wes Carpenter  
Assistant Professor - Automotive Technology  
(319) 208-5109  
wcarpenter@scciowa.edu

Austen Totsch  
Instructor - Automotive Technology  
(319) 208-5108  
atotsch@scciowa.edu

# Automotive Technology Management - AAS

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 II	Credit
		Semester Total.....	16
Fall Semester I	Credit	Spring Semester II	Credit
AUT-106 Introduction to Automotive Technology	2	BUS-121 Business Communications	3
AUT-126 Fundamentals of Automotive Servicing	2	HUM-287 Leadership Development Studies	3
AUT-405 Automotive Suspension and Steering	5	MKT-110 Principles of Marketing	3
AUT-505 Automotive Brake Systems	5	<b>Take 1 of 2 courses:</b>	
HSC-181 First Aid/CPR for Non-Health Care Workers	1.5	MGT-130 Principles of Supervision	3
MAT-702 Introduction to Math Applications	3	MGT-170 Human Resource Management	3
Semester Total.....	18.5	Semester Total.....	12
		Program Total.....	71.5
Spring Semester I	Credit	<b>Instructor and Staff</b>	
AUT-166 Automotive Engine Repair	6	Wes Carpenter	
AUT-244 Manual Drivetrains I	3	Assistant Professor - Automotive Technology	
AUT-610 Automotive Electrical I	4	(319) 208-5109	
ENG-110 Writing for the Workplace	3	wcarpenter@scciowa.edu	
ELT-295 AC/DC Fundamentals	2	Austen Totsch	
<b>Take WBL-110 as 1 credit:</b>		Instructor - Automotive Technology	
WBL-110 Employability Skills	1-3	(319) 208-5108	
Semester Total.....	19	atotsch@scciowa.edu	
Summer Semester	Credit		
<b>Take 1 of 2 courses:</b>			
PSY-111 Introduction to Psychology	3		
SOC-110 Introduction to Sociology	3		
<b>Take 1 of 2 courses:</b>			
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		

# Collision Repair and Refinish Technology

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- Diploma
- AAS

# Automotive Collision Repair and Refinish Technology - Auto Body Diploma

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

[rwachter@scciowa.edu](mailto:rwachter@scciowa.edu)

Fall Semester	Credit	Timothy Weaver
CRR-100 Introduction to Collision Repair and Refinishing Industry	2	Assistant Professor - Auto Collision Repair (319) 208-5111
CRR-106 Fundamentals of Collision Repair and Refinishing	3	<a href="mailto:tweaver@scciowa.edu">tweaver@scciowa.edu</a>
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

Randy Wachter  
Assistant Professor - Auto Collision Repair  
(319) 208-5110



# Automotive Collision Repair and Refinish Technology - AAS

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 II		Credit
Fall Semester I		CRR-615	Collision Repair of Mechanical Systems	4
CRR-100	Introduction to Collision Repair and Refinishing Industry	CRR-775	Collision Repair Diagnostics and Recalibration	6
CRR-106	Fundamentals of Collision Repair and Refinishing	SOC-114	Conflict Resolution in the Workplace	3
CRR-112	Disassembly and Reassembly	Semester Total.....		18
CRR-117	Small Dent Repair	Spring Semester II		Credit
CRR-123	Introduction to Automotive Refinish Operations	CRR-755	Damage Analysis and Estimating	5
MAT-702	Introduction to Math Applications	CRR-855	Automotive Refinish Operations III	5
Semester Total.....		CRR-865	Advanced Automotive Refinish Operations	5
		CRR-932	Internship	4
		Semester Total.....		19
Spring Semester I		Program Total.....		77
CRR-205	Welding in Collision Repair	<b>Instructor and Staff</b>		
CRR-124	Automotive Refinish Operations II	Randy Wachter		
CRR-220	Plastic Repair	Assistant Professor - Auto Collision Repair		
CRR-455	Automotive Glass Removal and Replacement	(319) 208-5110		
ENG-110	Writing for the Workplace	rwachter@scciowa.edu		
Semester Total.....		Timothy Weaver		
		Assistant Professor - Auto Collision Repair		
		(319) 208-5111		
		tweaver@scciowa.edu		
Summer Semester		Fall Semester II		Credit
ART-133	Drawing	CRR-505	Structural Repair Operations	5
PHI-105	Introduction to Ethics			
Semester Total.....				6

## Construction Technology

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

# Construction Technology: Carpentry Emphasis - Building Construction Certificate

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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

Douglas Riley  
Assistant Professor - Construction Technology  
(319) 208-5184  
driley@scciowa.edu

# Construction Technology - Building Construction Diploma

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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

Douglas Riley  
Assistant Professor - Construction Technology  
(319) 208-5184  
driley@scciowa.edu

# Construction Technology: Carpentry - AAS

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

		Spring Semester II	Credit
		<b>Take 1 of 2 courses:</b>	
Fall Semester I	Credit	ART-133 Drawing	3
CON-147 Carpentry I	6	SPC-112 Public Speaking	3
CON-332 Construction Materials and Resources	3	Semester Total.....	18
MAT-702 Introduction to Math Applications	3	Program Total.....	67
Semester Total.....	12		
		<b>Instructor and Staff</b>	
Spring Semester I	Credit	Douglas Riley	
CAD-101 Introduction to CAD	3	Assistant Professor - Construction Technology	
CON-113 Construction Printreading	2	(319) 208-5184	
CON-148 Carpentry II	6	driley@scciova.edu	
CON-252 Construction Electricity	3		
<b>Take 1 of 2 courses:</b>			
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		

# Construction Technology: Construction Management Emphasis - AAS

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

Assistant Professor - Construction Technology  
(319) 208-5184  
driley@sccciowa.edu

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
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## Instructor and Staff

Douglas Riley

# Healthcare Technology Management

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- Diploma
- AAS

# Healthcare Technology Management - Diploma

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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

Amanda Estey  
Vice President of Academic Affairs  
(319) 208-5044  
aestey@scciowa.edu



# Healthcare Technology Management - AAS

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

		Spring Semester II	Credit
Fall Semester I		HTM-932 Biomedical Technician Internship	2
CSC-110	Introduction to Computers	SOC-114 Conflict Resolution in the Workplace	3
HTM-100	Applied Human Biology for Biomedical Technicians	Semester Total.....	14
HTM-101	Biomedical Equipment I	Program Total.....	62
MAT-702	Introduction to Math Applications	<b>Instructor and Staff</b>	
NET-142	Network Essentials	Amanda Estey	
Semester Total.....	15	Vice President of Academic Affairs	
Spring Semester I		(319) 208-5044	
ELT-351	Electronics I	aestey@sccciowa.edu	
ENG-110	Writing for the Workplace		
HTM-102	Healthcare Technology Management I		
HTM-103	Introduction to Digital and Mechanical Control Systems		
HTM-104	Basic X-Ray		
Semester Total.....	15		
Summer Semester I			
PHI-105	Introduction to Ethics		
SPC-101	Fundamentals of Oral Communication		
Semester Total.....	6		
Fall Semester II			
ELT-354	Electronics II		
HTM-105	Biomedical Information Systems		
HTM-106	Troubleshooting Theory and Methodology		
<b>Take WBL-104 as 3 credits:</b>			
WBL-104	Exploring Careers: Health Sciences	1-3	
Semester Total.....	12		
Spring Semester II			
HTM-107	Healthcare Database Fundamentals	3	
HTM-108	Safety and Compliance in Healthcare	3	
HTM-109	Biomedical Technician Certification Preparation	3	

## Industrial Controls, Automation, and Robotics Technology

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

# Basic Electrical Maintenance Certificate

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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.



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.

## 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

## Instructor and Staff

Cristien Balmer  
Instructor – Industrial Controls, Automation and Robotics  
Technology  
(319) 313-1937  
cbalmer@scciowa.edu

Richard Mansheim  
Industrial Controls, Automation, and Robotics Technology  
Instructor  
(319) 313-1970  
rmansheim@scciowa.edu

# Electrical Maintenance Technology Diploma

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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

Richard Mansheim  
Industrial Controls, Automation, and Robotics Technology  
Instructor  
(319) 313-1970  
[rmansheim@scciowa.edu](mailto:rmansheim@scciowa.edu)

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

## Instructor and Staff

Cristien Balmer  
Instructor – Industrial Controls, Automation and Robotics  
Technology  
(319) 313-1937  
[cbalmer@scciowa.edu](mailto:cbalmer@scciowa.edu)

# 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.

## Keokuk Campus, and select courses online

First Semester			Third Semester			Credit
ELE-116	Blueprint Reading	1	ELT-264	Programmable Logic Controllers II		2
ELE-310	Industrial Electricity	2	IND-179			
ELT-295	AC/DC Fundamentals	2	ELT-176	Instrumentation		3
IND-212	Safety Practices	2	ATR-118	Automation Systems		3
MFG-155	Industrial Machine Programming	3	ELE-218	Motion Control		2
ELE-195	Motor Controls	3	ENG-110	Writing for the Workplace		3
MAT-702	Introduction to Math Applications	3	Semester Total.....			13
Semester Total.....		16	<b>Fourth Semester</b>			<b>Credit</b>
<b>Second Semester</b>			ELE-219	Supervisory Control and Data Acquisition		3
EGT-174	Fluid Power	2	ELT-266	Safety Circuits and Devices		2
ELT-132	Motor Drives	1	ATR-135	Advanced Automation and Robotics		3
ELT-263	Programmable Logic Controllers I	2	ELE-127	Troubleshooting		1
EGT-175	Fluid Power Control	2	ELT-265	PLC and System Integration		5
IND-252	Powertrain and Pump Operation	3	<b>Take WBL-110 as 1 Credit:</b>			
EGT-147	Hydraulic Power Systems and Troubleshooting	1	WBL-110	Employability Skills		1-3
<b>Take 1 of 2 courses:</b>			Semester Total.....			15
PSY-102	Human and Work Relations	3	Program Total.....			64
SOC-114	Conflict Resolution in the Workplace	3	<b>Instructor and Staff</b>			
Semester Total.....		14	Cristien Balmer			
<b>Summer Semester</b>			Instructor – Industrial Controls, Automation and Robotics Technology			
SPC-112	Public Speaking	3	(319) 313-1937			
HUM-287	Leadership Development Studies	3	cbalmer@scciowa.edu			
Semester Total.....		6	Richard Mansheim			

