SCC | SOUTHEASTERN COMMUNITY COLLEGE
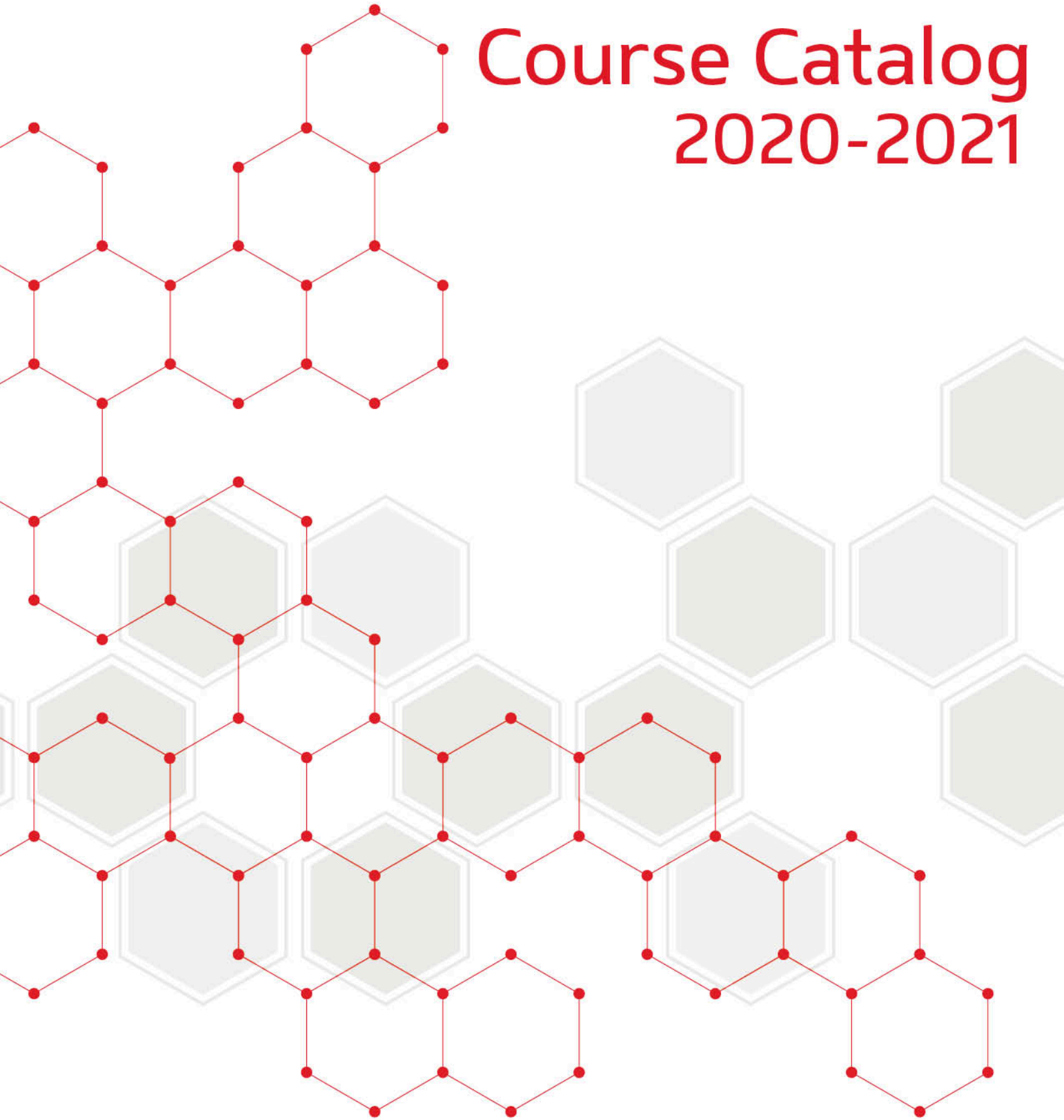
Course Catalog
2020-2021

Southeastern Community College

2020-2021 Course Catalog

Table of Contents

Revised: 11/9/2020 7:27p.m.

www.scciowa.edu (319) 208-5000

Mission & Accreditation

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

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

VALUES:

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

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

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

Continuous Improvement:
We promote evidence-based decisions and systems withing a culture of empowerment and teamwork.
Southeastern community College is an Affirmative Action/Equal Opportunity Employer. Southeastern Community College is a publicly supported community college serving Iowa counties of Merger Area XVI.
The college makes every effort to ensure the accuracy of the content of this catalog, but reserves the right to make changes at any time without prior notice. This catalog is for informational purposes and does not constitutes a contract.
Published through the Office of Academic Affairs.

Southeastern Community College is accredited by the Higher Learning Commission.
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1400
Phone: (213) 263-0456
https://www.hlcommission.org/

Southeastern Community College is accredited by the Iowa Department of Education.
Southeastern Community College is a member of:
- The American Association of Community Colleges
- Association of Community College Trustees
- Iowa Association of Community College Trustees
- Iowa Association of Community College Presidents
- League for Innovation in Community Colleges

Admissions Information

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

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

SCC Non-Discrimination Statement
Board Policy 107
BOARD POLICY TYPE: **PHILOSOPHY & GOALS**
POLICY TITLE: **Non-discrimination 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 Tina Young, Title IX & Equity Coordinator, 1500 West Agency Road, West Burlington, Iowa 52655, (319) 208-5101, tyoung@scciowa.edu, fax number (319) 208-5005 or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204
Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

Non-discrimination 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.).
View SCC's Annual Non-Discrimination Statement

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 Disability Services Coordinator works with students to develop and coordinate services/needs for individuals. SCC's policy requires you to contact the Disability Services Coordinator to discuss your specific needs and provide necessary information and supporting documentation so that appropriate accommodations can be secured. The Disability Coordinator's office is located in the Student Support Center on both the West Burlington and Keokuk campuses. You can reach the Disability Coordinator by calling ($4) $5-$6 (West Burlington Campus) and ($4) $5-$6 (Keokuk campus). Information about accommodations is also available online at, scciowa.edu/academics/studresource/disserv.aspx

Mandatory Placement
Southeastern Community College has adopted mandatory placement standards for mathematics, English, and reading. All degree-seeking students must complete ALEKS (math) and the Writeplacer module in Next Generation Accuplacer. Because additional placement scores are needed for English and Reading, students have the option to complete the Next Generation Writing and Next Generation Reading modules in Next Generation Accuplacer, or they may submit their ACT or SAT scores in English and reading. The Next Generation Accuplacer (Writeplacer, Next Generation Writing, and Next Generation Reading) and ALEKS (math) tests are given free of charge. To schedule a time to test 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. Students with scores older than two years will need to test again. Students with scores below an established level are strongly encouraged to enroll in developmental course(s) in their first term of enrollment. If students test below the needed score for the transferable writing course, they may retake the test to attempt a higher score. Several career education programs also have minimum standards for admission and/or acceptance.
Program and course admission standards are available in the Enrollment Services Office, West Burlington (319) 208-5010, enrollwb@scciowa.edu/Keokuk (319) 313-1923, enrollkeo@scciowa.edu

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, and 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.

Application Procedures - Credit Courses

Specific Procedures for Students Applying for Admission
Applications for admission are accepted at any time and may be submitted online at www.scciowa.edu. Application forms can also be distributed or mailed from the Enrollment Services 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 Enrollment Services 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) to Enrollment Services. Students are required to complete a new student orientation, available online, and provide placement assessments prior to enrollment. Students must complete the ALEKS (math) and the Writeplacer module(writing sample) in Next Generation Accuplacer. Placement scores are also needed for English and Reading. Students may complete the Next Generation Accuplacer Writing and Reading modules or submit ACT or SAT scores in English and reading. Placement scores are valid for 24 months.

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

Transfer Students

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

International Students (F-1 Status)

International students who apply from abroad or who would like to transfer from other institutions in the United States to Southeastern Community College must have a high school diploma or equivalent. Students must submit an application for admission, Accuplacer ESL, or TOEFL score, and high school/college transcripts. Students 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 Enrollment Services Office at (319) 208-5010 (enrollwb@scciowa.edu) or (319)-313-1923 (enrollkeo@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) 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 the Enrollment Services Office.

Placement Charts

(Updated April, 7, 2020, revised March 2, 2020)

SCC Math Mandatory Score Placement Charts

ALEKS Math Placement Chart	
Range (%)	**Course Placement**
0 - 13	Pre-Algebra MAT:052 Intro to Math Applications MAT:702
14-29	Elementary Algebra MAT:062 Elementary/Intermediate Algebra MAT:099
30-45	Intermediate Algebra MAT:092

ALEKS Math Placement Chart (College Level or Transferrable Math)	
Range (%)	**Course Placement**
30-45	Math for Liberal Arts MAT:110 Math for Elementary Teachers MAT-112/113 Math Applications MAT:704
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
61-75	Pre-Calculus MAT:128 Trigonometry MAT:134 (If taken without enrollment in or previous credit for MAT:120) Business Calculus MAT:165
76-100	Calculus I MAT:210

ESL Course Placement Chart	
ACCUPLACER Score	**ESL Course Level Placement**
60 or below	Level I
61-70	Level II
71-80	Level III
81-90	Level IV
91 or above	Level V

Next-Gen Accuplacer Writing Score	Classic Accuplacer Sentence Skills Score	SAT Writing & Language Score	ACT English Score	Write Placer Score 0	Write Placer Score 1	Write Placer Score 2	Write Placer Score 3	Write Placer Score 4	Write Placer Score 5	Write Placer Score 6	Write Placer Score 7	Write Placer Score 8
200-219	20-39	10-13	1-5	ENG-013	ENG-013	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
220-239	40-59	14-18	6-11	ENG-013	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
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

Satisfactory Academic Progress - Financial Aid Including Military Benefits

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

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

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:
Is 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.

Graduation Requirements

General Information

A student who intends to graduate from Southeastern Community College must file a Request to Graduate petition. This petition should be completed when registering for the last anticipated semester of classes. Petition forms are available in the Registrar's office and on the SCC website. 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 an Enrollment Specialist 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 an Enrollment Specialist 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

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 enrollment specialist at either West Burlington (319) 208-5010, enrollwb@scciowa.edu or Keokuk (319) 313-1923, enrollkeo@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 enrollment specialist 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 enrollment specialist. Never rely on rumors about what will or will not transfer. Always meet with an enrollment specialist 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 www.scciowa.edu/academics/transfer.

Graduation Requirements for Associate of Arts Degree

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

Required Credit Hours

THE COLLEGE EXPERIENCE

The College Experience: SDV-108 — 1

COMMUNICATIONS

COMPOSITION: ENG-105, 106 — 6

SPEECH: SPC-112 or 101 — 3

HUMANITIES - Select from at least 2 different departments — 9

ART: ART-101, 109, 120, 123, 133, 134, 138, 143, 144, 154, 157, 173, 174, 184, 203, 204, 208, 922, 928

DRAMA: DRA-101, 110, 130, 141, 142, 145, 165

ENGLISH: ENG-221, 929

HISTORY & WORLD CIV: HIS-131, 132, 151, 152, 211, 231, 251, 257, 266, 268, 271

HUMANITIES: HUM-114, 145, 287

JOURNALISM: JOU-120, 121

LITERATURE: LIT-101, 105, 120, 121, 122, 125, 131, 150, 151, 184, 204, 209

MASS MEDIA STUDIES: MMS-111

MUSIC: MUA-101, 104, 106, 108, 109, 120 through 127, 143, 146, 170, 173, 180, 183/MUS-100, 102, 120, 121, 135, 136, 140, 150, 162, 204, 220, 221, 235, 236

PHILOSOPHY: PHI-101, 105, 110, 122

RELIGION: REL-101

SPANISH: FLS-129, 141, 142, 231, 232, 922

SPEECH: SPC-115

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

ECONOMICS: ECN-120, 130

GEOGRAPHY: GEO-121, 141, 161, 922

HISTORY & WORLD CIV: HIS-131, 132, 151, 152, 211, 231, 251, 257, 266, 268, 271

POLITICAL SCIENCE: POL-110, 111, 112

PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 227, 228, 241, 251

SOCIOLOGY: SOC-110, 114, 115, 120, 136, 160, 161, 186, 207, 212, 220, 221, 230, 240, 251, 270, 922

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

10

MATHEMATICS: MAT-110, 112, 113, 127, 128, 140, 149, 156, 165, 170, 210, 216, 219, 227

LAB SCIENCE: BIO-105, 112, 113, 138, 163, 168, 173, 186, 248, 252/CHM-122, 165, 175, 263, 273/ENV-111/PHS-120, 151/PHY-106, 160, 161, 212, 222/SCI-123

NON-LAB SCIENCE: BIO-151, 277/PHS-165, 185/ SCI-922, 928

CULTURAL AWARENESS - Minimum of 3 hours

3

ART-101, 203, 204, 208/DRA-101, 110, 130/ENG-221/ FLS-141, 142/HIS-211, 257/HUM-114/LIT-120, 121, 122, 131, 209/MUS-100, 204/PHI-101, 105, 122/REL-101/SOC-186, 212, 851/SPC-120