Industrial Controls, Automation, and Robotics Technology  
Instructor  
(319) 313-1970  
rmansheim@scciowa.edu

## Welding

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

# Welding - Basic Welding Processes Certificate

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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

Mike Kaczinski  
Assistant Professor - Welding  
(319) 208-5130  
mkaczinski@scciowa.edu

William White  
Assistant Professor - Welding  
(319) 208-5132  
bwhite@scciowa.edu



# Welding - Advanced Welding Processes Certificate

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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

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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

Mike Kaczinski, Evening  
Assistant Professor  
(319) 208-5000 ext. 5130  
mkaczinski@scciowa.edu

Bill (William) White, Days  
Assistant Professor  
(319) 208-5000 ext. 5132

# Welding - Advanced Manufacturing Welding Processes Certificate

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
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
Semester Total.....	6

Program Total.....46

## Instructor and Staff

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mkaczinski@scciowa.edu

William White  
Assistant Professor - Welding  
(319) 208-5132  
bwhite@scciowa.edu

# Welding - Diploma

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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

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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

Mike Kaczinski  
Assistant Professor - Welding  
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William White  
Assistant Professor - Welding

# Welding - AAS

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
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

Fall Semester II	Credit
<b>Take WBL-110 as 1 credit:</b>	
WBL-110 Employability Skills	1-3
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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William White  
Assistant Professor - Welding  
(319) 208-5132  
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## BEHAVIOR and SOCIAL SCIENCE MAJORS

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- Criminal Justice Transfer AA
- Early Childhood Education
  - Infant Toddler Certificate
  - Preschool Certificate
  - Parent Educator 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

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

## Instructor and Staff

	Credit
Fall Semester I	
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

Cindy Shireman  
 Professor - Criminal Justice  
 (319) 208-5232  
 cshireman@sccciowa.edu

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

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

	Credit
Spring Semester II	
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

# History Transfer Major - AA

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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)

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
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**Take course totaling 3 credits:**

ZZZ-ELE Elective Course	3-5
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**Take course totaling 3 credits:**

ZZZ-ELE Elective Course	3-5
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Semester Total.....	15
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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
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**Take course totaling 3 credits:**

ZZZ-ELE Elective Course	3-5
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**Take course totaling 3 credits:**

ZZZ-MSC Math or Science Course	3-5
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Semester Total.....	15
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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
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**Take course totaling 3 credits:**

ZZZ-ELE Elective Course	3-5
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Semester Total.....	16
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Program Total.....	62
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## Instructor and Staff

Randall Moffett  
 Assistant Professor - History  
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Revised: 3/24/2025 4:25p.m.

# Psychology Transfer Major - AA

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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

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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

Lisa Santiago  
Instructor - Biology  
(319) 208-5233  
lsantiago@scciowa.edu

Spring Semester I	Credit
ENG-106 Composition II	3
PSY-121 Developmental Psychology	3
MAT-156 Statistics	3
PSY-251 Social Psychology	3
<b>Take courses totaling 3-5 credits:</b>	
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
<b>Take courses totaling 3-5 credits:</b>	
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
<b>Take Course(s) Totaling at Least 4 Credits:</b>	
ZZZ-ELE Elective Course	3-5
<b>Take courses totaling 3-5 credits:</b>	
ZZZ-ELE Elective Course	3-5
<b>Take courses totaling 3-5 credits:</b>	
ZZZ-ELE Elective Course	3-5
Semester Total.....	16-20
Program Total.....	60-68

## Instructor and Staff

Polly Falcon  
Professor - Psychology  
(319) 313-1944  
pfalcon@scciowa.edu

Lori Henderson  
Professor - Psychology  
(319) 208-5227



# Social Work Transfer Major - AA

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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@scciova.edu](mailto:ajones@scciova.edu)

	Credit
Fall Semester I	
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

	Credit
Spring Semester I	
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

	Credit
Fall Semester II	
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

	Credit
Spring Semester II	
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-MSA Math or Science Course	3-5
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**Take 1 of 2 courses:**

SOC-181 Field Experience	1
SOC-161 Introduction to Social Work Lab	1

Semester Total.....	15-17
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Program Total.....	61-69
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## Instructor and Staff

Andrea Jones  
Assistant Professor - Sociology  
(319) 208-5247

[www.scciova.edu](http://www.scciova.edu) (319) 208-5000

Revised: 3/24/2025 4:25p.m.

# Sociology Transfer Major - AA

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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
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### Take courses totaling 3 credits:

ZZZ-ELE Elective Course	3-5
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### Take courses totaling at least 4 credits:

ZZZ-ELE Elective Course	3-5
Semester Total.....	14-16

Program Total.....	60-66
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## Instructor and Staff

Andrea Jones  
Assistant Professor - Sociology  
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## Early Childhood Education

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- Infant Toddler Certificate
- Preschool Certificate
- Parent Educator Certificate
- Early Childhood Education Diploma
- Early Childhood Education AAS
- Childcare Management AAS
- Licensure Transfer Bridge
- Licensure Transfer AAS

# Early Childhood Education: Child Development - Infant/Toddler Certificate

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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](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	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	Credit
ECE-170 Child Growth and Development	3
ECE-221 Infant/Toddler Care and Education	3
Semester Total.....	6

Fall Semester	Credit
ECE-243 Early Childhood Guidance	3
Semester Total.....	3
Program Total.....	16

## Instructor and Staff

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# Early Childhood Education: Child Development - Preschool Certificate

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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](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
Semester Total.....	6

Fall Semester II	Credit
ECE-243 Early Childhood Guidance	3
Semester Total.....	3

Program Total..... 16

## Instructor and Staff

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# Early Childhood Education - Parent Educator Certificate

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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](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

	Credit
ECE-103 Introduction to Early Childhood Education	3
ECE-170 Child Growth and Development	3
ECE-123 Family, Teacher and Community Interaction	3
Semester Total.....	9
Program Total.....	9

## Instructor and Staff

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# Early Childhood Education - Diploma

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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](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
<b>Take WBL-103 as 1 credit:</b>	
WBL-103 Exploring Careers: Human Services	1-3
Semester Total.....	16

Spring Semester I	Credit
ECE-158 Early Childhood Curriculum I	3
ECE-170 Child Growth and Development	3
EDU-245 Exceptional Learner	3
<b>Take ECE-221 or (ART-133 and MUS-100) totaling 3 - 6 credits:</b>	
ECE-221 Infant/Toddler Care and Education	3
ART-133 Drawing	3
MUS-100 Music Appreciation	3
<b>Take 1 of 2 courses:</b>	
MAT-117 Math for Elementary Teachers	3
BIO-151 Nutrition	3
Semester Total.....	15-18
Program Total.....	31-34

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# Early Childhood Education - AAS

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](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 [Parent Educator certificate](#) is awarded to students who successfully complete ECE-103, ECE-170, and ECE-123.

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
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
<b>Take course totaling 1 credit:</b>		
WBL-103	Exploring Careers: Human Services	1-3
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 Learner	3
<b>Take ECE-221 or (ART-133 and MUS-100) totaling 3-6 credits:</b>		
ECE-221	Infant/Toddler Care and Education	3
ART-133	Drawing	3
MUS-100	Music Appreciation	3
<b>Take 1 of 2 courses:</b>		
MAT-117	Math for Elementary Teachers	3
BIO-151	Nutrition	3
Semester Total.....		15-18

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

Fall Semester II		Credit
EDU-235	Children's Literature	3
PSY-121	Developmental Psychology	3
<b>Take ECE-159 or (BIO-105 and SOC-110) totaling 3 to 7 credits:</b>		
ECE-159	Early Childhood Curriculum II	3
BIO-105	Introductory Biology	4
SOC-110	Introduction to Sociology	3
<b>Take 1 of 2 courses:</b>		
ECE-243	Early Childhood Guidance	3
ENG-106	Composition II	3
Semester Total.....		12-16

Spring Semester II		Credit
EDU-255	Technology in the Classroom	3
PHI-105	Introduction to Ethics	3
ECE-284	Field Experience II	2
ECE-123	Family, Teacher and Community Interaction	3
<b>Take 1 of 2 courses:</b>		
ECE-140	Early Childhood Curriculum Planning	3
ECE-290	Early Childhood Program Administration	3
Semester Total.....		14
Program Total.....		63-72

## Instructor and Staff

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# Early Childhood Education: Childcare Management Pathway - AAS

The Child Care Management Pathway of the Early Childhood Education Associate of Applied Science Degree is designed to address the National Association for the Education of Young Children (NAEYC) competencies so students will be prepared to work in licensed and accredited child care centers or pre-school settings. Students may work in a management capacity as well as the courses will prepare them for the administrative functions of managing a child care facility.

This Pathway will expose students to classroom settings and content related to curriculum design; child health, safety and nutrition; community organizations and resources; strategies to build relationships with parents and students; program administration and management; and child development.

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.

Students who successfully complete SDV-108, ECE-103, ECE-133, ECE-221, ECE-170, and ECE-243 will be awarded the [Child Development-Infant/Toddler Certificate](#).

Students who successfully complete SDV-108, ECE-103, ECE-133, ECE-158, ECE-170, and ECE-243 will be awarded the [Child Development-Preschool Certificate](#).

Students who successfully complete ECE-103, ECE-170, and ECE-123 will be awarded the [Parent Educator Certificate](#).

Students who successfully complete the first year of the program will be awarded an [Early Childhood Education Diploma](#).