ELECTIVES

16

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

TOTAL

60

Online Associate of Arts Degree Graduation Requirements

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:

Required Credit Hours

THE COLLEGE EXPERIENCE

The College Experience: SDV-108   1

COMMUNICATIONS

COMPOSITION: ENG-105, 106   6

SPEECH: SPC-112 or 101   3

HUMANITIES - Select from at least 2 different departments   9

ART: ART-101, 120, 133, 186, 203, 204

DRAMA: DRA-101, 110

ENGLISH: ENG-221

FOREIGN LANGUAGE: FLF-141, FLF-142, FLG-141, FLG-142, FLS-141, FLS-142, FLS-231, FLS-232

HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 268, 271

HUMANITIES: HUM-287

LITERATURE: LIT-101, 105, 120, 131, 150, 151, 184

MUSIC: MUS-100, 102, 204, 205

PHILOSOPHY: PHI-101, 105, 110,

RELIGION: REL-101

SOCIAL SCIENCE - Select from at least 2 different departments   12

ECONOMICS: ECN-120, 130

GEOGRAPHY: GEO-121

HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 268, 271

POLITICAL SCIENCE: POL-110, 111, 112

PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 228, 241, 251

SOCIOLOGY: SOC-110, 115, 120, 136, 160, 186, 212, 220, 230, 240, 251

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

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

LAB SCIENCE: BIO-105, 163, 168, 173, 186/CHM-122, 168, 176/ENV-111/PHS-120, 152/PHY-162, 172, 212, 222/SCI-123

NON-LAB SCIENCE: BIO-151, 277/PHS-185

CULTURAL AWARENESS - Minimum of 3 hours   3

ART-101, 203, 204, 208/DRA-101, 110, 130/ENG-221/
FLF-141, 142/FLG-141, 142/FLS-141, 142, 231,
232/HIS-211, 257/LIT-120, 131/MUS-100, 204/PHI-101,
105,/REL-101/SOC-186, 212/SPC-120

ELECTIVES   16

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

TOTAL   60

Graduation Requirements for Associate of Science Degree

To graduate with an Associate of Science 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:

Required Credit Hours

THE COLLEGE EXPERIENCE

The College Experience: SDV-108 — 1

COMMUNICATIONS

COMPOSITION: ENG-105, 106 — 6

SPEECH: SPC-112 or 101 — 3

HUMANITIES - Select from at least 2 different departments — 6

ART: ART-101, 109, 120, 123, 133, 134, 138, 143, 144, 154, 157, 173, 174, 184, 203, 204, 208, 922, 928

DRAMA: DRA-101, 110, 130, 141, 142, 145, 165

ENGLISH: ENG-221, 929

HISTORY & WORLD CIV: HIS-131, 132, 151, 152, 211, 231, 251, 257, 266, 268, 271

HUMANITIES: HUM-114, 145, 287

JOURNALISM: JOU-120, 121

LITERATURE: LIT-101, 105, 120, 121, 122, 125, 131, 150, 151, 184, 204, 209

MASS MEDIA STUDIES: MMS-111

MUSIC: MUA-101, 104, 106, 108, 109, 120 through 127, 143, 146, 170, 173, 180, 183/MUS-100, 102, 120, 121, 135, 136, 140, 150, 162, 204, 220, 221, 235, 236

PHILOSOPHY: PHI-101, 105, 110, 122

RELIGION: REL-101

SPANISH: FLS-129, 141, 142, 231, 232, 922

SPEECH: SPC-115

SOCIAL SCIENCE - Select from at least 2 different departments — 6

ECONOMICS: ECN-120, 130

GEOGRAPHY: GEO-121, 141, 161, 922

HISTORY & WORLD CIV: HIS-131, 132, 151, 152, 211, 231, 251, 257, 266, 268, 271

POLITICAL SCIENCE: POL-110, 111, 112

PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 227, 228, 241, 251

SOCIOLOGY: SOC-110, 114, 115, 120, 136, 160, 161, 186, 207, 212, 220, 221, 230, 240, 251, 270, 922

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

MATHEMATICS: MAT-127, 128, 140, 149, 156, 165, 170, 210, 216, 219, 227

LAB SCIENCE: BIO-112, 113, 138, 163, 168, 173, 186, 248, 252/CHM-165, 175, 263, 273/PHY-160, 161, 212, 222

CULTURAL AWARENESS - Minimum of 3 hours | 3

ART-101, 203, 204, 208/DRA-101, 110, 130/ENG-221/ FLS-141, 142/HIS-211, 257/HUM-114/LIT-120, 121, 122, 131, 209/MUS-100, 204/PHI-101, 105, 122/REL-101/SOC-186, 212, 851/SPC-120

ELECTIVES | 15

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

TOTAL | 60

Online Associate of Science Degree Graduation Requirements

To graduate with an Associate of Science 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:

Required Credit Hours

THE COLLEGE EXPERIENCE

The College Experience: SDV-108	1

COMMUNICATIONS

COMPOSITION: ENG-105, 106	6
SPEECH: SPC-112 or 101	3

HUMANITIES - Select from at least 2 different departments   6

ART: ART-101, 120, 123, 133, 186, 203, 204

DRAMA: DRA-101, 110

ENGLISH: ENG-221

FOREIGN LANGUAGE: FLF-141, FLF-142, FLG-141, FLG-142, FLS-141, FLS-142, FLS-231, FLS-232

HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 268, 271

HUMANITIES: HUM- 287

LITERATURE: LIT-101, 105, 120, 131, 150, 151, 184

MUSIC: MUS-100, 102, 204, 205

PHILOSOPHY: PHI-101, 105, 110

RELIGION: REL-101

SOCIAL SCIENCE - Select from at least 2 different departments   6

ECONOMICS: ECN-120, 130

GEOGRAPHY: GEO-121

HISTORY & WORLD CIV: HIS-151, 152, 211, 231, 251, 257, 266, 268, 271

POLITICAL SCIENCE: POL-110, 111, 112

PSYCHOLOGY: PSY-102, 111, 121, 211, 226, 228, 241, 251

SOCIOLOGY: SOC-110, 115, 120, 136, 160, 186, 212, 220, 230, 240, 251

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

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

LAB SCIENCE: BIO-163, 168, 173, 186 /CHM-166, 176/PHY-160, 161, 212, 222

NON-LAB SCIENCE: BIO-105, 151, 277/CHM-122/ENV-111/ PHS-152, 185

CULTURAL AWARENESS - Minimum of 3 hours   3

ART-101, 203, 204, 208/DRA-101, 110/ENG-221/FLF-141, 142/FLS-141, 142, 231, 232/HIS-211, 257/LIT-120, 131/MUS-100, 204/PHI-101, 105/REL-101/SOC-186, 212/SPC-120

ELECTIVES   15

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

TOTAL   60

Licensure Information - Early Childhood Education

State Licensure
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.
Early Childhood Education overview page
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

Licensure Information - Medical Assistant

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

National Certification
Students who successfully complete the program are eligible to take the national certification examination for Certified Medical Assistants administered by the American Association of Medical Assistants. SCC's Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).
Commission on Accreditation of Allied Health Education Program
25400 US Highway 19 North, Suite 158
Clearwater, Florida 33763
Telephone: (727) 210-2350
www.caahep.org

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

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

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

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

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

Kentucky	North Dakota	Wisconsin
Louisiana		Wyoming
American Samoa	Guam	Puerto Rico
District of Columbia (Washington DC)	Northern Mariana Islands	US Virgin Islands

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

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

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

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

Licensure Information - Medical Coding & Billing

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

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

View program information.

State Licensure

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

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

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

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

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

Licensure Information - Nurse Aide

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

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

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

State Licensure

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

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

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

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

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

(Washington DC)

Licensure Information - Nursing AAS

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 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, Iowa Board of Nursing
Illinois, Illinois Board of Nursing
Missouri, Missouri Division of Professional Registration

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:

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 |

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

Board of Nursing Profession Licensure Requirements by State/US Department of Education Regulation 34 CFR
https://ncsbn.org/14730.htm
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.htm

Licensure Information - Occupational Therapy Assistant

Occupational therapy is an exciting and growing profession that enables people to develop or retain independence when disability, illness, or other barriers create difficulty in living life to the fullest.

This is a shared program between Indian Hills Community College and Southeastern Community College. Indian Hills Community College will offer the award.

This program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4270 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449. ACOTE's telephone number is (301) 652-AOTA and their website is www.acoteonline.org.

ACOTE® accredited occupation therapy and occupation therapy assistant education programs satisfy state's education requirements in all states, the District of Columbia, Guam, and Puerto Rico. Students graduating from an ACOTE® accredited occupation therapy and occupational therapy assistant education program are eligible to take the National Board for Certification in Occupation Therapy (NBCOT) certification exam and apply for licensure in all states, the District of Columbia, Guam, and Puerto Rico. For more information regarding state qualifications and licensure requirements, please refer to the AOTA State Licensure webpage.

The Iowa Board of Physical and Occupational Therapy evaluates the qualifications of applicants for licensure and grants licenses to those who qualify. Licensees are responsible for meeting all licensure requirements and should review the rules carefully and frequently:

https://idph.iowa.gov/Licensure/Iowa-Board-of-Physical-and-Occupational-Therapy

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 |

Licensure Information - Respiratory Care

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

The Southeastern Community College Respiratory Care Program, CoARC #200462, located in West Burlington, Iowa offers and Associate of Applied Science Degree and is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). The Iowa Board of Respiratory Care and Polysomnography evaluates the qualifications of applicants for licensure and grants licenses to those who qualify. The Board establishes rules and regulations to ensure the integrity and competence of licensed respiratory care practitioners and investigates complaints for unprofessional conduct. The Board is the link between the consumer and the licensed respiratory care practitioner and, as such, promotes the public health, welfare, and safety. Licensees are responsible for meeting all licensure requirement and should review the rules carefully and frequently.

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

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.

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, https://bom.idaho.gov/BOMPortal/BoardPage.aspx?Board=RES

Illinois, Illinois Financial & Professional Regulation

Indiana, Indiana Professional Licensing Agency

Iowa, Iowa Department of Public Health

Kansas, Kansas Respiratory Care Society

Kentucky, Kentucky Board of Respiratory Care

Louisiana, Louisiana State Board of Medical Examiners

Maine, Maine Board of Respiratory Care Practitioners

Maryland, Maryland/District of Columbia Society for Respiratory Care

Massachusetts, Massachusetts Board of Respiratory Care

Michigan, Michigan Board of Respiratory Care

Minnesota, Minnesota Board of Medical Practice

Mississippi, Mississippi Society for Respiratory Care

Missouri, Missouri Board for Respiratory Care

Montana, Montana Board of Respiratory Care Practitioners

Nebraska, Nebraska Department of Health and Human Services

Nevada, Nevada State Board of Medical Examiners

New Hampshire, New Hampshire Respiratory Care Practitioners Governing Board

New Jersey, New Jersey Society for Respiratory Care

New Mexico, New Mexico Society for Respiratory Care

New York, New York State Society for Respiratory Care

North Carolina, North Carolina Respiratory Care Board

North Dakota, North Dakota State Board of Respiratory Care

Ohio, State Medical Board of Ohio

Oklahoma, Oklahoma Respiratory Care Practitioners
Oregon *3, Oregon Respiratory Therapist and Polysomnographic Technologist Licensing Board
Pennsylvania, Pennsylvania Society for Respiratory Care
Rhode Island, State of Rhode Island Department of Health
South Carolina, South Carolina Society for Respiratory Care
South Dakota, South Dakota Society for Respiratory Care
Tennessee, Tennessee Department of Health
Texas, Texas Medical Board
Utah, Utah Division of Occupational and Professional Licensing
Vermont, Vermont/ New Hampshire Society of Respiratory Care
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

Accounting - Certificate

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

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

Of the 15 total credits required for Fall Semester, you are required to take ACC-161, ACC-311, and CSC-110 (9 credits). You must also select two additional courses from those listed for Fall Semester (6 credits). If you have no accounting experience, one of those two courses should be ACC-111 along with one other course from the list.

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 semesters courses.

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ACC-161	PAYROLL ACCOUNTING	3
ACC-311	COMPUTER ACCOUNTING	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ACC-111	INTRODUCTION TO ACCOUNTING or	3
ADM-133	BUSINESS MATH AND CALCULATORS or	3
BUS-102	INTRODUCTION TO BUSINESS or	3
BUS-121	BUSINESS COMMUNICATIONS or	3
BUS-186	BUSINESS LAW II or	3
ECN-120	PRINCIPLES OF MACROECONOMICS or	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
ENG-105	COMPOSITION I or	3
ENG-106	COMPOSITION II or	3
ENG-131	BUSINESS ENGLISH or	3
FIN-130	PRINCIPLES OF FINANCE (ONLINE) or	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
MAT-140	FINITE MATH or	3
MAT-165	BUSINESS CALCULUS or	3
MGT-101	PRINCIPLES OF MANAGEMENT or	3
MGT-170	HUMAN RESOURCE MANAGEMENT or	3
MKT-110	PRINCIPLES OF MARKETING or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Program Total... 15-15

Where will this take me?

Accounting Clerk
Inventory Clerk
Accounts Payable Clerk
Bookkeeper
Payroll Clerk
Tax Accountant Clerk

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

Accounting - Accounting Assistant Diploma

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.

Of the 15 total credits required for Fall Semester, you are required to take ACC-161, ACC-311, and CSC-110 (9 credits). You must also select two additional courses from those listed for Fall Semester (6 credits). If you have no accounting experience, one of those two courses should be ACC-111 along with one other course from the list.

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 semesters courses.

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ACC-161	PAYROLL ACCOUNTING	3
ACC-311	COMPUTER ACCOUNTING	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ACC-111	INTRODUCTION TO ACCOUNTING or	3
ADM-133	BUSINESS MATH AND CALCULATORS or	3
BUS-102	INTRODUCTION TO BUSINESS or	3
BUS-121	BUSINESS COMMUNICATIONS or	3
BUS-186	BUSINESS LAW II or	3
ECN-120	PRINCIPLES OF MACROECONOMICS or	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
ENG-105	COMPOSITION I or	3
ENG-106	COMPOSITION II or	3
ENG-131	BUSINESS ENGLISH or	3
FIN-130	PRINCIPLES OF FINANCE (ONLINE) or	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
MAT-140	FINITE MATH or	3
MAT-165	BUSINESS CALCULUS or	3
MGT-101	PRINCIPLES OF MANAGEMENT or	3
MGT-170	HUMAN RESOURCE MANAGEMENT or	3
MKT-110	PRINCIPLES OF MARKETING or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester		Credit
ACC-142	FINANCIAL ACCOUNTING	3
ACC-261	INCOME TAX ACCOUNTING	3
BCA-157	INTERMEDIATE SPREADSHEETS	3
ECN-120	PRINCIPLES OF MACROECONOMICS or	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
MAT-140	FINITE MATH or	3
MAT-165	BUSINESS CALCULUS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3
ENG-105	COMPOSITION I or	3
ENG-106	COMPOSITION II or	3
ENG-131	BUSINESS ENGLISH or	3
SPC-101	FUNDAMENTALS OF ORAL COMMUNICATION or	3
SPC-112	PUBLIC SPEAKING	3

Program Total.. 30-30

Where will this take me?

Accounting Clerk
Inventory Clerk
Accounts Payable Clerk
Bookkeeper
Payroll Clerk
Tax Accountant Clerk

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

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.

Of the 15 total credits required for Fall Semester I, you are required to take ACC-161, ACC-311, and CSC-110 (9 credits). You must also select two additional courses from those listed for Fall Semester I (6 credits). If you have no accounting experience, one of those two courses should be ACC-111 along with one other course from the list.

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 semesters courses.

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
ACC-161	PAYROLL ACCOUNTING	3
ACC-311	COMPUTER ACCOUNTING	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ACC-111	INTRODUCTION TO ACCOUNTING or	3
ADM-133	BUSINESS MATH AND CALCULATORS or	3
BUS-102	INTRODUCTION TO BUSINESS or	3
BUS-121	BUSINESS COMMUNICATIONS or	3
BUS-186	BUSINESS LAW II or	3
ECN-120	PRINCIPLES OF MACROECONOMICS or	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
ENG-105	COMPOSITION I or	3
ENG-106	COMPOSITION II or	3
ENG-131	BUSINESS ENGLISH or	3
FIN-130	PRINCIPLES OF FINANCE (ONLINE) or	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
MAT-140	FINITE MATH or	3
MAT-165	BUSINESS CALCULUS or	3
MGT-101	PRINCIPLES OF MANAGEMENT or	3
MGT-170	HUMAN RESOURCE MANAGEMENT or	3
MKT-110	PRINCIPLES OF MARKETING or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester I		Credit
ACC-142	FINANCIAL ACCOUNTING	3
ACC-261	INCOME TAX ACCOUNTING	3
BCA-157	INTERMEDIATE SPREADSHEETS	3
ECN-120	PRINCIPLES OF MACROECONOMICS or	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
MAT-140	FINITE MATH or	3
MAT-165	BUSINESS CALCULUS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY or	3
ENG-105	COMPOSITION I or	3
ENG-106	COMPOSITION II or	3
ENG-131	BUSINESS ENGLISH or	3
SPC-101	FUNDAMENTALS OF ORAL COMMUNICATION or	3
SPC-112	PUBLIC SPEAKING	3

Fall Semester II		Credit
ACC-231	INTERMEDIATE ACCOUNTING I	4
ACC-332	COMPUTER ACCOUNTING - QUICKBOOKS	2
BUS-185	BUSINESS LAW I	3
MAT-156	STATISTICS	3
ECN-120	PRINCIPLES OF MACROECONOMICS or	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester II		Credit
ACC-146	MANAGERIAL ACCOUNTING	3
ACC-232	INTERMEDIATE ACCOUNTING II	4
BUS-180	BUSINESS ETHICS	3
BUS-936	BUSINESS CAPSTONE (ONLINE)	1
ENG-105	COMPOSITION I or	3
ENG-106	COMPOSITION II or	3
ENG-131	BUSINESS ENGLISH or	3
SPC-101	FUNDAMENTALS OF ORAL COMMUNICATION or	3
SPC-112	PUBLIC SPEAKING	3
ACC-932	INTERNSHIP or	4
ADM-133	BUSINESS MATH AND CALCULATORS or	3
BUS-102	INTRODUCTION TO BUSINESS or	3
BUS-121	BUSINESS COMMUNICATIONS or	3
BUS-186	BUSINESS LAW II or	3
ECN-120	PRINCIPLES OF MACROECONOMICS or	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
ENG-105	COMPOSITION I or	3
ENG-106	COMPOSITION II or	3
ENG-131	BUSINESS ENGLISH or	3
FIN-130	PRINCIPLES OF FINANCE (ONLINE) or	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
MAT-140	FINITE MATH or	3
MAT-165	BUSINESS CALCULUS or	3
MGT-101	PRINCIPLES OF MANAGEMENT or	3
MGT-170	HUMAN RESOURCE MANAGEMENT or	3
MKT-110	PRINCIPLES OF MARKETING or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY or	3
SPC-101	FUNDAMENTALS OF ORAL COMMUNICATION or	3

Spring Semester II	Credit
SPC-112 PUBLIC SPEAKING	3

Program Total...62-63

Where will this take me?

Accounting Clerk
Inventory Clerk
Accounts Payable Clerk
Bookkeeper
Payroll Clerk
Tax Accountant Clerk

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

Accounting Online - Certificate

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

Online

Fall Semester I	Credit
ACC-111 INTRODUCTION TO ACCOUNTING	3
ACC-161 PAYROLL ACCOUNTING	3
ACC-311 COMPUTER ACCOUNTING	3
CSC-110 INTRODUCTION TO COMPUTERS	3
BUS-102 INTRODUCTION TO BUSINESS	3

Program Total..15-15

Where will this take me?

Accounting Clerk
Inventory Clerk
Accounts Payable Clerk
Bookeeper
Payroll Clerk
Tax Accountant Clerk

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

Southeastern Community College values diversity in all its forms. Please visit https://www.scciowa.edu/non-discrimination-statement.aspx to view our non-discrimination statement. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx

Accounting Online - Accounting Assistant Diploma

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.

Online

Fall Semester I		Credit
ACC-111	INTRODUCTION TO ACCOUNTING	3
ACC-161	PAYROLL ACCOUNTING	3
ACC-311	COMPUTER ACCOUNTING	3
CSC-110	INTRODUCTION TO COMPUTERS	3
BUS-102	INTRODUCTION TO BUSINESS	3

Spring Semester I		Credit
ACC-142	FINANCIAL ACCOUNTING	3
ACC-261	INCOME TAX ACCOUNTING	3
ECN-120	PRINCIPLES OF MACROECONOMICS	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
ENG-105	COMPOSITION I	3

Program Total...30-30

Where will this take me?

Accounting Clerk
Inventory Clerk
Accounts Payable Clerk
Bookkeeper
Payroll Clerk
Tax Accountant Clerk

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

Accounting Online - 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.

Online

Fall Semester I		Credit
ACC-111	INTRODUCTION TO ACCOUNTING	3
ACC-161	PAYROLL ACCOUNTING	3
ACC-311	COMPUTER ACCOUNTING	3
CSC-110	INTRODUCTION TO COMPUTERS	3
BUS-102	INTRODUCTION TO BUSINESS	3

Spring Semester I		Credit
ACC-142	FINANCIAL ACCOUNTING	3
ACC-261	INCOME TAX ACCOUNTING	3
ECN-120	PRINCIPLES OF MACROECONOMICS	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
ENG-105	COMPOSITION I	3

Fall Semester II		Credit
ACC-231	INTERMEDIATE ACCOUNTING I	4
ECN-130	PRINCIPLES OF MICROECONOMICS	3
MAT-156	STATISTICS	3
BUS-185	BUSINESS LAW I	3
ACC-332	COMPUTER ACCOUNTING - QUICKBOOKS	2

Spring Semester II		Credit
ACC-146	MANAGERIAL ACCOUNTING	3
BUS-936	BUSINESS CAPSTONE (ONLINE)	1
BUS-180	BUSINESS ETHICS	3
ACC-232	INTERMEDIATE ACCOUNTING II	4
SPC-112	PUBLIC SPEAKING	3
ACC-932	INTERNSHIP	4

Program Total..63-63

Where will this take me?

Accounting Clerk
Inventory Clerk
Accounts Payable Clerk
Bookeeper
Payroll Clerk
Tax Accountant Clerk

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

Advanced Automation - Electrical Maintenance Technology Certificate

The Advanced Automation and Robotics Technology program is designed to prepare technicians to troubleshoot, service and fix 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 Advanced Automation and Robotics Technology - Mechanical Maintenance Technology certificate is awarded after successful completion of second semester courses.
The Advanced Automation and Robotics Technology - Industrial Maintenance Technology diploma is awarded after successful completion of the first and second semesters.
Advanced Automation and Robotics Technology - AAS is a two-year degree.

Keokuk Campus

Fall Semester		Credit
BUS-121	BUSINESS COMMUNICATIONS	3
ELE-195	MOTOR CONTROLS	3
ELE-310	INDUSTRIAL ELECTRICITY	2
ELT-250	PROGRAMMABLE LOGIC CONTROLLERS	3
ELT-295	AC/DC FUNDAMENTALS	2
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Program Total.. 16-16

Where will this take me?

Industrial Engineering Technologist
Industrial Engineering Technician
Industrial Engineer
Industrial Safety & Health

Instructor and Staff

Jeron Lindsay
Instructor
(319) 524-3221 ext. 1937
jlindsay@scciowa.edu
Electrical & Mechanical Maintenance Certificates, Southeastern Community College
Welding & Industrial Maintenance Diploma, Southeastern Community College

Jason Radel
Instructor
(319) 524-3221 ext. ext. 1990
jradel@scciowa.edu
AAS-Electrical Technology, Northwest Iowa Community College
AAS-Biomedical Electronics, Southeastern Community College
RS Logix 5000 and Control Logix Certified

Advanced Automation - Mechanical Maintenance Technology Certificate

The Advanced Automation and Robotics Technology program is designed to prepare technicians to troubleshoot, service and fix 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 Advanced Automation and Robotics Technology - Electrical Maintenance Technology certificate is awarded after successful completion of first semester courses.
The Advanced Automation and Robotics Technology - Industrial Maintenance Technology diploma is awarded after successful completion of the first and second semesters.
Advanced Automation and Robotics Technology - AAS is a two-year degree.

Keokuk Campus

Spring Semester		Credit
EGT-142	FLUID POWER 1	2
EGT-143	FLUID POWER 2	2
ELE-116	BLUEPRINT READING	1
IND-104	INDUSTRIAL PUMPS	1
IND-141	POWER TRANSMISSION	2
MFG-209	MACHINE SHOP PRACTICES	3
MFG-520	PREDICTIVE MAINTENANCE	2
PSY-102	HUMAN AND WORK RELATIONS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Program Total.. 16-16

Where will this take me?

Industrial Engineering Technologist
Industrial Engineering Technician
Industrial Engineer
Industrial Safety & Health

Instructor and Staff

Jeron Lindsay
Instructor
(319) 524-3221 ext. 1937
jlindsay@scciowa.edu
Electrical & Mechanical Maintenance Certificates, Southeastern Community College
Welding & Industrial Maintenance Diploma, Southeastern Community College

Jason Radel
Instructor
(319) 524-3221 ext. ext. 1990
jradel@scciowa.edu
AAS-Electrical Technology, Northwest Iowa Community College
AAS-Biomedical Electronics, Southeastern Community College
RS Logix 5000 and Control Logix Certified

Advanced Automation - Industrial Maintenance Technology Diploma

The Advanced Automation and Robotics Technology program is designed to prepare technicians to troubleshoot, service and fix 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 Advanced Automation and Robotics Technology - Electrical Maintenance Technology certificate is awarded after successful completion of first semester courses.