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
ECE-133 Child Health, Safety and Nutrition	3
ENG-105 Composition I	3
SDV-108 The College Experience	1
<b>Take WBL-103 as 1 credit:</b>	
WBL-103 Exploring Careers: Human Services	1-3
Semester Total.....	16

Spring Semester I	Credit
ECE-158 Early Childhood Curriculum I	3
ECE-170 Child Growth and Development	3
EDU-245 Exceptional Learner	3
BIO-151 Nutrition	3

### Take ECE-221 or (ART-133 and MUS-100) totaling 3 or 6 credits:

ECE-221 Infant/Toddler Care and Education	3
ART-133 Drawing	3
MUS-100 Music Appreciation	3
Semester Total.....	15-18

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

Fall Semester II	Credit
EDU-235 Children's Literature	3

Fall Semester II	Credit
PSY-121 Developmental Psychology	3
ECE-159 Early Childhood Curriculum II	3
ECE-243 Early Childhood Guidance	3
Semester Total.....	12

Spring Semester II	Credit
EDU-255 Technology in the Classroom	3
PHI-105 Introduction to Ethics	3
ECE-290 Early Childhood Program Administration	3
ECE-284 Field Experience II	2
ECE-123 Family, Teacher and Community Interaction	3
Semester Total.....	14

Program Total.....63-66

## Instructor and Staff

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# Early Childhood Education - Bridge to Educator Licensure

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The Early Childhood Education Bridge to Licensure will allow a student who completes the [Early Childhood Education - Child Care Management Pathway](#) an opportunity to complete additional general education courses that will then allow a student to continue onto a university to the complete a baccalaureate degree resulting in educator licensure. The Bridge may be taken simultaneously to enrollment in the Pathway, or the courses may be taken after completion of the Pathway. An articulation agreement has been established to ensure a smooth transfer to Iowa Wesleyan into the Elementary Education Teacher Education Program.

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

## West Burlington Campus and online

	Credit
MUS-100 Music Appreciation	3
SOC-110 Introduction to Sociology	3
BIO-105 Introductory Biology	4
ART-133 Drawing	3
ENG-106 Composition II	3
MAT-117 Math for Elementary Teachers	3
Semester Total.....	19
Program Total.....	19

## Instructor and Staff

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# Early Childhood Education: Educator Licensure/Transfer Pathway - AAS

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](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

		Spring Semester II		Credit
Fall Semester I		EDU-255	Technology in the Classroom	3
ECE-103	Introduction to Early Childhood Education	PHI-105	Introduction to Ethics	3
EDU-212	Educational Foundations	ECE-123	Family, Teacher and Community Interaction	3
EDU-920	Field Experience	Semester Total.....		14
SDV-108	The College Experience	Program Total.....		70
ECE-133	Child Health, Safety and Nutrition			
ENG-105	Composition I			
<b>Take WBL-103 as 1 credit:</b>				
WBL-103	Exploring Careers: Human Services			1-3
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 Learner			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

## Instructor and Staff

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## Teacher Education

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- Elementary Education Transfer AA
- Secondary Education Transfer AA

# Elementary Education Transfer Major - AA

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

	Credit
Fall Semester I	
SDV-108 The College Experience	1
ENG-105 Composition I	3
PSY-111 Introduction to Psychology	3
MAT-117 Math for Elementary Teachers	3
EDU-212 Educational Foundations	3
EDU-920 Field Experience	2
Semester Total.....	15

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	Credit
Spring Semester I	
ENG-106 Composition II	3
SOC-110 Introduction to Sociology	3
ZZZ-CUL Cultural Awareness Course	3
ZZZ-HUM Humanities Course	3
<b>Take one 3 Credit Course:</b>	
ZZZ-MSC Math or Science Course	3-5
Semester Total.....	15

	Credit
Fall Semester II	
SPC-112 Public Speaking	3
EDU-240 Educational Psychology	3
EDU-235 Children's Literature	3
ZZZ-HUM Humanities Course	3
PSY-121 Developmental Psychology	3
Semester Total.....	15

	Credit
Spring Semester II	
EDU-245 Exceptional Learner	3
EDU-255 Technology in the Classroom	3
HIS-152 US History Since 1877	3
ZZZ-SOC Social Science Course	3

### Take Course(s) Totaling at Least 4 Credits:

ZZZ-LAB Lab Science Course	3-5
Semester Total.....	16

Program Total.....61

## Instructor and Staff

Amy Drew

## Secondary Education Transfer Major - AA

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** Program Total..... 61

	Credit
Fall Semester I	
SDV-108 The College Experience	1
ENG-105 Composition I	3
PSY-111 Introduction to Psychology	3
EDU-212 Educational Foundations	3
EDU-920 Field Experience	2
<b>Take course totaling 3 credits:</b>	
ZZZ-MAT Mathematics Course	3-4
Semester Total.....	15

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	Credit
Spring Semester I	
ENG-106 Composition II	3
EDU-245 Exceptional Learner	3
ZZZ-SOC Social Science Course	3
ZZZ-HUM Humanities Course	3
<b>Take course totaling 3 credits:</b>	
ZZZ-MSC Math or Science Course	3-5
Semester Total.....	15

	Credit
Fall Semester II	
ZZZ-CUL Cultural Awareness Course	3
EDU-240 Educational Psychology	3
ZZZ-HUM Humanities Course	3
HIS-152 US History Since 1877	3
PSY-121 Developmental Psychology	3
Semester Total.....	15

	Credit
Spring Semester II	
EDU-255 Technology in the Classroom	3
SOC-110 Introduction to Sociology	3
SPC-112 Public Speaking	3
<b>Take course totaling 3 credits:</b>	
ZZZ-ELE Elective Course	3-5
<b>Take course totaling 4 credits:</b>	
ZZZ-LAB Lab Science Course	3-5
Semester Total.....	16

# BUSINESS MAJORS

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- 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

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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

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# Accounting

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- Certificate
- Diploma
- AAS

# Accounting - Certificate

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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
<b>Take WBL-155 as 1 Credit:</b>	
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
<b>Take 1 of 2 courses:</b>	
ACC-131 Principles of Accounting I	4
ACC-142 Financial Accounting	3
<b>Take 1 of 2 courses:</b>	
BUS-102 Introduction to Business	3
MAT-140 Finite Math	3
Semester Total.....	16-17
Program Total.....	16-17

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# Accounting - Accounting Assistant Diploma

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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

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
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### 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
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## Instructor and Staff

Renee Smith  
Professor - Business  
(319) 208-5194  
rsmith1@scciowa.edu

Sau Kuen Yam  
Instructor - Accounting  
(319) 208-5217  
syam@scciowa.edu

# Accounting - AAS

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 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

		Spring Semester II	Credit
Fall Semester I		ACC-146 Managerial Accounting	3
ACC-161 Payroll Accounting	Credit 3	ACC-232 Intermediate Accounting II	4
CSC-110 Introduction to Computers	3	<b>(Take BUS-290 and BUS-932) OR (BUS-186 and ENG-106):</b>	
ENG-105 Composition I	3	BUS-290 Employment Search/Workplace Success	1
<b>Take 1 of 2 courses:</b>		BUS-932 Business Internship	3
ACC-131 Principles of Accounting I	4	BUS-186 Business Law II	3
ACC-142 Financial Accounting	3	ENG-106 Composition II	3
<b>Take 1 of 2 courses:</b>		<b>Take 1 of 2 courses:</b>	
BUS-102 Introduction to Business	3	ECN-120 Principles of Macroeconomics	3
MAT-140 Finite Math	3	SOC-114 Conflict Resolution in the Workplace	3
<b>Take WBL-155 as 1 credit:</b>		Semester Total.....	14-16
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2	Program Total.....	60-64
Semester Total.....	16-17	<b>Instructor and Staff</b>	
Spring Semester I	Credit	Renee Smith	
ACC-261 Income Tax Accounting	3	Professor - Business	
BCA-152 Comprehensive Spreadsheets	3	(319) 208-5194	
BUS-180 Business Ethics	3	rsmith1@scciowa.edu	
BUS-185 Business Law I	3	Sau Kuen Yam	
<b>Take 1 of 2 courses:</b>		Instructor - Accounting	
ACC-132 Principles of Accounting II	4	(319) 208-5217	
MAT-165 Business Calculus	3	syam@scciowa.edu	
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		
<b>Take 1 of 2 courses:</b>			
HUM-287 Leadership Development Studies	3		
ECN-130 Principles of Microeconomics	3		
Semester Total.....	15		

## Business Administration

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- Office Support Certificate
- Office Technology Certificate
- Office Professional Diploma
- Business Administration AAS
- Legal Office Management AAS
- Sport Management AAS

# Business Administration - Office Support Certificate

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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
CSC-110 Introduction to Computers	3
<b>Take WBL-155 for 1 Credit:</b>	
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total.....	7-8
Spring Semester I	Credit
ADM-117 Keyboarding and Document Production	3
<b>Take 1 of 2 courses:</b>	
ADM-181 Records and Database Management	3
ESL-102 Reading/Writing IV	3
Semester Total.....	6
Fall Semester II	Credit
<b>Take 1 of 2 courses:</b>	
ADM-120 Advanced Document Production	3
ESL-105 Listening/Speaking IV	3
Semester Total.....	3
Spring Semester II	Credit
<b>Take 1 of 2 courses:</b>	
ADM-230 Integrated Office Projects	3
ESL-108 Grammar IV	3
Semester Total.....	3
Program Total.....	19-20

## Instructor and Staff

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Renee Smith  
Professor - Business  
(319) 208-5194  
rsmith1@sccciowa.edu

## Business Administration: Office Technology Certificate

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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
SMM-108 Social Media Engagement	3
Semester Total.....	5

Spring I	Credit
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
Semester Total.....	6
Program Total.....	11

### Instructor and Staff

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# Business Administration - Office Professional Diploma

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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-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
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
ACC-102 Workplace Accounting	3
HUM-287 Leadership Development Studies	3

### Take ADM-180 or ADM-198 and LGL-173:

ADM-180 Administrative Management	3
ADM-198 Legal Terminology	2
LGL-173 Legal Assistant Litigation	3
Semester Total.....	15-17

Program Total.....30-33

## Instructor and Staff

Trisha Hopper  
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Renee Smith  
Professor - Business  
(319) 208-5194  
rsmith1@scciova.edu

# Business Administration - AAS

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 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

		Spring Semester I	Credit
		BUS-124 Business Innovation	3
		<b>Take 1 of 3 courses:</b>	
Fall Semester I	Credit	ADM-181 Records and Database Management	3
CSC-110 Introduction to Computers	3	SPT-109 Safety and Risk Management	3
<b>Take WBL-155 as 1 Credit:</b>		MGT-110 Small Business Management	3
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2	<b>Option 1: Take ADM-180 or LGL-173 and ADM-198</b>	
<b>Take 1 of 2 courses:</b>		<b>Option 2: Take SPT-107 or BUS-180:</b>	
ADM-162 Office Procedures	3	ADM-180 Administrative Management	3
BUS-102 Introduction to Business	3	LGL-173 Legal Assistant Litigation	3
<b>Take 1 of 2 courses:</b>		ADM-198 Legal Terminology	2
ENG-131 Business English	3	SPT-107 Sport Promotion and Marketing	3
ENG-105 Composition I	3	BUS-180 Business Ethics	3
<b>Take 1 of 4 courses:</b>		<b>Take 1 of 3 courses:</b>	
MAT-712 Business Math	3	ACC-102 Workplace Accounting	3
MAT-110 Math for Liberal Arts	3	MKT-110 Principles of Marketing	3
MAT-120 College Algebra	3	MGT-170 Human Resource Management	3
MAT-156 Statistics	3	Semester Total.....	15-17
<b>Take 1 of 3 courses:</b>		Fall Semester II	Credit
ADM-103 Office Technology	2	SOC-114 Conflict Resolution in the Workplace	3
SPT-101 Introduction to Sport Management	3	ADM-188 Project and Event Management	3
BUS-130 Introduction to Entrepreneurship	3	<b>Take 1 of 2 Courses:</b>	
Semester Total.....	15-16	SPC-101 Fundamentals of Oral Communication	3
		SPC-112 Public Speaking	3
		<b>Take SMM-108 or ADM-186 and PRL-284:</b>	
Spring Semester I	Credit	SMM-108 Social Media Engagement	3
HUM-287 Leadership Development Studies	3	ADM-186 Legal Documents	2
<b>Take 1 of 4 Courses:</b>		PRL-284 Legal Ethics	2
ADM-117 Keyboarding and Document Production	3	<b>Option 1: Take ADM-120 and BUS-119</b>	
MGT-101 Principles of Management	3	<b>Option 2: Take ACC-142 and ECN-130:</b>	
MKT-150 Principles of Advertising	3	ADM-120 Advanced Document Production	3

Fall Semester II	Credit
BUS-119 Entrepreneurial Mindset	1
ACC-142 Financial Accounting	3
ECN-130 Principles of Microeconomics	3
Semester Total.....	16-19

Spring Semester II	Credit
<b>Take 1 of 3 courses:</b>	
ADM-172 Remote Office Management	3
ACC-146 Managerial Accounting	3
BUS-185 Business Law I	3
<b>Take BUS-290 and BUS-932 or MGT-170:</b>	
BUS-290 Employment Search/Workplace Success	1
BUS-932 Business Internship	3
MGT-170 Human Resource Management	3
<b>Take 1 of 3 courses:</b>	
ADM-230 Integrated Office Projects	3
ECN-120 Principles of Macroeconomics	3
MKT-140 Principles of Selling	3
<b>Take 1 of 3 courses:</b>	
BCA-152 Comprehensive Spreadsheets	3
SPT-102 Contemporary Issues in Sport	3
BUS-150 E-Commerce	3
<b>Take 1 of 3 courses:</b>	
ADM-297 Certification Preparation	1
SPT-108 Sport Program Administration	3
BUS-141 Small Business Start-up	3
Semester Total.....	13-16
Program Total.....	59-68

**Instructor and Staff**

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Renee Smith  
 Professor - Business  
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# Business Administration: Business Office Management Pathway - AAS

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

## Instructor and Staff

Fall Semester I	Credit	
ADM-162 Office Procedures	3	Trisha Hopper
CSC-110 Introduction to Computers	3	Professor - Business
ENG-131 Business English	3	(319) 208-5212
MAT-712 Business Math	3	thopper@scciowa.edu
ADM-103 Office Technology	2	
<b>Take WBL-155 as 1 credit:</b>		
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2	Renee Smith
		Professor - Business
		(319) 208-5194
		rsmith1@scciowa.edu
Semester Total.....	15-16	
Spring Semester I	Credit	
ADM-117 Keyboarding and Document Production	3	
ADM-181 Records and Database Management	3	
ADM-180 Administrative Management	3	
ACC-102 Workplace Accounting	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	
ADM-120 Advanced Document Production	3	
BUS-119 Entrepreneurial Mindset	1	
Semester Total.....	16	
Spring Semester II	Credit	
ADM-172 Remote Office Management	3	
BUS-290 Employment Search/Workplace Success	1	
BUS-932 Business Internship	3	
ADM-230 Integrated Office Projects	3	
BCA-152 Comprehensive Spreadsheets	3	
ADM-297 Certification Preparation	1	
Semester Total.....	14	
Program Total.....	60-61	

# Legal Office Management - AAS

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 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
<b>Take WBL-155 as 1 credit:</b>	
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total.....	15-16

Spring Semester I	Credit
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
LGL-173 Legal Assistant Litigation	3
ADM-198 Legal Terminology	2
ACC-102 Workplace Accounting	3
HUM-287 Leadership Development Studies	3
Semester Total.....	17

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-186 Legal Documents	2
PRL-284 Legal Ethics	2
ADM-120 Advanced Document Production	3
BUS-119 Entrepreneurial Mindset	1
Semester Total.....	17

Spring Semester II	Credit
ADM-172 Remote Office Management	3
BUS-290 Employment Search/Workplace Success	1
BUS-932 Business Internship	3
ADM-230 Integrated Office Projects	3
BCA-152 Comprehensive Spreadsheets	3
ADM-297 Certification Preparation	1

Spring Semester II	Credit
Semester Total.....	14
Program Total.....	63-64

## Instructor and Staff

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Renee Smith  
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# Sport Management Pathway - AAS

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
<b>Take 1 of 2 courses:</b>	
ENG-131 Business English	3
ENG-105 Composition I	3
<b>Take WBL-155 as 1 Credit:</b>	
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
<b>Take 1 of 4 Courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
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

Spring Semester II	Credit
Semester Total.....	16
Program Total.....	65-66

## Instructor and Staff

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## Business Administration: Entrepreneurship

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

# Business Administration: Entrepreneurship Pathway - Management and Leadership Development Certificate

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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

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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

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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

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

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Professor - Business  
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thopper@sccciowa.edu

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

Renee Smith  
Professor - Business  
(319) 208-5194  
rsmith1@sccciowa.edu

### Take WBL-155 as 1 credit:

WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
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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

## CREATIVE ARTS and COMMUNICATION MAJORS

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

# Animation for Television, Film, and New Media - AAS

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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

Tyler Horn

Assistant Professor - Animation for Television, Film and New Media  
(319) 208-5256  
thorn@sccciowa.edu

# Communication Transfer Major - AA

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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

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
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**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
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**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

Jennifer Neumann  
Professor - Speech  
(319) 208-5234  
jneumann@scciowa.edu

Jenna Dunlap  
Associate Professor - Speech  
(319) 313-1939  
jdunlap@scciowa.edu

# English Transfer Major - AA

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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

kmadison@scciowa.edu

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
<b>Take Course(s) Totaling at Least 4 Credits:</b>	
ZZZ-LAB Lab Science Course	3-5
Semester Total.....	14

Chad Menke  
Professor - English  
(319) 208-5164  
cmenke@scciowa.edu

Lori Muntz  
Instructor - English  
(319) 208-5215  
lmuntz@scciowa.edu

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

Zachary Short  
Instructor - English  
(319) 208-5230  
zshort@scciowa.edu

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
<b>Take one 3 Credit Course:</b>	
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
<b>Take Course(s) Totaling at Least 4 Credits:</b>	
ZZZ-ELE Elective Course	3-5
<b>Take one 3 Credit Course:</b>	
ZZZ-MSC Math or Science Course	3-5
Semester Total.....	16
Program Total.....	60

## Instructor and Staff

Jodi Cook  
Professor - English  
(319) 313-1950  
jcook@scciowa.edu

Kristine Madison  
Instructor - English  
(319) 208-5221

# Fine Arts Transfer Major - AA

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

John Bybee  
Professor - Art  
(319) 208-5216  
jbybee@scciowa.edu

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

Timothy Van Ginkel  
Associate Professor - Art  
(319) 313-1974  
tvanginkel@scciowa.edu

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-MSA Math or Science Course	3-5
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### 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
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## Instructor and Staff



# Music Transfer Interest

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
<b>Take 1 of 2 courses:</b>	
MUS-120 Music Theory I	3
MUS-121 Music Theory II	3
<b>Take course totaling 3-4 credits:</b>	
ZZZ-MAT Mathematics Course	3-4
<b>Take 1 of 2 courses:</b>	
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
<b>Take one of these courses totaling 1-2 credits:</b>	
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
<b>Take 1 of 2 courses:</b>	
MUS-140 Concert Choir	1
MUS-162 Instrumental Ensembles	1
<b>Take course totaling 3-5 credits:</b>	
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
<b>Take 1 of these courses totaling 3-5 credits:</b>	
ZZZ-HUM Humanities Course	3
ZZZ-SCI Science Course	3-5
ZZZ-LAB Lab Science Course	3-5
<b>Take 1 of these courses totaling 1-2 credits:</b>	
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
<b>Take 1 of 2 courses:</b>	
MUS-140 Concert Choir	1

Fall Semester 2	Credit
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
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## Instructor and Staff

Daniel Pappas  
Associate Professor - Music  
(319) 208-5245  
dpappas@scciowa.edu

## GENERAL STUDIES

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- [Associate of Arts](#)
- [Associate of Science](#)

## HEALTH MAJORS

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- Healthcare Assistant Certificate
- Medical Assistant Diploma
- Phlebotomy Certificate
- Radiologic Technology AAS
- Respiratory Care AAS
- Emergency Medical Services:
  - EMT Certificate
  - Paramedic Certificate
  - Paramedic 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

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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.