The Advanced Automation and Robotics Technology - Mechanical Maintenance Technology certificate is awarded after successful completion of second semester courses.

Advanced Automation and Robotics Technology - AAS is a two-year degree.

Keokuk Campus

First Semester		Credit
BUS-121	BUSINESS COMMUNICATIONS	3
ELE-195	MOTOR CONTROLS	3
ELE-310	INDUSTRIAL ELECTRICITY	2
ELT-250	PROGRAMMABLE LOGIC CONTROLLERS	3
ELT-295	AC/DC FUNDAMENTALS	2
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Second Semester		Credit
EGT-142	FLUID POWER 1	2
EGT-143	FLUID POWER 2	2
ELE-116	BLUEPRINT READING	1
IND-104	INDUSTRIAL PUMPS	1
IND-141	POWER TRANSMISSION	2
MFG-209	MACHINE SHOP PRACTICES	3
MFG-520	PREDICTIVE MAINTENANCE	2
PSY-102	HUMAN AND WORK RELATIONS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Program Total...32-32

Where will this take me?

Industrial Engineering Technologist
Industrial Engineering Technician
Industrial Engineer
Industrial Safety & Health

Instructor and Staff

Jeron Lindsay
Instructor
(319) 524-3221 ext. 1937
jlindsay@scciowa.edu
Electrical & Mechanical Maintenance Certificates, Southeastern Community College
Welding & Industrial Maintenance Diploma, Southeastern Community College

Jason Radel
Instructor
(319) 524-3221 ext. ext. 1990
jradel@scciowa.edu

AAS-Electrical Technology, Northwest Iowa Community College
AAS-Biomedical Electronics, Southeastern Community College
RS Logix 5000 and Control Logix Certified

Southeastern Community College values diversity in all its forms. Please visit https://www.scciowa.edu/non-discrimination-statement.aspx to view our non-discrimination statement. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx

Advanced Automation and Robotics Technology - AAS

The Advanced Automation and Robotics Technology program is designed to prepare technicians to troubleshoot, service and fix 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 Advanced Automation and Robotics Technology - Electrical Maintenance Technology certificate is awarded after successful completion of first semester courses.
The Advanced Automation and Robotics Technology - Mechanical Maintenance Technology certificate is awarded after successful completion of second semester courses.
The Advanced Automation and Robotics Technology - Industrial Maintenance Technology diploma is awarded after successful completion of the first and second semesters.

Keokuk Campus

Fall Semester I		Credit
BUS-121	BUSINESS COMMUNICATIONS	3
ELE-195	MOTOR CONTROLS	3
ELE-310	INDUSTRIAL ELECTRICITY	2
ELT-250	PROGRAMMABLE LOGIC CONTROLLERS	3
ELT-295	AC/DC FUNDAMENTALS	2
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester I		Credit
EGT-142	FLUID POWER 1	2
EGT-143	FLUID POWER 2	2
ELE-116	BLUEPRINT READING	1
IND-104	INDUSTRIAL PUMPS	1
IND-141	POWER TRANSMISSION	2
MFG-209	MACHINE SHOP PRACTICES	3
MFG-520	PREDICTIVE MAINTENANCE	2
PSY-102	HUMAN AND WORK RELATIONS <u>or</u>	3
PSY-111	INTRODUCTION TO PSYCHOLOGY <u>or</u>	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Fall Semester II		Credit
ELE-218	MOTION CONTROL	2
ELT-132	MOTOR DRIVES	1
ELT-262	ADVANCED PLC AND SYSTEM INTEGRATION (MECHATRONICS)	6
ENG-105	COMPOSITION I	3
HIS-151	US HISTORY TO 1877 <u>or</u>	3
HIS-152	US HISTORY SINCE 1877 <u>or</u>	3
PHI-101	INTRODUCTION TO PHILOSOPHY <u>or</u>	3
PHI-105	INTRODUCTION TO ETHICS	3

Spring Semester II		Credit
ATR-118	AUTOMATION SYSTEMS	3
ATR-135	ADVANCED AUTOMATION AND ROBOTICS	3
CAD-101	INTRODUCTION TO CAD	3
ELE-127	TROUBLESHOOTING	1
ELE-219	SUPERVISORY CONTROL AND DATA ACQUISITION	3
ELT-176	INSTRUMENTATION	3
BIO-105	INTRODUCTORY BIOLOGY <u>or</u>	4
ENV-111	ENVIRONMENTAL SCIENCE <u>or</u>	4

Spring Semester II		Credit
PHS-151	INTRODUCTION TO ASTRONOMY	3

Program Total..66-67

Where will this take me?

Robotics Technician
Robotics Engineer
Computer Controlled Machine Tool Operator
Electro-Mechanical Technician

Instructor and Staff

Jason Radel
Instructor
(319) 524-3221 ext. 1990
jradel@scciowa.edu
AAS- Biomedical Electronics, Southeastern Community College
RS Logix 5000 and Control Logix Certified

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Agriculture, Modern Food Production and the Environment: Modern Food Production Certificate

The SCC's Agriculture, Modern Food Production, and the Environment program provides students with the opportunity to prepare for a lifetime of learning through classroom and internship positions limited only by students' initiative and imagination. This program prepares students to serve the food production and processing industries through operation of feed mills, fertilizer plants, elevators, retail farm supply stores, and farm equipment dealers. The program is also designed to provide improved skills in the areas of crop and livestock production, agriculture equipment, and farm business management.

Students may choose to pursue the Pathway most relevant to their desired career. Pathways include Agriculture Business, Agronomy, Animal Science, Online, or Specialty Crop.

West Burlington Campus

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGA-181	INTRODUCTION TO CROP SCIENCE or	3
AGH-221	PRINCIPLES OF HORTICULTURE	3
AGB-235	INTRODUCTION TO AGRICULTURE MARKETS or	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGH-131	GREENHOUSE MANAGEMENT (ONLINE) or	3
AGS-113	SURVEY OF THE ANIMAL INDUSTRY	3

Program Total...17-17

Where will this take me?

Animal Handler
Agricultural Crop Worker
Farm Business Management
Horticultural Worker
Soil and Water Conservationist
Nursery or Greenhouse Manager
Farm Product Buyer or Purchasing Agent

Instructor and Staff

Sabrina Pidgeon
Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Agriculture, Modern Food Production and the Environment: Diploma

SCC's Agriculture, Modern Food Production, and the Environment program provides students with the opportunity to prepare for a lifetime of learning through classroom and internship positions limited only by students' initiative and imagination. This program prepares students to serve the food production and processing industries through operation of feed mills, fertilizer plants, elevators, retail farm supply stores, and farm equipment dealers. The program is also designed to provide improved skills in the areas of crop and livestock production, agriculture equipment, and farm business management.

Students may choose to pursue the Pathway most relevant to their desired career. Pathways include Agriculture Business, Agronomy, Animal Science, Online, or Specialty Crop.

In Spring semester students must take at least 9 credit hours from the elective grouping AGA-376, AGB-331, AGC-420, AGS-225, and AGS-226.

The Modern Food Production certificate is awarded after successful completion of first semester courses.

West Burlington Campus

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGA-181	INTRODUCTION TO CROP SCIENCE or	3
AGH-221	PRINCIPLES OF HORTICULTURE	3
AGB-235	INTRODUCTION TO AGRICULTURE MARKETS or	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGH-131	GREENHOUSE MANAGEMENT (ONLINE) or	3
AGS-113	SURVEY OF THE ANIMAL INDUSTRY	3

Spring Semester		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT or	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online) or	3
AGC-420	ISSUES IN AGRICULTURE or	3
AGS-225	SWINE SCIENCE or	3
AGS-226	BEEF CATTLE SCIENCE	3
ENG-105	COMPOSITION I or	3
ENG-110	WRITING FOR THE WORKPLACE or	3
SPC-112	PUBLIC SPEAKING	3

Program Total...32-32

Where will this take me?

Animal Handler
Agricultural Crop Worker
Farm Business Management
Horticultural Worker
Soil and Water Conservationist
Nursery or Greenhouse Manager
Farm Product Buyer or Purchasing Agent

Instructor and Staff

Sabrina Pidgeon
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Agriculture, Modern Food Production and the Environment: AAS

SCC's Agriculture, Modern Food Production, and the Environment program provides students with the opportunity to prepare for a lifetime of learning through classroom and internship positions limited only by students' initiative and imagination. This program prepares students to serve the food production and processing industries through operation of feed mills, fertilizer plants, elevators, retail farm supply stores, and farm equipment dealers. The program is also designed to provide improved skills in the areas of crop and livestock production, agriculture equipment, and farm business management.

Students may choose to pursue the Pathway most relevant to their desired career. Pathways include Agriculture Business, Agronomy, Animal Science, Online, or Specialty Crop.

In Spring I semester students must take at least 9 credit hours from the elective grouping AGA-376, AGB-331, AGC-420, AGS-225, and AGS-226.

In Fall II semester, students must take at least 6 credit hours from the elective grouping AGA-158, AGA-211, AGB-437, DRF-113, AGN-130, AGB-466, AGC-936, AGS-270, AGS-319, AGT-250, AGS-331, and AGH-112.

In Spring II semester, students must take eight to nine credit hours from each of the two elective groups.

The Modern Food Production certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production, and The Environment Diploma is awarded after successful completion of the first two semesters.

West Burlington Campus

Fall Semester

Course	Title	Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGA-181	INTRODUCTION TO CROP SCIENCE or	3
AGH-221	PRINCIPLES OF HORTICULTURE	3
AGB-235	INTRODUCTION TO AGRICULTURE MARKETS or	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGH-131	GREENHOUSE MANAGEMENT (ONLINE) or	3
AGS-113	SURVEY OF THE ANIMAL INDUSTRY	3

Spring Semester I

Course	Title	Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT or	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online) or	3
AGC-420	ISSUES IN AGRICULTURE or	3
AGS-225	SWINE SCIENCE or	3
AGS-226	BEEF CATTLE SCIENCE	3
ENG-105	COMPOSITION I or	3
ENG-110	WRITING FOR THE WORKPLACE or	3
SPC-112	PUBLIC SPEAKING	3

Summer Semester

Course	Title	Credit
AGC-936	OCCUPATIONAL EXPERIENCE	3

Fall Semester II

Course	Title	Credit
AGA-390	INTRODUCTION TO RENEWABLE RESOURCES	3
AGA-158	SOIL FERTILITY or	3
AGB-437	COMMODITY MARKETING or	3

Fall Semester II

Course	Title	Credit
DRF-113	FUNDAMENTALS OF TECHNICAL DRAFTING or	3
AGN-130	SOIL AND WATER CONSERVATION or	3
AGB-466	AGRICULTURAL FINANCE (online) or	3
AGC-936	OCCUPATIONAL EXPERIENCE or	3
AGS-270	FOODS OF ANIMAL ORIGIN (online) or	3
AGS-319	ANIMAL NUTRITION (online) or	3
AGS-331	ANIMAL REPRODUCTION (online) or	3
AGH-112	INTRODUCTION TO TURF GRASS MANAGEMENT (ONLINE)	3
MAT-120	COLLEGE ALGEBRA or	3
MAT-156	STATISTICS or	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS or	3
CHM-165	GENERAL CHEMISTRY I	4

Spring Semester II

Course	Title	Credit
AGB-210	AGRICULTURE LAW or	2
AGH-260	FRUITS AND VEGETABLES or	3
AGM-155	FARM EQUIPMENT MANAGEMENT or	2
AGM-203	AGRICULTURAL WELDING or	2
AGP-333	PRECISION FARMING SYSTEMS or	3
AGN-244	WILDLIFE MANAGEMENT or	3
AGS-216	EQUINE SCIENCE or	3
AGS-242	ANIMAL HEALTH (online) or	3
ELE-130	HOME AND FARM ELECTRICITY or	2
PHS-165	INTRODUCTION TO METEOROLOGY	3
ECN-130	PRINCIPLES OF MICROECONOMICS or	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
PSY-102	HUMAN AND WORK RELATIONS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE or	3

Spring Semester II	Credit
SOC-115 SOCIAL PROBLEMS	3

Program Total.. 64-65

Where will this take me?

Animal Handler
Agricultural Crop Worker
Farm Business Management
Horticultural Worker
Soil and Water Conservationist
Nursery or Greenhouse Manager
Farm Product Buyer or Purchasing Agent

Instructor and Staff

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Agriculture, Modern Food Production and the Environment Online Pathway - Certificate

This is the suggested pathway for students interested in obtaining a general agriculture degree fully online.

The Modern Food Production certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production, and the Environment diploma is awarded after successful completion of the first two semesters.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Program Total..17-17

Instructor and Staff

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Agriculture, Modern Food Production and the Environment Online Pathway - Diploma

This is the suggested pathway for students interested in obtaining a general agriculture degree fully online.

The Modern Food Production certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production, and the Environment diploma is awarded after successful completion of the first two semesters.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester I		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGS-226	BEEF CATTLE SCIENCE	3
AGS-225	SWINE SCIENCE	3
SPC-112	PUBLIC SPEAKING	3

Program Total...32-32

Instructor and Staff

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Agriculture, Modern Food Production and the Environment Online Program - AAS

This is the suggested pathway for students interested in obtaining a general agriculture degree fully online.

The Modern Food Production certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production, and the Environment diploma is awarded after successful completion of the first two semesters.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester I		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGS-226	BEEF CATTLE SCIENCE	3
AGS-225	SWINE SCIENCE	3
SPC-112	PUBLIC SPEAKING	3

Summer Semester I		Credit
AGC-936	OCCUPATIONAL EXPERIENCE	3

Fall Semester II		Credit
AGB-437	COMMODITY MARKETING	3
AGA-158	SOIL FERTILITY	3
AGA-390	INTRODUCTION TO RENEWABLE RESOURCES	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester II		Credit
SOC-115	SOCIAL PROBLEMS	3
AGS-216	EQUINE SCIENCE	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3
AGS-242	ANIMAL HEALTH (online)	3
AGP-333	PRECISION FARMING SYSTEMS	3

Program Total..65-65

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Agronomy and Row Crop Operations - Certificate

This is the suggested pathway for students interested in a career in agronomy or related field.

The Agriculture, Modern Food Production, and the Environment diploma is awarded after successful completion of the first two semesters.

The Agriculture, Modern Food Production, and the Environment AAS is awarded after successful completion of the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Program Total..17-17

Where will this take me?

First-Line Supervisors of Agricultural Crop and Horticultural Workers
Agricultural Technicians
Agricultural Inspectors
Farm and Ranch Managers

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Agronomy and Row Crop Operations - Diploma

This is the suggested pathway for students interested in a career in agronomy or related field.

The Modern Food Production certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production, and the Environment AAS is awarded after successful completion of the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online)	3
AGC-420	ISSUES IN AGRICULTURE	3
ENG-110	WRITING FOR THE WORKPLACE	3

Program Total..32-32

Where will this take me?

First-Line Supervisors of Agricultural Crop and Horticultural Workers
Agricultural Technicians
Agricultural Inspectors
Farm and Ranch Managers

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Agronomy and Row Crop Operations - AAS

This is the suggested pathway for students interested in a career in agronomy or related field.
The Modern Food Production certificate is awarded after successful completion of first semester courses.
The Agriculture, Modern Food Production, and the Environment diploma is awarded after successful completion of the first two semesters.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester I		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online)	3
AGC-420	ISSUES IN AGRICULTURE	3
ENG-110	WRITING FOR THE WORKPLACE	3

Summer Semester		Credit
AGC-936	OCCUPATIONAL EXPERIENCE	3

Fall Semester II		Credit
AGA-390	INTRODUCTION TO RENEWABLE RESOURCES	3
AGA-158	SOIL FERTILITY	3
AGB-437	COMMODITY MARKETING	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester II		Credit
AGB-210	AGRICULTURE LAW	2
AGM-155	FARM EQUIPMENT MANAGEMENT	2
AGP-333	PRECISION FARMING SYSTEMS	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3
SOC-115	SOCIAL PROBLEMS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
PHS-165	INTRODUCTION TO METEOROLOGY	3

Program Total..66-66

Where will this take me?

First-Line Supervisors of Agricultural Crop and Horticultural Workers
Agricultural Technicians
Agricultural Inspectors
Farm and Ranch Managers

Instructor and Staff

Sabrina Pidgeon

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Agriculture, Modern Food Production and the Environment: Animal Science Pathway - Certificate

This is the suggested pathway for students interested in a career in animal science.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Animal Science Diploma is awarded after successful completion of the first two semesters.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Animal Science AAS Degree is awarded after successful completion of the the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Program Total...17-17

Where will this take me?

Animal Nutritionist
Animal Husbandry Worker
Breeder
Farm and Ranch Managers

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Animal Science Pathway - Diploma

This is the suggested pathway for students interested in a career in animal science.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Animal Science Certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Animal Science AAS Degree is awarded after successful completion of the the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGC-420	ISSUES IN AGRICULTURE	3
AGS-225	SWINE SCIENCE	3
AGS-226	BEEF CATTLE SCIENCE	3
ENG-110	WRITING FOR THE WORKPLACE	3

Program Total...32-32

Where will this take me?

Animal Nutritionist
Animal Husbandry Worker
Breeder
Farm and Ranch Managers

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Animal Science Pathway - AAS

This is the suggested pathway for students interested in a career in animal science.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Animal Science Certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Animal Science Diploma is awarded after successful completion of the first two semesters.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester I		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGC-420	ISSUES IN AGRICULTURE	3
AGS-225	SWINE SCIENCE	3
AGS-226	BEEF CATTLE SCIENCE	3
ENG-110	WRITING FOR THE WORKPLACE	3

Summer Semester		Credit
AGC-936	OCCUPATIONAL EXPERIENCE	3

Fall Semester II		Credit
AGA-390	INTRODUCTION TO RENEWABLE RESOURCES	3
AGS-319	ANIMAL NUTRITION (online)	3
AGS-331	ANIMAL REPRODUCTION (online)	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester II		Credit
AGN-244	WILDLIFE MANAGEMENT	3
AGS-216	EQUINE SCIENCE	3
AGS-242	ANIMAL HEALTH (online)	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3
SOC-115	SOCIAL PROBLEMS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Program Total..65-65

Where will this take me?

Animal Nutritionist
Animal Husbandry Worker
Breeder
Farm and Ranch Managers

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Agriculture Business Pathway - Modern Food Production Certificate

This is the suggested pathway for students interested in a career in agribusiness.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Agriculture Business Diploma is awarded after successful of the first two semesters.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Agriculture Business AAS is awarded after successful completion of the the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Program Total..17-17

Where will this take me?

Farm and Ranch Managers
Agricultural Plant Manager
Farm Products Buyer or Supply Manager
Farm and Home Management Advisor

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Agriculture Business Pathway - Diploma

This is the suggested pathway for students interested in a career in agribusiness.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Agriculture Business Diploma is awarded after successful of the first two semesters.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment; Agriculture Business AAS is awarded after successful completion of the the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online)	3
AGC-420	ISSUES IN AGRICULTURE	3
ENG-110	WRITING FOR THE WORKPLACE	3

Program Total...32-32

Where will this take me?

Farm and Ranch Managers
Agricultural Plant Manager
Farm Products Buyer or Supply Manager
Farm and Home Management Advisor

Instructor and Staff

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Agriculture, Modern Food Production and the Environment: Agriculture Business Pathway - AAS

This is the suggested pathway for students interested in a career in agribusiness.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Agriculture Business Certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Agriculture Business Diploma is awarded after successful of the first two semesters.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
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

Spring Semester I		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online)	3
AGC-420	ISSUES IN AGRICULTURE	3
ENG-110	WRITING FOR THE WORKPLACE	3

Summer Semester		Credit
AGC-936	OCCUPATIONAL EXPERIENCE	3

Fall Semester II		Credit
AGA-390	INTRODUCTION TO RENEWABLE RESOURCES	3
AGB-437	COMMODITY MARKETING	3
AGB-466	AGRICULTURAL FINANCE (online)	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester II		Credit
AGB-210	AGRICULTURE LAW	2
AGM-155	FARM EQUIPMENT MANAGEMENT	2
AGN-244	WILDLIFE MANAGEMENT	3
AGP-333	PRECISION FARMING SYSTEMS	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3
SOC-115	SOCIAL PROBLEMS	3
ECN-130	PRINCIPLES OF MICROECONOMICS	3

Program Total..66-66

Where will this take me?

Farm and Ranch Managers
Agricultural Plant Manager
Farm Products Buyer or Supply Manager
Farm and Home Management Advisor

Instructor and Staff

Sabrina Pidgeon

Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Southeastern Community College values diversity in all its forms. Please visit https://www.scciowa.edu/non-discrimination-statement.aspx to view our non-discrimination statement. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx

Agriculture, Modern Food Production and the Environment: Conservation Pathway - Modern Food Production Certificate

This is the suggested pathway for students interested in a career in conservation.

The Agriculture, Modern Food Production and the Environment: Conservation Path Certificate is awarded after successful completion of this semester.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Conservation Path Diploma is awarded after successful of this semester and a continuing Spring semester.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Conservation Path AAS is awarded after successful completion of the the entire pathway program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGA-181	INTRODUCTION TO CROP SCIENCE	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGS-113	SURVEY OF THE ANIMAL INDUSTRY	3

Program Total...17-17

Where will this take me?

Soil and Water Conservationist
Forester
Nursery and Greenhouse Manager
Aquacultural Manager
Agricultural Inspector
Range Manager

Instructor and Staff

Sabrina Pidgeon
Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Agriculture, Modern Food Production and the Environment: Conservation Pathway - Diploma

This is the suggested pathway for students interested in a career in conservation.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Conservation Path Certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production and the Environment: Conservation Path Diploma is awarded after successful of two semesters.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Conservation Path AAS is awarded after successful completion of the the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGA-181	INTRODUCTION TO CROP SCIENCE	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGS-113	SURVEY OF THE ANIMAL INDUSTRY	3

Spring Semester		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGC-420	ISSUES IN AGRICULTURE	3
AGS-225	SWINE SCIENCE	3
SPC-112	PUBLIC SPEAKING	3

Program Total..32-32

Where will this take me?

Soil and Water Conservationist
Forester
Nursery and Greenhouse Manager
Aquacultural Manager
Agricultural Inspector
Range Manager

Instructor and Staff

Sabrina Pidgeon
Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Agriculture, Modern Food Production and the Environment: Conservation Pathway - AAS

This is the suggested pathway for students interested in a career in conservation.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production and the Environment: Conservation Path Certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production and the Environment: Agriculture, Modern Food Production an the Environment: Conservation Path Diploma is awarded after successful of the first two semesters.

The Agriculture, Modern Food Production and the Environment: Conservation Path AAS is awarded after successful completion of the the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGA-181	INTRODUCTION TO CROP SCIENCE	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGS-113	SURVEY OF THE ANIMAL INDUSTRY	3

Spring Semester I		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGC-420	ISSUES IN AGRICULTURE	3
AGS-225	SWINE SCIENCE	3
SPC-112	PUBLIC SPEAKING	3

Summer Semester		Credit
AGC-936	OCCUPATIONAL EXPERIENCE	3

Fall Semester II		Credit
AGA-390	INTRODUCTION TO RENEWABLE RESOURCES	3
AGA-158	SOIL FERTILITY	3
AGN-130	SOIL AND WATER CONSERVATION	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester II		Credit
AGP-333	PRECISION FARMING SYSTEMS	3
AGN-244	WILDLIFE MANAGEMENT	3
PHS-165	INTRODUCTION TO METEOROLOGY	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3
SOC-115	SOCIAL PROBLEMS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Program Total..65-65

Where will this take me?

Soil and Water Conservationist
Forester
Nursery and Greenhouse Manager
Aquacultural Manager
Agricultural Inspector
Range Manager

Instructor and Staff

Sabrina Pidgeon
Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Agriculture, Modern Food Production and the Environment: Specialty Crop Pathway - Modern Food Production Certificate

This is the suggested pathway for students interested in a career in specialty crop production.

The Agriculture, Modern Food Production and the Environment: Specialty Crop Path Certificate is awarded after successful completion of this semester.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Specialty Crop Path Diploma is awarded after successful of this semester and a continuing Spring semester.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Specialty Crop Path AAS is awarded after successful completion of the the entire pathway program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGH-221	PRINCIPLES OF HORTICULTURE	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGH-131	GREENHOUSE MANAGEMENT (ONLINE)	3

Program Total...17-17

Where will this take me?

First-Line Supervisors of Agricultural Crop and Horticultural Workers
Agricultural Technicians
Farm and Ranch Managers

Instructor and Staff

Sabrina Pidgeon
Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Agriculture, Modern Food Production and the Environment: Specialty Crop Pathway - Diploma

This is the suggested pathway for students interested in a career in specialty crop production.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Specialty Crop Path Certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production and the Environment: Specialty Crop Path Diploma is awarded after successful of two semesters.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Specialty Crop Path AAS is awarded after successful completion of the the entire program.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGH-221	PRINCIPLES OF HORTICULTURE	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGH-131	GREENHOUSE MANAGEMENT (ONLINE)	3

Spring Semester		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online)	3
AGC-420	ISSUES IN AGRICULTURE	3
ENG-105	COMPOSITION I	3

Program Total...32-32

Where will this take me?

First-Line Supervisors of Agricultural Crop and Horticultural Workers
Agricultural Technicians
Farm and Ranch Managers

Instructor and Staff

Sabrina Pidgeon
Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Agriculture, Modern Food Production and the Environment: Specialty Crop Pathway - AAS

This is the suggested pathway for students interested in a career in specialty crop production.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Specialty Crop Path Certificate is awarded after successful completion of first semester courses.