## Admission Requirements

\*\*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

## Instructor and Staff

Anne Abel  
Instructor - Medical Coding & Billing  
(319) 208-5293  
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Megan Massner  
Instructor - Medical Assistant  
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mmassner@sciowa.edu

Kara Schreiner  
Medical Assistant Instructor / Program and Practicum  
Coordinator  
(319) 208-5213  
kschreiner@sciowa.edu

# Medical Assistant - Diploma

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

## Admission Requirements

- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
  - SAT
    - Reading/Writing: 330
    - Math: 510
  - Next-Gen ACCUPLACER:
    - Reading: 248
  - ALEKS:
    - Math: 14

## 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](http://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](http://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](http://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
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

Anne Abel  
 Instructor - Medical Coding & Billing  
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Megan Massner  
 Instructor - Medical Assistant  
 (319) 208-5203  
 mmassner@scciowa.edu

Kara Schreiner  
 Medical Assistant Instructor / Program and Practicum  
 Coordinator  
 (319) 208-5213  
 kschreiner@scciowa.edu

# Phlebotomy Certificate

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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	3
Semester Total.....	8
Program Total.....	8

## Instructor and Staff

Kara Schreiner  
Medical Assistant Instructor / Program and Practicum  
Coordinator  
(319) 208-5213  
kschreiner@scciowa.edu

Angela Shipley  
Nurse Aide & Health Continuing Education Coordinator  
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# Radiologic Technology - AAS

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

## 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

		Fall Semester II	Credit
		RAD-162 Radiographic Procedures III	3
		RAD-850 Radiation Protection and Biology	3
		RAD-762 Computer and Digital Radiography Critique I	2
		RAD-505 Clinical Education IV	5
		<b>Semester Total.....</b>	<b>16</b>
		<b>Spring Semester II</b>	
		<b>Credit</b>	
		PSY-111 Introduction to Psychology	3
		SOC-110 Introduction to Sociology	3
		RAD-791 Computer and Digital Radiography Critique II	2
		RAD-555 Clinical Education V	4
		RAD-948 Seminar	4
		<b>Semester Total.....</b>	<b>16</b>
		<b>Program Total.....</b>	<b>75</b>
<b>Instructor and Staff</b>			
Laura Rider			
Radiologic Technology Instructor/Program Director, RT (R)			
(CT)			
(319) 208-5307			

  

		Fall Semester I	Credit
		BIO-168 Human Anatomy and Physiology I	4
		HSC-114 Medical Terminology	3
		RAD-101 Radiographic Patient Care	3
		RAD-120 Radiographic Procedures I	3
		RAD-322 Imaging I	4
		RAD-206 Clinical Education I	2
		<b>Semester Total.....</b>	<b>19</b>
		<b>Spring Semester I</b>	
		<b>Credit</b>	
		BIO-173 Human Anatomy and Physiology II	4
		RAD-890 Quality Assurance	1
		RAD-143 Radiographic Procedures II	5
		RAD-360 Imaging II	3
		RAD-240 Clinical Education II	5
		<b>Semester Total.....</b>	<b>18</b>
		<b>Summer Semester I</b>	
		<b>Credit</b>	
		RAD-183 Special Procedures	3
		RAD-260 Clinical Education III	3
		<b>Semester Total.....</b>	<b>6</b>
		<b>Fall Semester II</b>	
		<b>Credit</b>	
		ENG-105 Composition I	3



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Jennifer Rehm  
Instructor - Radiologic Technology/Clinical Coordinator,RT  
(R)(CT)  
(319) 208-5308  
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# Respiratory Care - AAS

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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 Entrance Exam: 80%.
- 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
- 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

## 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](http://www.coarc.com)).

## West Burlington Campus

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

Stacy Sells  
Professor - Respiratory Care/Program Coordinator  
(319) 208-5204  
ssells@scciowa.edu

Deanna Johannsen  
Respiratory Care Clinical Coordinator/Instructor  
(319) 208-5214  
djohannsen@scciowa.edu

## Emergency Medical Services

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- EMT Certificate
- Paramedic Certificate
- Paramedic AAS

# Emergency Medical Technician Certificate

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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  
(319) 208-5253  
jsteffen@scciowa.edu

# Paramedic Certificate

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Admission standards apply to this program. Students 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](http://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](http://www.caahep.org)

To contact CoAEMSP:  
(214) 703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

## Paramedic Program Outcomes

### West Burlington Campus

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

James Steffen  
Assistant Professor - Emergency Medical Services  
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[jsteffen@scciowa.edu](mailto:jsteffen@scciowa.edu)

# Paramedic - AAS

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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](http://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](http://www.caahep.org)

To contact CoAEMSP:  
(214) 703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

## Paramedic Program Outcomes

### West Burlington Campus

	Credit
Fall Semester I	
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

	Credit
Spring Semester I	
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

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

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

	Credit
Summer Semester	
EMS-665 Paramedic III	7
Semester Total.....	7

Program Total..... 72.5

### Instructor and Staff

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## Exercise Science

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- Exercise Science and Kinesiology Transfer Major AA
- Exercise Science Transfer Major AS



# Exercise Science and Kinesiology Transfer Major - AA

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

Spring Semester II		Credit
POL-111	American National Government	3
<b>Take 1 of 2 courses:</b>		
HUM-114	Multicultural Perspectives	3
SOC-212	Diversity	3
Semester Total.....		13
Program Total.....		62

## Instructor and Staff

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 Dean of Nursing & Health Professions  
 (319) 208-5100  
 kschroeder@scciowa.edu

# Exercise Science Transfer Major - AS

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
<b>Take 1 of 2 courses:</b>		
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
<b>Take 1 of 2 courses:</b>		
CHM-165	General Chemistry I	4
CHM-122	Introduction to General Chemistry	4
<b>Take 1 of 2 courses:</b>		
HUM-114	Multicultural Perspectives	3
SOC-212	Diversity	3
Semester Total.....		14
Program Total.....		63

## Instructor and Staff

Kristi Schroeder  
 Dean of Nursing & Health Professions  
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## Medical Coding and Billing

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- Patient Access Associate Certificate
- Medical Billing Certificate
- Provider Emphasis Diploma

# Medical Coding and Billing - Patient Access Associate Certificate

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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.

## 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

## Instructor and Staff

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Kara Schreiner  
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Coordinator  
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# Medical Coding and Billing - Medical Billing Certificate

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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

- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
  - SAT
    - Reading/Writing: 330
    - Math: 510
  - Next-Gen ACCUPLACER:
    - Reading: 248
  - ALEKS:
    - Math: 14

The students will be trained in ICD-10, CPT and HCPCS coding language. The medical billing and coding field continues to grow as new government regulations influence physician reimbursement.

Pre-requisite - BIO-163; Essentials of Anatomy and Physiology.

\*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

Kara Schreiner  
Medical Assistant Instructor / Program and Practicum  
Coordinator  
(319) 208-5213  
kschreiner@scciowa.edu

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

### Instructor and Staff

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Anne Abel  
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# Medical Coding and Billing Diploma

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

- Complete and attain minimums in standardized within 24 months of review of acceptance into the program.
  - ACT
    - Reading: 19
    - Math: 19
  - SAT
    - Reading/Writing: 330
    - Math: 510
  - Next-Gen ACCUPLACER:
    - Reading: 248
  - ALEKS:
    - Math:14

The students will be trained in ICD-10, CPT, and HCPCS coding language. The medical billing and coding field continues to grow as new government regulations influence physician reimbursement.

Pre-requisite; BIO-163 Essentials of Anatomy and Physiology

[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

		Summer Semester	Credit
Prerequisite		CPC-820 Medical Coding and Billing Practicum	3.5
BIO-163	Essentials of Anatomy and Physiology	Semester Total.....	3.5
		Program Total.....	42
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
Semester Total.....		17

### Instructor and Staff

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 Coordinator  
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 kschreiner@scciova.edu

# Nursing

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- Nurse Aide Certificate
- Practical Nursing Diploma
- Associate Degree Nursing AAS
- Practical Nursing Diploma (Spring Start)
- Associate Degree Nursing AAS (Spring Start)

# Nurse Aide - Certificate

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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	3.5
Semester Total.....	3.5
Program Total.....	3.5

## Instructor and Staff

Angela Shipley  
Nurse Aide & Health Continuing Education Coordinator  
(319) 208-5278  
ashipley1@scciowa.edu



# Practical Nursing - Diploma

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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 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 further information or assistance with these requirements.



The Southeastern Community College Practical/Vocational 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

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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 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
SOC-110 Introduction to Sociology	3
PSY-111 Introduction to Psychology	3
Semester Total.....	7
Fall Semester 2	Credit
ADN-641 Nursing III	14.5
ADN-223 Pharmacology III	1
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)

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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 better:
    - BIO-168 Human Anatomy and Physiology I
    - BIO-173 Human Anatomy and Physiology II
    - BIO-186 Microbiology
    - ENG-105 English Comp I
    - PSY-121 Developmental Psychology

## 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 Practical/Vocational 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	Credit
BIO-168 Human Anatomy and Physiology I	4
BIO-173 Human Anatomy and Physiology II	4
BIO-186 Microbiology	4
Semester Total.....	12

Fall Semester 1	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 2	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)

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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	Credit
BIO-168 Human Anatomy and Physiology I	4
BIO-173 Human Anatomy and Physiology II	4
BIO-186 Microbiology	4
Semester Total.....	12
Fall Semester I	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 2	Credit
PNN-311 PN Issues and Trends	1
PNN-535 Nursing II	12
Semester Total.....	13

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Spring Semester 2	Credit
ADN-145 Role Transition	1
ADN-223 Pharmacology III	1
ADN-641 Nursing III	14.5
Semester Total.....	16.5
Summer Semester	Credit
PSY-111 Introduction to Psychology	3
SOC-110 Introduction to Sociology	3
Semester Total.....	6
Fall Semester 3	Credit
ADN-236 Pharmacology IV	1
ADN-642 Nursing IV	14
ADN-311 RN Issues and Trends	1
Semester Total.....	16
Program Total.....	85

**Instructor and Staff**

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 Dean of Nursing & Health Professions  
 (319) 208-5100

Revised: 3/24/2025 4:25p.m.

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## STEM MAJORS

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- 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
  - AAS
  - Career Pathway AAS
  - Transfer Pathway AAS
- Information Management
  - IT Technician Diploma
  - AAS
- Network Administration and Cyber Security
  - IT Technician Diploma
  - AAS

# Biology Transfer Major - AS

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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

(319) 208-5224  
gkunch@scciowa.edu

	Credit
Fall Semester I	
ENG-105 Composition I	3
CHM-165 General Chemistry I	4
SDV-108 The College Experience	1
ZZZ-SOC Social Science Course	3
<b>Take courses totaling 3-5 credits:</b>	
ZZZ-ELE Elective Course	3-5
Semester Total.....	14-16

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Professor - Biology  
(319) 208-5237  
fmorrisett@scciowa.edu

Amber Ruskell-Lamer  
Professor - Biology  
(319) 313-1957  
aruskell-lamer@scciowa.edu

	Credit
Spring Semester I	
ENG-106 Composition II	3
CHM-175 General Chemistry II	4
SPC-112 Public Speaking	3
ZZZ-SOC Social Science Course	3
<b>Take courses totaling 3-5 credits:</b>	
ZZZ-ELE Elective Course	3-5
Semester Total.....	16-18

Ugo Perego  
Instructor - Biology  
(319) 313-1991  
uperego@scciowa.edu

	Credit
Fall Semester II	
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

	Credit
Spring Semester II	
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

Christopher Bassler  
Assistant Professor - Biology  
(319) 208-5236  
cbassler@scciowa.edu

Summer Bird  
Instructor - Biology  
(319) 208-5238  
sbird@scciowa.edu

Gail Kunch  
Instructor - Biology

## Chemistry Transfer Major - AS

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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

Alisa Winsauer  
Instructor - Chemistry  
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awinsauer@scciowa.edu

# Computer Science Transfer Major - AS

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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

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
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## Instructor and Staff

Brenda Wamsley  
Associate Professor - Information Technology  
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bwamsley@scciowa.edu

David Makuta  
Instructor - Computer Science  
(319) 208-5137  
dmakuta@scciowa.edu



# Engineering Transfer Major - AS

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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
<b>Take one 3 Credit Course:</b>	
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

Rahmat Rahmat  
Professor - Physics  
(319) 208-5294  
rrahmat@scciowa.edu

# Math Transfer Major - AS

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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** (319) 208-5187  
rdeskins@scciowa.edu

Fall Semester I	Credit	Mike Polley
SDV-108 The College Experience	1	Professor - Mathematics
ENG-105 Composition I	3	(319) 208-5189
MAT-156 Statistics	3	mpolley@scciowa.edu
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
<b>Take courses totaling 3-5 credits:</b>	
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
<b>Take courses totaling 4-5 credits:</b>	
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
<b>Take courses totaling 3-5 credits:</b>	
ZZZ-ELE Elective Course	3-5
<b>Take courses totaling 3-5 credits:</b>	
ZZZ-ELE Elective Course	3-5
<b>Take courses totaling 3-5 credits:</b>	
ZZZ-ELE Elective Course	3-5
Semester Total.....	16-22
Program Total.....	60-69

## Instructor and Staff

Rob Dengler  
Professor - Mathematics  
(319) 208-5163  
rdengler@scciowa.edu

Raymond Deskins  
Instructor - Mathematics

## Physics Transfer Major - AS

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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
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**Take Course(s) Totaling at Least 4 Credits:**

ZZZ-ELE Elective Course	3-5
Semester Total.....	15

Program Total.....	62
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### Instructor and Staff

Rahmat Rahmat  
Professor - Physics  
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## Agricultural Science

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- Certificate
- Diploma
- AAS
- Agribusiness AAS
- Animal Science AAS

# Agriculture Certificate

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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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Professor - Agriculture Management  
(319) 208-5104  
spidgeon@scciowa.edu

Adam Raub  
Professor - Agriculture  
(319) 208-5103  
araub@scciowa.edu

# Agriculture Diploma

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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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Adam Raub  
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# Agriculture - AAS

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
<b>Take 1 of 2 courses:</b>	
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

**Take 1 of 2 courses:**

AGA-158 Soil Fertility	3
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Fall Semester II	Credit
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
<b>Take 2 of 3 courses:</b>	
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

**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
ENG-105 Composition I	3
SPC-112 Public Speaking	3
Semester Total.....	9

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

Spring Semester II	Credit
Semester Total.....	16
Program Total.....	75

## Instructor and Staff

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 Professor - Agriculture Management  
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 spidgeon@sccciowa.edu

Adam Raub  
 Professor - Agriculture  
 (319) 208-5103  
 araub@sccciowa.edu



# Animal Science - AAS

**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
ENG-105 Composition I	3
SPC-112 Public Speaking	3
Semester Total.....	9

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..... 75

## Instructor and Staff

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# Computer Aided Design Technology

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- AAS
- Career Pathway AAS
- Transfer Pathway AAS

# Computer Aided Design Technology - AAS

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
<b>Take 1 of 2 courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
SOC-114 Conflict Resolution in the Workplace	3
SOC-115 Social Problems	3
<b>Take 1 of 2 courses:</b>	
ENG-105 Composition I	3
ENG-110 Writing for the Workplace	3
Semester Total.....	15

Summer Semester	Credit
<b>Take 1 of 2 courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
CAD-140 Parametric Solid Modeling	3
EGT-400 PLTW - Introduction to Engineering Design	3

**Take 1 of 2 courses:**

Fall Semester II	Credit
PHY-106 Survey of Physics	4
PHY-162 College Physics I	4
<b>Take WBL-110 as 1 credit:</b>	
WBL-110 Employability Skills	1-3
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

Jonathan Gaddis  
Associate Professor - Computer Aided Design Technology  
(319) 208-5258  
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# Computer Aided Design Technology: Transfer Pathway - AAS

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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

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Associate Professor - Computer Aided Design Technology  
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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	1-3
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
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## Instructor and Staff

# Computer Aided Design Technology: Career Pathway - AAS

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 the following MAT-702 or MAT-120 and MAT-134 together::

MAT-120 College Algebra	3
MAT-134 Trigonometry and Analytic Geometry	3

### Please choose between the following MAT-702 or MAT-120 and MAT-134 together::

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
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-206 Manufacturing Processes I	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	1-3
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

Jonathan Gaddis  
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# IT Management

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- IT Technician Diploma
- AAS

# Information Technology Management - IT Technician Diploma

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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
<b>Take 1 of 2 courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
HUM-287 Leadership Development Studies	3
SOC-114 Conflict Resolution in the Workplace	3
Semester Total.....	18
Program Total.....	35

## Instructor and Staff

Brenda Wamsley  
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bwamsley@scciowa.edu

# Information Technology Management - AAS

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
<b>Take 1 of 2 courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
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
<b>Take WBL-110 as 2 credits:</b>	
WBL-110 Employability Skills	1-3
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
<b>Take WBL-156 as 2 credits:</b>	
WBL-156 Job Shadowing: Job Shadowing: Information Solutions	1-2

Spring Semester II	Credit
Semester Total.....	16
Program Total.....	67

## Instructor and Staff

Brenda Wamsley  
Associate Professor - Information Technology  
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# Network Administration and Cyber Security

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- IT Technician Diploma
- AAS

# Network Administration and Cyber Security - IT Technician Diploma

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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
<b>Take 1 of 2 courses:</b>	
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
<b>Take 1 of 2 courses:</b>	
HUM-287 Leadership Development Studies	3
SOC-114 Conflict Resolution in the Workplace	3
Semester Total.....	18
Program Total.....	35

## Instructor and Staff

Brenda Wamsley  
Associate Professor - Information Technology  
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# Network Administration and Cyber Security - AAS

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

		Spring Semester II	Credit
Fall Semester I		NET-153 Advanced Networking	4
NET-277 IT Foundations	Credit 2	NET-717 Email Applications	3
NET-142 Network Essentials	3	NET-820 Network Internship	4
CIS-125 Introduction to Programming Logic with Language	3	SPC-112 Public Speaking	3
NET-442 Linux Operating System	3	Semester Total.....	15
ENG-105 Composition I	3	Program Total.....	63
<b>Take 1 of 2 courses:</b>			
MAT-702 Introduction to Math Applications	3	<b>Instructor and Staff</b>	
MAT-772 Applied Math (online)	3	Brenda Wamsley	
Semester Total.....	17	Associate Professor - Information Technology	
Spring Semester I		(319) 208-5195	
NET-276 IT Applications	Credit 2	bwamsley@scciowa.edu	
CIS-504 Structured Systems Analysis	3		
NET-261 Virtualization/Cloud Operations	3		
NET-637 Network Intrusion Investigation	3		
NET-314 Windows Server	4		
<b>Take 1 of 2 courses:</b>			
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		
<b>Take course totaling 2 credits:</b>			
WBL-110 Employability Skills	1-3		
<b>Take 1 of 2 courses:</b>			
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		

# 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.

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### **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)

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## 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 the 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 2                      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 2                      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. Prerequisite or Corequisite: ACC-111.

**Administrative Professional (ADM)**

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**ADM-103****OFFICE TECHNOLOGY****Lec 1                      Lab 2                      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 2                      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 2                      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 4                      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 2                      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 2            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 2            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 2            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-204**

## LEGAL OFFICE PROCEDURES

**Lec 3            Credit 3**

This course is an introduction to the career of Administrative Legal Professional based on the Basic Manual for the Lawyer's Assistant written by NALS, the association for legal professionals. Students consider career paths, study the court system, review communication skills, learn how to keep the law library current and review ethical guidelines for legal office workers.

**ADM-230**

## INTEGRATED OFFICE PROJECTS

**Lec 1            Lab 4            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 2            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)

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**ADN-223**

### PHARMACOLOGY III

**Lec 1            Credit 1**

This course focuses on concepts of pharmacology with special emphasis on the role of the nurse in developing 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 in developing 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 1            Clinical 15 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 15      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)**

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### **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 2      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)**

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### **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.

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**Agricultural Miscellaneous (AGC)**

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**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 12                      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.

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**Horticulture (AGH)**

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**Agricultural Mechanics (AGM)**

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**AGM-151  
FARM EQUIPMENT ADJUSTMENT**

**Lec 0                      Lab 4                      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.

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**Natural Resources (AGN)**

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**AGN-130  
SOIL AND WATER CONSERVATION**

**Lec 2                      Lab 2                      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 2                      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.

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**Precision Agriculture (AGP)**

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**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 2            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 2            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)**

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### **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

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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)**

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### **ANI-100**

#### **ART FOUNDATION FOR ANIMATION**

**Lec 2            Lab 2            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 2            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 2            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

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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 2            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 2            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 2            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 2            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 2            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 modern 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 2            Credit 3**

This course will provide the student with a fundamental understanding of the motion graphics and compositing workflows in animation. This course will be divided into demos, exercises, lectures, and in-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 4            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 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 2            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 2            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 2            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 6            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 their team animation project(s). Students will work 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.