The Agriculture, Modern Food Production and the Environment: AG, MFP&E Specialty Crop Path Diploma is awarded after successful of the first two semesters.

The Agriculture, Modern Food Production and the Environment: Specialty Crop Path AAS is awarded after successful completion of the the entire program.

*AGC-936: Students enrolled in this pathway will complete an internship during the Summer and Fall II semesters.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
AGB-336	AGRICULTURAL SELLING	3
AGC-216	CAREER SEMINAR	2
AGB-330	FARM BUSINESS MANAGEMENT	3
AGH-221	PRINCIPLES OF HORTICULTURE	3
BUS-102	INTRODUCTION TO BUSINESS	3
AGH-131	GREENHOUSE MANAGEMENT (ONLINE)	3

Spring Semester I		Credit
AGA-182	INTRODUCTION TO SOIL SCIENCE	3
AGA-376	INTEGRATED PEST MANAGEMENT	3
AGB-331	ENTREPRENEURSHIP IN AGRICULTURE (online)	3
AGC-420	ISSUES IN AGRICULTURE	3
ENG-105	COMPOSITION I	3

Summer Semester		Credit
AGC-936	OCCUPATIONAL EXPERIENCE	3

Fall Semester II		Credit
AGA-390	INTRODUCTION TO RENEWABLE RESOURCES	3
AGN-130	SOIL AND WATER CONSERVATION	3
AGC-936	OCCUPATIONAL EXPERIENCE	3
SOC-115	SOCIAL PROBLEMS	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester II		Credit
AGB-451		
AGM-155	FARM EQUIPMENT MANAGEMENT	2
AGP-333	PRECISION FARMING SYSTEMS	3
ECN-130	PRINCIPLES OF MICROECONOMICS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Program Total...61-61

Where will this take me?

First-Line Supervisors of Agricultural Crop and Horticultural Workers
Agricultural Technicians
Farm and Ranch Managers

Instructor and Staff

Sabrina Pidgeon
Assistant Professor
(319) 208-5000 ext. 5104
spidgeon@scciowa.edu
BS, Iowa State University

Adam Raub
Professor
(319) 208-5000 ext. 5103
araub@scciowa.edu
BS, Western Illinois University
MBA, St. Ambrose University

Animation for Television, Film & New Media - AAS

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-101	ANIMATION SOFTWARE I	3
ANI-106	INTRODUCTION TO ANIMATION	3
ANI-116	EXPLORING HUMAN MOVEMENT	3
ART-133	DRAWING	3
DRA-110	INTRODUCTION TO FILM	3
ENG-105	COMPOSITION I	3

Spring Semester I		Credit
ANI-102	ANIMATION SOFTWARE II	3
ANI-117	STORY FOR ANIMATION	3
ANI-210	INTERMEDIATE ANIMATION	5
ART-138	FIGURE DRAWING	3
ENG-221	CREATIVE WRITING or	3
LIT-209	FORMS OF LITERATURE: FILM ADAPTATION	3

Fall Semester II		Credit
ANI-103	ANIMATION SOFTWARE III	3
ANI-211	ADVANCED ANIMATION	5
ANI-118	DESIGN FOR ANIMATION	3
ART-120	2-D DESIGN	3
MAT-110	MATH FOR LIBERAL ARTS	3

Spring Semester II		Credit
ANI-104	ANIMATION SOFTWARE IV	3
ANI-166	CAPSTONE AND DEMO REEL FOR ANIMATION	3
ART-143	PAINTING	3
ANI-932	INTERNSHIP or	4
ANI-941	ANIMATION STUDIO PRACTICUM	3

Program Total..64-65

Where will this take me?

3-D Modeler
Character Animator
Effects Animator
Filmmaker
Lighting & Rendering Artist
Storyboard & Concept Artist

Instructor and Staff

Tyler Horn
Assistant Professor
(319) 208-5000 ext. 5256
thorn@scciowa.edu
BFA, The Illinois Institute of Art at Schaumburg

Automotive Technology - Automotive Mechanics Diploma

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.

West Burlington Campus (Keokuk campus offers select courses)

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

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
SDV-125	WORKPLACE READINESS	1
ELT-295	AC/DC FUNDAMENTALS	2

Program Total...37.5-37.5

Where will this take me?

Automotive Diagnostic Expert
Automotive Parts Sales
Automotive Repair Technician
Automotive Service Advisor
Insurance Adjuster
Transmission Specialist

Instructor and Staff

Wes Carpenter
Assistant Professor
(319) 208-5000 ext. 5109
wcarpenter@scciowa.edu
AAS, Lincoln Technical Institute
BA, Western Illinois University
ASE Master Tech
ASE Advanced Engine Performance
GM and Ford Certified

Timothy Hunter
Instructor
(319) 208-5000 ext. 5108
thunter@scciowa.edu

AAS, Indian Hills Community College

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.

West Burlington Campus (Keokuk campus offers select courses)

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

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
SDV-125	WORKPLACE READINESS	1
ELT-295	AC/DC FUNDAMENTALS	2

Summer Semester		Credit
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE or	3
SOC-115	SOCIAL PROBLEMS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
HIS-251	US HISTORY: 1945 TO PRESENT or	3
PHI-105	INTRODUCTION TO ETHICS	3

Fall Semester II		Credit
AUT-625	AUTOMOTIVE ELECTRICAL II	8
AUT-800	ENGINE PERFORMANCE	8
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester II		Credit
AUT-190	HYBRID FUNDAMENTALS	2
AUT-207	AUTOMATIC TRANSMISSIONS/TRANSAXLES	6
AUT-246	MANUAL DRIVETRAINS II	3
AUT-700	AUTOMOTIVE HEATING AND AIR CONDITIONING	2.5
AUT-911	INTERNSHIP	4

Program Total...80-80

Where will this take me?

Automotive Diagnostic Expert
Automotive Parts Sales
Automotive Repair Technician
Automotive Service Advisor
Insurance Adjuster
Transmission Specialist

Instructor and Staff

Wes Carpenter
Assistant Professor
(319) 208-5000 ext. 5109
wcarpenter@scciowa.edu
AAS, Lincoln Technical Institute
BA, Western Illinois University
ASE Master Tech
ASE Advanced Engine Performance
GM and Ford Certified

Timothy Hunter
Instructor
(319) 208-5000 ext. 5108
thunter@scciowa.edu
AAS, Indian Hills Community College

Southeastern Community College values diversity in all its forms. Please visit https://www.scciowa.edu/non-discrimination-statement.aspx to view our non-discrimination statement. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx

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.

West Burlington Campus (Keokuk campus offers select courses)

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

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
SDV-125	WORKPLACE READINESS	1

Summer Semester		Credit
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE or	3
SOC-115	SOCIAL PROBLEMS	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Fall Semester II		Credit
ACC-111	INTRODUCTION TO ACCOUNTING	3
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
BUS-102	INTRODUCTION TO BUSINESS	3
BUS-180	BUSINESS ETHICS	3
MGT-101	PRINCIPLES OF MANAGEMENT	3

Spring Semester II		Credit
BUS-121	BUSINESS COMMUNICATIONS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
MKT-110	PRINCIPLES OF MARKETING	3
MGT-130	PRINCIPLES OF SUPERVISION or	3
MGT-170	HUMAN RESOURCE MANAGEMENT	3

Program Total...70.5-70.5

Where will this take me?

Repair shop manager
Automotive Engineer
Transportation Manager

Instructor and Staff

Wes Carpenter
Assistant Professor
(319) 208-5000 ext. 5109
wcarpenter@scciowa.edu
AAS, Lincoln Technical Institute
BA, Western Illinois University
ASE Master Tech
ASE Advanced Engine Performance
GM and Ford Certified

Timothy Hunter
Instructor
(319) 208-5000 ext. 5108
thunter@scciowa.edu
AAS, Indian Hills Community College

Collision Repair and Restoration - Auto Body Diploma

The Collision Repair and Restoration program provides training in shop processes used to restore damaged vehicles to their original condition.

This program combines state-of-the art equipment with an Inter-Industry Conference on Auto Collision Repair (I-CAR) curriculum, giving students the advanced knowledge required to keep up with the ever-changing automobile industry. I-CAR techniques and procedures are the industry standard for collision repair and restoration professionals.

In addition to the auto industry, another growing industry that hires SCC automotive collision graduates is the renewable energy industry. Many of the same concepts and skills involved in collision repair and restoration are also involved in the assembly and maintenance of wind energy components, including wind turbine blades and towers.

The Collision Repair and Restoration AAS is awarded after successful completion of the two-year program.

West Burlington Campus

Fall Semester		Credit
CRR-300	PREPARATION	2
CRR-340	METAL STRAIGHTENING	3
CRR-400	PANEL REPLACEMENT AND ADJUSTMENT	3.5
CRR-500	DAMAGE ANALYSIS	2
CRR-800	INTRODUCTION TO AUTOMOTIVE REFINISHING	2.5
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester		Credit
CRR-120	MIG (GMAW) WELDING	3
CRR-454	GLASS REPLACEMENT	2
CRR-525	STRAIGHTENING STRUCTURAL PARTS	5.5
CRR-610	STEERING AND SUSPENSION	1.5
CRR-812	SURFACE PREPARATION	5
ENG-110	WRITING FOR THE WORKPLACE	3

Program Total..36-36

Where will this take me?

Auto Collision Estimator
Auto Collision Equipment Sales
Auto Collision Repair Technician
Auto Glass Installation Expert
Auto Wheel Alignment Technician
Frame Repair Specialist
Insurance Adjuster
Paint Product Rep/Sales
Paint Retailer
Windmill Blade Repair Technician

Instructor and Staff

Randy Wachter
Assistant Professor
(319) 208-5000 ext. 5110
rwachter@scciowa.edu
AAS, Southeastern community College

Tim Weaver
Assistant Professor
(319) 208-5000 ext. 5111
tweaver@scciowa.edu
ASE Master Collision Repair

Collision Repair and Restoration - AAS

The Collision Repair and Restoration program provides training in shop processes used to restore damaged vehicles to their original condition.

This program combines state-of-the art equipment with an Inter-Industry Conference on Auto Collision Repair (I-CAR) curriculum, giving students the advanced knowledge required to keep up with the ever-changing automobile industry. I-CAR techniques and procedures are the industry standard for collision repair and restoration professionals.

In addition to the auto industry, another growing industry that hires SCC automotive collision graduates is the renewable energy industry. Many of the same concepts and skills involved in collision repair and restoration are also involved in the assembly and maintenance of wind energy components, including wind turbine blades and towers.

The Auto Body diploma is awarded after successful completion of the first two semesters.

West Burlington Campus

Fall Semester I		Credit
CRR-300	PREPARATION	2
CRR-340	METAL STRAIGHTENING	3
CRR-400	PANEL REPLACEMENT AND ADJUSTMENT	3.5
CRR-500	DAMAGE ANALYSIS	2
CRR-800	INTRODUCTION TO AUTOMOTIVE REFINISHING	2.5
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Spring Semester I		Credit
CRR-120	MIG (GMAW) WELDING	3
CRR-454	GLASS REPLACEMENT	2
CRR-525	STRAIGHTENING STRUCTURAL PARTS	5.5
CRR-610	STEERING AND SUSPENSION	1.5
CRR-812	SURFACE PREPARATION	5
ENG-110	WRITING FOR THE WORKPLACE	3

Summer Semester		Credit
ART-133	DRAWING	3
PHI-105	INTRODUCTION TO ETHICS or	3
HIS-251	US HISTORY: 1945 TO PRESENT	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE or	3
SOC-115	SOCIAL PROBLEMS	3

Fall Semester II		Credit
CRR-201	PLASTIC REPAIR	2
CRR-575	ADVANCED STRUCTURAL REPAIR	6
CRR-580	ADVANCED FRAME STRAIGHTENING	6
CRR-765	COMPUTER DIAGNOSIS FOR AUTO COLLISION	5

Spring Semester II		Credit
CRR-410	FULL OR PARTIAL BODY PANEL REPLACEMENT	3.5
CRR-818	INTRODUCTION TO WATERBORNE FINISHES	2
CRR-845	COLOR TINTING AND MATCHING	2.5
CRR-875	ADVANCED REFINISHING METHODS	6
CRR-932	INTERNSHIP	4

Program Total..82-82

Where will this take me?

Auto Collision Estimator
Auto Collision Equipment Sales
Auto Collision Repair Technician
Auto Glass Installation Expert
Auto Wheel Alignment Technician
Frame Repair Specialist
Insurance Adjuster
Paint Product Rep/Sales
Paint Retailer
Windmill Blade Repair Technician

Instructor and Staff

Randy Wachter
Assistant Professor
(319) 208-5000 ext. 5110
rwachter@scciowa.edu
AAS, Southeastern community College

Tim Weaver
Assistant Professor
(319) 208-5000 ext. 5111
tweaver@scciowa.edu
ASE Master Collision Repair

Biology Transfer Major - AS

The Biology Transfer Major will prepare the student to transfer to a four year university and successfully complete a bachelor's degree in Biology.