### **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 team 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.

### **ANI-251**

#### **VFX FOR ANIMATION**

**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 & dynamics, motion tracking & match moving and then learn 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 of this course students will have begun work for their demo reel and/or an electronic portfolio that showcases 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 reel and/or an electronic portfolio that showcases their unique abilities.

### **ANI-932**

#### **ANIMATION INTERNSHIP**

**Lec 0            OJT 12            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)**

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### **ARC-113**

#### **ARCHITECTURAL DRAFTING I**

**Lec 2            Lab 4            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 4            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)**

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**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 2            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 2            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 2            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 2            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 2            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 2            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 2            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 2            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 2            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 2            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 2            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 2            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 2-6            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 4            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 4            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 2            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 2            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 6            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 2            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 8            Credit 6**

This course discusses automatic transmission and transaxle theory, components, operation and service.

**AUT-244  
MANUAL DRIVETRAINS I****Lec 1            Lab 4            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 4            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 6            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 6            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 4            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 8            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 3            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 8            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 16            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.

**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 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 2**                      **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 2**                      **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 1-6**                      **Credit 1-3**

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 MINDSET****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-135 MANAGING THE ENTREPRENEURIAL VENTURE**

**Lec 3                      Credit 3**

This course provides students with an introduction to entrepreneurship and new venture creation. Students will examine the characteristics of successful entrepreneurs and managerial functions such as promotions and sales planning, decision making, staffing, organizing and directing. Students will develop an understanding of how financial systems, record keeping and risk management contribute to entrepreneurial success.

### **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. Prerequisite: BUS-135.

### **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**

*www.sccjowa.edu (319) 208-5000*

### **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 12                      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)**

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### **CAD-101 INTRODUCTION TO CAD**

**Lec 1                      Lab 4                      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 4      Credit 3**

This course covers the basics of creating parts, modeling utilities, creating engineering drawings and creating assemblies using solid modeling software. Prerequisites: CAD-101 and CAD-277.

**CAD-172****INTRODUCTION TO CAD - AUTO CAD (ONLINE)****Lec 1      Lab 2      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 4      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 4      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 16      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.

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**Computer Forensics (CFR)**

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**CFR-100****INTRODUCTION TO COMPUTER FORENSICS****Lec 2      Lab 2      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.

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**Chemistry (CHM)**

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**CHM-115****CHEMISTRY IN CONTEXT****Lec 3      Lab 2      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 2      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 2      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 2      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 2      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 2            Credit 5**

Continuation of Organic Chemistry I, with advanced synthesis, instrumental analysis and emphasis on biochemistry. Prerequisite: CHM-263 successful completion.

## **Computer Programming (CIS)**

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### **CIS-125 INTRODUCTION TO PROGRAMMING LOGIC WITH LANGUAGE**

**Lec 2            Lab 2            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 2            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 2            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 2            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 2            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 2            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-276, 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 2            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-101, NET-310, NET-627 and NET-637.

## **Communications (COM)**

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### **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.iowaconline.org](http://www.iowaconline.org) for more information.

## **Construction (CON)**

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### **CON-113 CONSTRUCTION PRINTREADING**

**Lec 1            Lab 2            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 2            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 6            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 6            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 6            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 4            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 6            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 4            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 2            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 20            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)

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## 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 2                      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 1                      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 2                      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 2                      Credit 3**

This course will discuss all aspects of insurance billing for today's health care plans. The latest information on HIPAA and OIG regulations, diagnostic and procedural coding, and office 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 filing clean claims, solving problems that do occur and collecting overdue payments. Prerequisites: HSC-114, CPC-110, CPC-121, CPC-126 and CPC-128. Corequisites: CPC-151 and CPC-160.

## 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 4                      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 32                      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 10                      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)**

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### **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 12                      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)**

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### **CRR-100**

#### **INTRODUCTION TO COLLISION REPAIR AND REFINISHING INDUSTRY**

**Lec 1                      Lab 2                      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 2                      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 4                      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 4                      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 2            Credit 3**

This course provides instruction to the student on how to 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 6            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 6            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 4            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 2            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 6            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 6            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-755**

#### **DAMAGE ANALYSIS AND ESTIMATING**

**Lec 2            Lab 6            Credit 5**

This course provides continued instruction on assessing collision damage and converting the information into an estimate and a repair plan. Students will receive instruction on an electronic estimating system and demonstrate skills utilizing one of the systems. Insurance operations are explored, including damage analysis for hail, fire, theft, and total loss. Students will prepare repaired panels for refinish operations. Process flow through the shop is introduced, beginning with the initial damage analysis; researching OEM repair procedures; writing of the estimate; producing the repair order; shop production; teardown; collision damage repairs; and preparing the repaired damage for paint. 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-775**

## **COLLISION REPAIR DIAGNOSTICS AND RECALIBRATION**

**Lec 2            Lab 8            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 6            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 8            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 16            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)**

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### **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 2            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 2            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 2            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 2            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 2            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)**

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### **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 2            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 4            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 2            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

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performance. Participation outside of class on a current production (either for SCC or a community production) is required.

## **Drafting (DRF)**

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### **DRF-113**

#### **FUNDAMENTALS OF TECHNICAL DRAFTING**

**Lec 1            Lab 4            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)**

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### **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 2                      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. Prerequisites: ECE-158 or ECE-159. Corequisites: ECE-140 or ECE-290.

**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. Prerequisite: ECE-159. Corequisite: ECE-932.

**Economics (ECN)**

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**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)

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### 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: PSY-111.

### EDU-245

#### EXCEPTIONAL LEARNER

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. Ten 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, and EDU-245, or instructor permission.

### EDU-920

#### FIELD EXPERIENCE

Lec 1 Lab 2 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)

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### EGR-420

#### DIGITAL ELECTRONICS

**Lec 2      Lab 2      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)**

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**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 1      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 2      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 2      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 4      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 2      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)**

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**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 1      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 4      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 2      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 4      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 2      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)**

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**ELT-132  
MOTOR DRIVES****Lec 0.5      Lab 1      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 4      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 4      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 2      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 2      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 6      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 2      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 2      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 2      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 2      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 2      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)**

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### **EMS-201**

#### **EMERGENCY MEDICAL TECHNICIAN**

**Lec 5      Lab 2      OJT 4      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 8      Clinical 1.5      Credit 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 2      OJT 16      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-663.

### **EMS-667**

#### **PARAMEDIC II**

**Lec 10      Lab 6      Clinical 12      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)**

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### **ENG-013**

#### **BASIC WRITING IN ENGLISH**

**Lec 2      Lab 2      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 2                      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**

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## **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)**

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### **ENV-111**

#### **ENVIRONMENTAL SCIENCE**

**Lec 3                      Lab 2                      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 2                      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)**

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### **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.

## **Non-Intensive English as a Supplemental Language (ESL)**

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### **ESL-002**

#### **CULTURAL ORIENTATION**

##### **Lec 0                      Lab 2                      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. Prerequisite: ESL-015 or meet 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

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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)**

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### **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 0**

This course introduces students to the financial theory and application of investment analysis and portfolio management tools necessary for understanding how different kinds of financial instruments are 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

of interest rates, no-arbitrage derivative pricing, and market efficiency.

## Foreign Language - Spanish (FLS)

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### FLS-141

#### ELEMENTARY SPANISH I (ONLINE)

**Lec 3            Lab 2            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 2            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)

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### 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)

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### GRA-116

#### DIGITAL PREFLIGHT PRODUCTION

**Lec 2            Lab 2            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-166

#### WEB ANIMATIONS

**Lec 2            Lab 2            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-299

#### ELECTRONIC PORTFOLIO

**Lec 2            Lab 2            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.

## Heavy Equipment (HEQ)

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### HEQ-131

#### SAFETY AND INTRODUCTION TO HEAVY EQUIPMENT

**Lec 2            Lab 2            Credit 3**

This is an introduction to the equipment, jobs, working conditions, maintenance and safety of equipment operation.

## History (HIS)

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### 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**

An introduction to the three dominant societies of modern Asia: China, Japan and India. Emphasis will be given to the transformation of cultural, economic, intellectual and social patterns brought about by the military power and economic demands of contemporary Western societies.

**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.

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**Health Information Technology (HIT)**

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**HIT-211****BASIC MEDICAL INSURANCE AND CODING****Lec 2                      Lab 2                      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.

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**Health Science (HSC)**

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**HSC-114****MEDICAL TERMINOLOGY****Lec 2                      Lab 2                      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 1.3                      Clinical 2                      Credit 3.5**

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 1            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)**

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**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 2            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 2            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 2            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 2            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 2            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 2            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 2            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 8            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)**

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**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)**

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### **IND-212 SAFETY PRACTICES**

**Lec 1                      Lab 2                      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 4                      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)**

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### **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.

### **LGL-280 LEGAL CASE STUDIES**

**Lec 2                      Lab 2                      Credit 3**

Designed to lead students through real and simulated court cases from beginning to end. Students will follow and research trials such as those involving criminal activity, family law, estate law, probate and bankruptcy. Students will learn the steps and timing for creating and filing corresponding court documents relevant to each case.

Research, ethics, confidentiality, deadlines and accuracy will be emphasized. Prerequisite: LGL-173.

## **Literature (LIT)**

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### **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)**

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### **MAP-101 HEALTHCARE ASSISTANT**

**Lec 2                      Lab 1                      Credit 3**

The Healthcare Assistant Course will give the student the concepts, skills and techniques to work efficiently in the healthcare setting. The student will learn the basic concepts of medical asepsis and infection 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 of supplies 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 4                      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 2                      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 2                      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 3**

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 8                      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 6                      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 4                      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 20** **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)**

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**MAT-016  
ALGEBRA LAB****Lec 0** **Lab 4** **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 2** **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 2** **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 2** **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 2** **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 2** **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. Prerequisite: MAT-092 with a minimum grade of C- or meet minimum placement testing requirements.

**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 2                      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)**

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### **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 4                      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-206**

#### **MANUFACTURING PROCESSES I**

**Lec 1                      Lab 4                      Credit 3**

Basic course in measurements related to manufacturing, material removal, hard mold casting, powder metallurgy, plastics and rubber, material shearing, material forming, the use and manufacture of screw threads, abrasive removal methods, automation and introduction to numerical control. Lab sections demonstrate and give hands-on experiences in reading simple blue prints, layout, measurements and machining on tool room quality machine tools. Prerequisite: MAT-702.