West Burlington and Keokuk Campuses

Fall Semester I		Credit
ENG-105	COMPOSITION I	3
CHM-165	GENERAL CHEMISTRY I	4
PHY-162	COLLEGE PHYSICS I	4
SDV-108	THE COLLEGE EXPERIENCE	1
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester II		Credit
ENG-106	COMPOSITION II	3
CHM-175	GENERAL CHEMISTRY II	4
SPC-112	PUBLIC SPEAKING	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
PHY-172	COLLEGE PHYSICS II	4

Fall Semester II		Credit
MAT-210	CALCULUS I	4
HIS-151	US HISTORY TO 1877	3
BIO-112	GENERAL BIOLOGY I	4
CHM-263	ORGANIC CHEMISTRY I	5

Spring Semester II		Credit
PHI-105	INTRODUCTION TO ETHICS	3
CHM-273	ORGANIC CHEMISTRY II	5
BIO-113	GENERAL BIOLOGY II	4
HUM-114	MULTICULTURAL PERSPECTIVES	3

Program Total...63-63

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Biomedical Electronics Technology Online Program - AAS

The Biomedical Electronics Technology program is an interactive, online program designed to prepare the student to seek a variety of entry-level positions in the biomedical industry. Students encounter courses related to electronics, networking administration, and cybersecurity, along with courses specific to biomedical equipment technology. 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 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 be prepared for the Biomedical Equipment Technician (BMET) certification.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
ELT-800	BIOMEDICAL ELECTRONIC SYSTEMS	4
ELT-801	MEDICAL DOCUMENTATION AND COMPLIANCE	3
NET-142	NETWORK ESSENTIALS	3
NET-442	LINUX OPERATING SYSTEM	3
ELT-355	ELECTRONIC CIRCUITS I	5

Spring Semester I		Credit
ELT-357	ELECTRONIC CIRCUITS II	5
BIO-163	ESSENTIALS OF ANATOMY AND PHYSIOLOGY	4
NET-637	NETWORK INTRUSION INVESTIGATION	3
ELT-435	TELECOMMUNICATIONS	5

Fall Semester II		Credit
PSY-102	HUMAN AND WORK RELATIONS	3
CAD-101	INTRODUCTION TO CAD	3
ELT-630	MICROPROCESSOR/INTERFACING	5
NET-627	SYSTEM SECURITY	2
CSC-116	INFORMATION COMPUTING	3

Spring Semester II		Credit
ELT-932	INTERNSHIP	4
ELT-329	DIGITAL ELECTRONICS FOR ET	4
ENG-105	COMPOSITION I	3
SPC-112	PUBLIC SPEAKING	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Program Total..68-68

Where will this take me?

Biomedical Electronic Technician
Medical Equipment Service Technician
Medical Equipment Sales Representative
Instrumentation Technician

Instructor and Staff

TBD
admissions@scciowa.edu

Business Administration - AAS

The Business Administration program is intended for those students who wish to specialize in Business.

The Business Professionals of America is an organization for students in the Business Administration program. This organization provides students with leadership training, field trips, and competitive opportunities with other clubs throughout Iowa and the United States.

West Burlington campus and/or online (Keokuk campus offers select courses)

Fall Semester I		Credit
BUS-102	INTRODUCTION TO BUSINESS	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-105	COMPOSITION I	3
ENG-131	BUSINESS ENGLISH	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester I		Credit
ACC-142	FINANCIAL ACCOUNTING	3
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-180	BUSINESS ETHICS	3
MGT-130	PRINCIPLES OF SUPERVISION	3
MKT-110	PRINCIPLES OF MARKETING	3

Fall Semester II		Credit
BUS-185	BUSINESS LAW I	3
ECN-130	PRINCIPLES OF MICROECONOMICS	3
MAT-156	STATISTICS	3
MGT-101	PRINCIPLES OF MANAGEMENT	3
SPC-112	PUBLIC SPEAKING	3
MKT-140	PRINCIPLES OF SELLING or	3
MKT-150	PRINCIPLES OF ADVERTISING	3

Spring Semester II		Credit
ACC-146	MANAGERIAL ACCOUNTING	3
BUS-936	BUSINESS CAPSTONE (ONLINE)	1
ECN-120	PRINCIPLES OF MACROECONOMICS	3
FIN-130	PRINCIPLES OF FINANCE (ONLINE)	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
MGT-170	HUMAN RESOURCE MANAGEMENT	3

Program Total..64-64

Where will this take me?

Business Manager
Department Manager
Marketing, Advertising & Public Relations Manager
Merchandise Manager
Retail Manager
Supervisor

Instructor and Staff

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Business Administration - Business Office Management: Business Office Professional Certificate

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ACC-111	INTRODUCTION TO ACCOUNTING	3
ACC-332	COMPUTER ACCOUNTING - QUICKBOOKS	2

Spring Semester		Credit
BUS-180	BUSINESS ETHICS	3
MGT-101	PRINCIPLES OF MANAGEMENT	3

Program Total...11-11

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

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Business Administration - Business Office Management: Office Technology Certificate

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Program Total...17-17

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

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Business Administration - Business Office Management: Diploma

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

Two certificates and a diploma can be earned separately or in conjunction with this AAS degree. Earn your certificate after completing the first semester's coursework. This certificate is stackable, meaning the Office Professional diploma can be can be completed in just one additional semester.

Courses in the Business Administration: Office Management program prepare 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 (Keokuk campus offers select courses)

Fall Semester		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Spring Semester		Credit
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-171	RECORDS MANAGEMENT	2
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-931	JOB SHADOW	1
CSC-110	INTRODUCTION TO COMPUTERS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Program Total...32-32

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

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Business Administration - Business Office Management: 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 ADM-120, ADM-162, ADM-181, ADM-230.
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.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
ADM-162	OFFICE PROCEDURES	3
BUS-102	INTRODUCTION TO BUSINESS	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-131	BUSINESS ENGLISH	3
MAT-712		
WBL-155		

Spring Semester I		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-181		
BUS-180	BUSINESS ETHICS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
SPC-101	FUNDAMENTALS OF ORAL COMMUNICATION	3

Fall Semester II		Credit
ACC-111	INTRODUCTION TO ACCOUNTING	3
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-188		
SMM-108	SOCIAL MEDIA ENGAGEMENT	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3

Spring Semester II		Credit
ADM-172		
ADM-230	INTEGRATED OFFICE PROJECTS	3
ADM-297		
ADM-180		
BCA-152		
BUS-290	EMPLOYMENT SEARCH/WORKPLACE SUCCESS	1
BUS-932	BUSINESS INTERNSHIP	3

Program Total...45-45

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

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Business Administration - Legal Office Management: Legal Office Professional Certificate

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.

The Legal Office Professional Certificate provides the theory and practice needed to refine your skills as a legal office professional. Designed for current or former secretaries, this brief coursework will bring you up to date on legal office trends and will solidify your skills. This certificate is awarded after completion of ADM-186, ADM-198, LGL-173, LGL-280, and PRL-284.

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 (Keokuk campus offers select courses)

Fall Semester		Credit
ADM-198	LEGAL TERMINOLOGY	2
LGL-173	LEGAL ASSISTANT LITIGATION	3

Spring Semester		Credit
ADM-186	LEGAL DOCUMENTS	2
LGL-280	LEGAL CASE STUDIES	3
PRL-284	LEGAL ETHICS	2

Program Total..12-12

Where will this take me?

Human Resource Manager
Marketing, Advertising & Public Relations Manager
Office Manager

Instructor and Staff

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Business Administration - Legal Office Management: Office Technology Certificate

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.

The Office Technology Certificate will be awarded after successful completion of the first semester.

The Legal Office Professional Certificate provides the theory and practice needed to refine your skills as a legal office professional. Designed for current or former secretaries, this brief coursework will bring you up to date on legal office trends and will solidify your skills. This certificate is awarded after completion of ADM-186, ADM-198, LGL-173, LGL-280, and PRL-284.

The Office Professional Diploma will be awarded after successful completion of the first two semesters.

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 (Keokuk campus offers select courses)

Fall Semester		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Program Total...17-17

Where will this take me?

Human Resource Manager
Marketing, Advertising & Public Relations Manager
Office Manager

Instructor and Staff

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Business Administration - Legal Office Management: Office Professional Diploma

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.

The Office Technology Certificate will be awarded after successful completion of the first semester.

The Legal Office Professional Certificate provides the theory and practice needed to refine your skills as a legal office professional. Designed for current or former secretaries, this brief coursework will bring you up to date on legal office trends and will solidify your skills. This certificate is awarded after completion of ADM-186, ADM-198, LGL-173, LGL-280, and PRL-284.

The Office Professional Diploma will be awarded after successful completion of the first two semesters.

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 (Keokuk campus offers select courses)

Fall Semester I		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Spring Semester I		Credit
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-171	RECORDS MANAGEMENT	2
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-931	JOB SHADOW	1
CSC-110	INTRODUCTION TO COMPUTERS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Program Total..32-32

Where will this take me?

Human Resource Manager
Marketing, Advertising & Public Relations Manager
Office Manager

Instructor and Staff

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Business Administration - 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.

The Office Technology Certificate will be awarded after successful completion of the first semester.

The Legal Office Professional Certificate provides the theory and practice needed to refine your skills as a legal office professional. Designed for current or former secretaries, this brief coursework will bring you up to date on legal office trends and will solidify your skills. This certificate is awarded after completion of ADM-186, ADM-198, LGL-173, LGL-280, and PRL-284.

The Office Professional Diploma will be awarded after successful completion of the first two semesters.

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 (Keokuk campus offers select courses)

Fall Semester I		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Spring Semester I		Credit
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-171	RECORDS MANAGEMENT	2
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-931	JOB SHADOW	1
CSC-110	INTRODUCTION TO COMPUTERS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Fall Semester II		Credit
ADM-198	LEGAL TERMINOLOGY	2
ADM-230	INTEGRATED OFFICE PROJECTS	3
LGL-173	LEGAL ASSISTANT LITIGATION	3
MAT-110	MATH FOR LIBERAL ARTS	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3
SPC-112	PUBLIC SPEAKING	3

Spring Semester II		Credit
ADM-186	LEGAL DOCUMENTS	2
ADM-235	ADVANCED INTEGRATED OFFICE PROJECTS	3
BUS-290	EMPLOYMENT SEARCH/WORKPLACE SUCCESS	1
BUS-932	BUSINESS INTERNSHIP	3
LGL-280	LEGAL CASE STUDIES	3
PRL-284	LEGAL ETHICS	2

Program Total...63-63

Where will this take me?

Human Resource Manager
Marketing, Advertising & Public Relations Manager
Office Manager

Instructor and Staff

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Business Administration - Office Management: Business Office Professional Certificate

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ACC-111	INTRODUCTION TO ACCOUNTING	3
ACC-332	COMPUTER ACCOUNTING - QUICKBOOKS	2

Spring Semester		Credit
BUS-180	BUSINESS ETHICS	3
MGT-101	PRINCIPLES OF MANAGEMENT	3

Program Total...11-11

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

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PhD, Northern Illinois University

Business Administration - Office Management: Office Technology Certificate

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Program Total...17-17

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
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BBA, University of Iowa
MA, University of Iowa

Renee Smith
Associate Professor
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AA & AAS, Southeastern Community College
BA, Buena Vista University
MBA, Grand Canyon University

Stephani Smith
Instructor
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BA, Iowa Wesleyan College
MBA, Upper Iowa University

Deborah Wright
Professor
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AA, Southeastern Community College
BBA, Western Illinois University
MA, Western Illinois University
PhD, Northern Illinois University

Business Administration - Office Management: Office Professional Diploma

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

Two certificates and a diploma can be earned separately or in conjunction with this AAS degree. Earn your certificate after completing the first semester's coursework. This certificate is stackable, meaning the Office Professional diploma can be can be completed in just one additional semester.

Courses in the Business Administration: Office Management program prepare 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 (Keokuk campus offers select courses)

Fall Semester		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Spring Semester		Credit
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-171	RECORDS MANAGEMENT	2
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-931	JOB SHADOW	1
CSC-110	INTRODUCTION TO COMPUTERS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Program Total...32-32

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

Kevin Rosenberg
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Deborah Wright
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AA, Southeastern Community College
BBA, Western Illinois University
MA, Western Illinois University
PhD, Northern Illinois University

Business Administration - Office Management: AAS

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

Two certificates and a diploma can be earned separately or in conjunction with this AAS degree. Earn your certificate after completing the first semester's coursework. This certificate is stackable, meaning the Office Professional diploma can be can be completed in just one additional semester.

Courses in the Business Administration: Office Management program prepare 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.