### **MFG-212**

#### **BASIC MACHINE THEORY**

**Lec 1                      Lab 4                      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.

## **Management (MGT)**

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### **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)**

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### **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 2 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**

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. Prerequisite: MKT-110 or MKT-121.

## **MKT-160**

### **PRINCIPLES OF RETAILING**

#### **Lec 3 Credit 3**

Retailing organization, buying, selling, promotion, inventory control, pricing and location and layout.

## **Mass Media (MMS)**

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## **Medical Transcription (MTR)**

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## **MTR-158**

### **INTRODUCTION TO MEDICAL SCRIBE**

#### **Lec 2 Lab 6 OJT 8 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)**

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## **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)**

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### **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 2                      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 2                      Credit 1**

Continuation of MUS-135. Prerequisite: MUS-135. Corequisite: MUS-121.

### **MUS-140**

#### **CONCERT CHOIR**

**Lec 0                      Lab 2                      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 2            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 2            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 2            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**

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**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.

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## 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 2            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 2            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 4                      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 2                      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 2                      Credit 2**

This course introduces skills in identifying operating systems and their configurations and in implementing 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 2                      Credit 2**

This course is designed to provide students with an understanding of personal computer components and 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, and troubleshooting techniques for personal computer components in a desktop system; strategies for identifying, preventing, and reporting safety hazards and environmental or human accidents in technological 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 4                      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-276.

## **NET-442**

### **LINUX OPERATING SYSTEM**

**Lec 2                      Lab 2                      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 2                      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, enumeration 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 2      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 2      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 16      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-101, NET-310, NET-627 and NET-637.

**NET-825****INTERNET/WEB INTERNSHIP****Lec 0      OJT 16      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)**

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**PEA-187****PE ACTIVITY - WEIGHT TRAINING I****Lec 0      Lab 2      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 semester hours may be earned.

**Coaching/Officiating (PEC)**

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**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)**

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**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)**

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**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 2**                      **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 2**                      **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)**

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**PEV-115****VARSITY BASEBALL****Lec 0**                      **Lab 2**                      **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 2**                      **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 2**                      **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 2**                      **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 2**                      **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 2      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 2      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 2      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 2      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**

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**VARSITY SOFTBALL****Lec 0      Lab 2      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 2      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 2      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 2      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)

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### 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.

## Pharmacy Technician (PHR)

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### PHR-100

#### INTRO TO PHARMACY TECHNICIAN (INDIAN HILLS CC COURSE)

Lec 3 Credit 3

This course will provide students with the history of pharmacy, law and ethics of pharmacy, ways to protect patient confidentiality and the different roles of pharmacy technicians. Students will obtain appropriate communication, management and teamwork skills necessary to healthcare field. Safety and infection control policies and procedures, continuing education and major trends in the pharmacy profession will also be presented.

### PHR-110

#### PHARMACY TECHNICIAN I (INDIAN HILLS CC COURSE)

Lec 3 Credit 3

This course provides the student with the roles and responsibilities of the Pharmacy Technician. The different areas of patient-care settings, dosage forms, abbreviations, referencing, competency, communication, prescription processing, over-the-counter medications, complementary alternative medicine and hospital pharmacy will be presented.

### PHR-115

#### PHARMACY TECHNICIAN II (INDIAN HILLS CC COURSE)

Lec 4 Lab 1 Credit 5

Prescription processing, repackaging, compounding, aseptic technique, pharmacy stock, billing and psychopharmacology will be discussed. Body systems and related pharmaceuticals will be examined. Students will be introduced to the basic sciences for pharmacy technicians, pharmacy organizations and the future of technicians.

### PHR-130

#### PHARMACEUTICAL CALCULATIONS (INDIAN HILLS CC COURSE)

Lec 1 Credit 1

This course provides the student with the knowledge and skill necessary to perform dosage conversions and calculations. The apothecary system, metric system and common household measurements are presented.

Mathematical calculations used to determine drug dosage is demonstrated.

### PHR-141

#### PHARMACY OPERATIONS (INDIAN HILLS CC COURSE)

Lec 3 Credit 3

Procurement, billing, reimbursement, inventory management, and patient and medication safety will be discussed. Students will be introduced to tech-check-tech and the future of technicians.

### PHR-145

#### PHARMACY SIMULATION I (INDIAN HILLS CC COURSE)

Lec 0 Lab 2 Credit 1

This simulation experience provides the student with the opportunity to apply knowledge and develop skills as a pharmacy technician in an environment without impact, or potential impact, on patients.

### PHR-148

#### PHARMACY SIMULATION II (INDIAN HILLS CC COURSE)

Lec 0 Lab 2 Credit 1

This advanced simulation experience provides the student with the opportunity to apply knowledge and develop skills as a pharmacy technician in an environment without impact, or potential impact, on patients.

### PHR-150

#### PHARMACY TECHNICIAN PRACTICUM (INDIAN HILLS CC COURSE)

Lec 0 Clinical 6 Credit 2

This course provides students with the opportunity to experience the profession of pharmacy at both community and hospital pharmacy sites. Practicum experiences will help the students decide which area of the profession they would like to pursue at program completion.

## Physical Science (PHS)

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### PHS-120

#### EXPLORING PHYSICAL SCIENCE

Lec 3 Lab 2 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 2 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.

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**Physics (PHY)**

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**PHY-106**  
**SURVEY OF PHYSICS**

**Lec 3                      Lab 2                      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 2                      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 2                      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 2                      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 2                      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.

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**Practical Nursing (PNN)**

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**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            Credit 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            OJT 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.

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**Political Science (POL)**

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**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.

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**Paralegal (PRL)**

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**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.

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**Psychology (PSY)**

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**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

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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)**

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**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, standard precautions, 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 in the 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-143**  
**RADIOGRAPHIC PROCEDURES II**

**Lec 4                      Lab 1                      Credit 5**

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 procedure includes anatomy review, procedural guidelines, 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. Pre-Requisites: BIO-168, HSC-114, RAD-101, RAD-120, RAD-322, RAD-206. Co-requisites: BIO-173, RAD-890, RAD-360, RAD-240

**RAD-162**  
**RADIOGRAPHIC PROCEDURES III**

**Lec 3                      Credit 3**

This course is a continuation of RAD 143 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, and lumbar vertebrae, as well as the skull, sinuses, and facial bones. Each procedure includes anatomy review, procedural guidelines, projections, and image evaluation. A grade of "C" or higher must be achieved in all program courses. Pre-Requisites: All first year courses. Co-requisites RAD-505, RAD-760, 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 special rotations. 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-206**  
**CLINICAL EDUCATION I**

**Lec 0                      OJT 2                      Credit 2**

This course is designed to meet the practical hands-on experience that will accompany the lecture and lab 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. 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. Co-requisites: BIO-168, HSC-114, RAD-101, RAD-120, RAD-322



**RAD-240  
CLINICAL EDUCATION II**

**Lec 0 OJT 5 Credit 5**

This course is a continuation of Clinical Education I. Students will continue to perform radiographic procedures with indirect supervision on those exams where competency has been achieved. Emphasis will 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 areas specified in the clinical procedure manual.

**RAD-260  
CLINICAL EDUCATION III**

**Lec 0 OJT 3 Credit 3**

This course is designed to meet the practical and hands on experience that will accompany the lecture and 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-322  
IMAGING I**

**Lec 4 Credit 4**

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. 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. Co-requisites: BIO-168, HSC-114, RAD-101, RAD-120, RAD-206

**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-505  
CLINICAL EDUCATION IV**

**Lec 0 OJT 5 Credit 5**

This course is designed to meet the practical and hands on experience that accompany lecture and 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 the radiology department.

**RAD-555  
CLINICAL EDUCATION V**

**Lec 0 OJT 4 Credit 4**

This course is a continuation of the Clinical Education courses and designed to meet the practical and hands on experience. Students will continue to perform radiographic procedures with indirect supervision 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: RAD-162, RAD-505, RAD-761, RAD-850. Co-requisites: RAD-750, RAD-791, RAD-948

**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. 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-162, RAD-505, 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. Co-requisites: RAD-162, RAD-505, RAD-760

**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 of them in each content area. The application criteria and process of becoming eligible for boards will be reviewed. 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)**

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### **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 3                      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 2                      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 1      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 1      Credit 2.5**

This course provides theory and laboratory practice in managing specific life-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 1      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 2      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 15      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 4      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 15      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 24      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 explored. 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)

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**RDG-045**  
**KEYS TO READING**

**Lec 2      Lab 2      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)

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### 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)

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### SCI-115

#### BASIC ELECTRICITY

Lec 1                      Lab 2                      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 2                      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 2-6                      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)

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### 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-812

#### EXPERIENTIAL CREDITS

Lec 0                      OJT 12-36                      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)

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### 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)

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### 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 4                      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                      Clinical 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)**

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**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)**

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**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)**

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**WBL-100  
EXPLORING CAREERS****Lec 1-3                      Credit 1-3**

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 1-3                      Credit 1-3**

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 1-3                      Credit 1-3**

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 1-3                      Credit 1-3**

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 1-3                      Credit 1-3**

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 1-3                      Credit 1-3**

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 1-3                      Credit 1-3**

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 1-3**

**Credit 1-3**

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 1-3**

**Credit 1-3**

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 2-4**

**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 2-4**

**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 2-4**

**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 2-4            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 2-4            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 2-4            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 2-4            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 2-4            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 2-8      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 2-8      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 2-8      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 2-8      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 2-8      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 2-8      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 2-8      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 2-8 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 2-8 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)**

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### **WDV-101**

#### **INTRODUCTION TO HTML AND CSS**

**Lec 2 Lab 2 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 2 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 2 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 2 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)**

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### **WEL-111**

#### **WELDING BLUEPRINT READING**

**Lec 2 Lab 2 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 2 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 6 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 1/4" mild steel in all positions.

**WEL-164****ARC WELDING II (SMAW)****Lec 1            Lab 6            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 6            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 2            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 4            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 4            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 4            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 2            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 8            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 6            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 2            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)**

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**ZZZ-ALS****ADVANCED LAB SCIENCE COURSE****Lec 3-4            Lab 2            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 0-2            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 2                      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 0-2                      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 0-2                      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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