In Spring II semester, students have the option of taking ADM-186 and PRL-284 together, or MGT-101.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Spring Semester I		Credit
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-171	RECORDS MANAGEMENT	2
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-931	JOB SHADOW	1
CSC-110	INTRODUCTION TO COMPUTERS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Fall Semester II		Credit
ADM-230	INTEGRATED OFFICE PROJECTS	3
MAT-110	MATH FOR LIBERAL ARTS	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3
SPC-112	PUBLIC SPEAKING	3
ACC-111	INTRODUCTION TO ACCOUNTING or	3
LGL-173	LEGAL ASSISTANT LITIGATION	3
ACC-332	COMPUTER ACCOUNTING - QUICKBOOKS or	2
ADM-198	LEGAL TERMINOLOGY	2

Spring Semester II		Credit
ADM-235	ADVANCED INTEGRATED OFFICE PROJECTS	3
BUS-290	EMPLOYMENT SEARCH/WORKPLACE SUCCESS	1
BUS-932	BUSINESS INTERNSHIP	3
BUS-180	BUSINESS ETHICS or	3
LGL-280	LEGAL CASE STUDIES	3
ADM-186	LEGAL DOCUMENTS or	2
PRL-284	LEGAL ETHICS or	2

Spring Semester II		Credit
MGT-101	PRINCIPLES OF MANAGEMENT	3

Program Total..62-63

Where will this take me?

Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
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BA, Buena Vista University
MBA, Grand Canyon University

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BA, Iowa Wesleyan College
MBA, Upper Iowa University

Deborah Wright
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AA, Southeastern Community College
BBA, Western Illinois University
MA, Western Illinois University

PhD, Northern Illinois University

Business Transfer Major - AA

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.

*Students enrolled in the online program will substitute SOC-212 instead of HUM-114 during Fall Semester II.

West Burlington, Keokuk, 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
HIS-151	US HISTORY TO 1877	3
PHI-105	INTRODUCTION TO ETHICS	3

Spring Semester I		Credit
ENG-106	COMPOSITION II	3
MAT-156	STATISTICS	3
ECN-120	PRINCIPLES OF MACROECONOMICS	3
ACC-142	FINANCIAL ACCOUNTING	3
BIO-105	INTRODUCTORY BIOLOGY	4

Fall Semester II		Credit
SPC-112	PUBLIC SPEAKING	3
CSC-116	INFORMATION COMPUTING	3
HUM-114	MULTICULTURAL PERSPECTIVES	3
MGT-101	PRINCIPLES OF MANAGEMENT	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester II		Credit
HIS-211	MODERN ASIAN HISTORY	3
MAT-165	BUSINESS CALCULUS	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
ACC-146	MANAGERIAL ACCOUNTING	3
BUS-185	BUSINESS LAW I	3

Program Total...62-62

Instructor and Staff

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MBA, Western Illinois University

Deborah Wright
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AA, Southeastern Community College
BBA, Western Illinois University
MA, Western Illinois University
PhD, Northern Illinois University

Southeastern Community College values diversity in all its forms. Please visit https://www.scciowa.edu/non-discrimination-statement.aspx to view our non-discrimination statement. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx

Computer Aided Design Technology - AAS

The Computer Aided Design (CAD) program provides students with the skill 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 in class, helping graduates easily adapt to CAD software once they're working in the field.

In Spring I semester, students have the option of taking MAT-120 **and** 134 together, or MAT-704.

West Burlington 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 or	3
MAT-134	TRIGONOMETRY AND ANALYTIC GEOMETRY or	3
MAT-704	MATH APPLICATIONS	5

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
PHY-106	SURVEY OF PHYSICS or	4
PHY-162	COLLEGE PHYSICS I	4

Fall Semester II		Credit
ARC-113	ARCHITECTURAL DRAFTING I	4
MFG-206	MANUFACTURING PROCESSES I	3
SDV-125	WORKPLACE READINESS	1
CAD-140	PARAMETRIC SOLID MODELING or	3
EGT-400	PLTW-INTRODUCTION TO ENGINEERING DESIGN	3
ANI-101	ANIMATION SOFTWARE I or	3
CON-270	MECHANICAL SYSTEMS or	3
NET-122	COMPUTER HARDWARE BASICS	3

Spring Semester II		Credit
ARC-129	RESIDENTIAL/LIGHT COMMERCIAL DRAFTING	4
CAD-248	PARAMETRIC CAD II	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-105	COMPOSITION I or	3
ENG-110	WRITING FOR THE WORKPLACE	3

Program Total...60-61

Instructor and Staff

Jonathan Gaddis
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AAS, Southeastern Community College
BA, Iowa Wesleyan College
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Where will this take me?

Architectural Engineering Technician
CAD Operator
Drafter/Design Technician
Mechanical Engineering Technician
Project Manager

Chemistry Transfer Major - AS

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 (General Chemistry I & II and Organic Chemistry I & II) along with the necessary math courses (Calculus 1 & II) and physics courses (Classical Physics I & 11). All of the science courses have a lab component. Other courses for the Chemistry Transfer Program have been selected to both satisfy the requirements for the Associate of Science Degree and to provide the student with educational experiences that meet all of the SCC core competencies in I) communication, 2) critical thinking, 3) cultural awareness, 4) civic awareness, and 5) quantitative and scientific reasoning.

West Burlington and Keokuk Campuses

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
SOC-110	INTRODUCTION TO SOCIOLOGY	3

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

Fall Semester II		Credit
PHY-212	CLASSICAL PHYSICS I	5
HIS-151	US HISTORY TO 1877	3
CHM-263	ORGANIC CHEMISTRY I	5
PSY-111	INTRODUCTION TO PSYCHOLOGY	3

Spring Semester II		Credit
PHI-105	INTRODUCTION TO ETHICS	3
CHM-273	ORGANIC CHEMISTRY II	5
PHY-222	CLASSICAL PHYSICS II	5
HUM-114	MULTICULTURAL PERSPECTIVES	3

Program Total..61-61

Instructor and Staff

Carl Snipes
Professor
(319) 208-5000 ext. 5192
csnipes@scciowa.edu
BS, University of Mississippi
MS, University of Mississippi
PhD, University of Mississippi

Elisabeth Snipes
Professor
(319) 524-3221 ext. 1992
esnipes@scciowa.edu
BS, University of Northern Iowa
MS, Western Illinois University

Construction Technology - Carpentry - Building Construction Certificate

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. 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.

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

Program Total.. 12-12

Where will this take me?

Carpenter
Concrete Finisher
Construction Materials Sales Representative
Estimator
Construction Materials Supplies Coordinator
Finish Carpenter
Framer
Roofer

Instructor and Staff

Douglas Riley
Assistant Professor
(319) 208-5000 ext. 5184
driley@scciowa.edu
AA, Southeastern Community College
BA, Iowa Wesleyan College

Construction Technology - Building Construction Diploma

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. 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.

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

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
ENG-105	COMPOSITION I or	3
ENG-110	WRITING FOR THE WORKPLACE	3

Summer Semester		Credit
CON-350	INTERNSHIP	5

Program Total...34-34

Where will this take me?

Carpenter
Concrete Finisher
Construction Materials Sales Representative
Estimator
Construction Materials Supplies Coordinator
Finish Carpenter
Framer
Roofer

Instructor and Staff

Douglas Riley
Assistant Professor
(319) 208-5000 ext. 5184
driley@scciowa.edu
AA, Southeastern Community College
BA, Iowa Wesleyan College

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.

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

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
ENG-105	COMPOSITION I or	3
ENG-110	WRITING FOR THE WORKPLACE	3

Summer Semester		Credit
CON-350	INTERNSHIP	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

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
ART-133	DRAWING or	3
SPC-112	PUBLIC SPEAKING	3

Program Total..67-67

Where will this take me?

Carpenter
Concrete Finisher
Construction Materials Sales Representative
Estimator
Construction Materials Supplies Coordinator
Finish Carpenter
Framer
Roofer

Instructor and Staff

Douglas Riley
Assistant Professor
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AA, Southeastern Community College
BA, Iowa Wesleyan College

Construction Technology - Construction Management Option - 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.

West Burlington Campus

Fall Semester I		Credit
CON-332	CONSTRUCTION MATERIALS AND RESOURCES	3
DRF-113	FUNDAMENTALS OF TECHNICAL DRAFTING	3
ECN-130	PRINCIPLES OF MICROECONOMICS	3
ENG-105	COMPOSITION I	3
MAT-120	COLLEGE ALGEBRA	3

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
HIS-151	US HISTORY TO 1877 or	3
HIS-152	US HISTORY SINCE 1877	3

Summer Semester		Credit
CON-350	INTERNSHIP	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

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
ART-133	DRAWING or	3
SPC-112	PUBLIC SPEAKING	3

Program Total...64-64

AA, Southeastern Community College
BA, Iowa Wesleyan College

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Where will this take me?

Job Site Superintendent
Supervisory Managing Positions

Instructor and Staff

Douglas Riley
Assistant Professor
(319) 208-5000 ext. 5184
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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.

This Transfer Major Guided Pathway is designed to seamlessly transfer to the Criminal Justice Bachelor's degrees at the Iowa Regent Institutions: 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 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

West Burlington Campus and Online (Keokuk campus offers select courses)

Fall Semester I		Credit
CRJ-100	INTRODUCTION TO CRIMINAL JUSTICE	3
ENG-105	COMPOSITION I	3
POL-111	AMERICAN NATIONAL GOVERNMENT	3
SDV-108	THE COLLEGE EXPERIENCE	1
SOC-110	INTRODUCTION TO SOCIOLOGY	3
SOC-230	JUVENILE DELINQUENCY	3

Spring Semester I		Credit
CRJ-130	CRIMINAL LAW	3
ENG-106	COMPOSITION II	3
MAT-156	STATISTICS	3
SCI-123	FORENSIC SCIENCE	4
SOC-240	CRIMINOLOGY	3

Fall Semester II		Credit
CRJ-120	INTRODUCTION TO CORRECTIONS	3
CRJ-132	CONSTITUTIONAL LAW	3
CRJ-141	CRIMINAL INVESTIGATION	3
HUM-114	MULTICULTURAL PERSPECTIVES	3
PHS-185	INTRODUCTION TO EARTH SCIENCE	3

Spring Semester II		Credit
HIS-211	MODERN ASIAN HISTORY	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
PHI-105	INTRODUCTION TO ETHICS	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
SPC-112	PUBLIC SPEAKING	3

Program Total...62-62

Instructor and Staff

Cindy Shireman
Professor
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BA, University of Iowa
MA, University of Iowa
MS, Kaplan University

Where will this take me?

Baliff
Corrections Officer
Federal/State Law Enforcement Agent
Police Officer
Rehabilitation Counselor

Early Childhood Education - Parent Educator Certificate

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ECE-103	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
ECE-170	CHILD GROWTH AND DEVELOPMENT	3
ECE-123	FAMILY, TEACHER, AND COMMUNITY INTERACTION	3

Program Total.. 9-9

Instructor and Staff

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Amy Drew
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BA, Iowa Wesleyan
MA, Walden University

Early Childhood Education - Child Development Infant/Toddler Certificate

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ECE-103	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
SDV-108	THE COLLEGE EXPERIENCE	1

Spring Semester		Credit
ECE-133	CHILD HEALTH, SAFETY AND NUTRITION	3
ECE-170	CHILD GROWTH AND DEVELOPMENT	3
ECE-221	INFANT/TODDLER CARE AND EDUCATION	3

Fall Semester		Credit
ECE-243	EARLY CHILDHOOD GUIDANCE	3

Program Total... 16-16

Instructor and Staff

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Early Childhood Education - Child Development Preschool Certificate

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ECE-103	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
SDV-108	THE COLLEGE EXPERIENCE	1

Spring Semester		Credit
ECE-158	EARLY CHILDHOOD CURRICULUM I	3
ECE-133	CHILD HEALTH, SAFETY AND NUTRITION	3
ECE-170	CHILD GROWTH AND DEVELOPMENT	3

Fall Semester		Credit
ECE-243	EARLY CHILDHOOD GUIDANCE	3

Program Total...16-16

Instructor and Staff

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Early Childhood Education - Diploma

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		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
EDU-120	COMMUNICATION, ETHICS, AND CONFIDENTIALITY or	2
PHI-105	INTRODUCTION TO ETHICS	3
EDU-121	BEHAVIOR MANAGEMENT or	2
MUS-100	MUSIC APPRECIATION	3
EDU-122	ROLES AND RESPONSIBILITIES or	2
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester		Credit
ECE-158	EARLY CHILDHOOD CURRICULUM I	3
ECE-133	CHILD HEALTH, SAFETY AND NUTRITION	3
ECE-170	CHILD GROWTH AND DEVELOPMENT	3
ENG-105	COMPOSITION I	3
ECE-221	INFANT/TODDLER CARE AND EDUCATION or	3
ART-133	DRAWING	3
ECE-287	EXCEPTIONAL LEARNER or	3
EDU-247	TEACHING EXCEPTIONAL LEARNERS	3.5

Program Total..33-36.5

Instructor and Staff

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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 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.
Students who successfully complete EDU-120. EDU-121, and EDU-122 will be eligible to apply for a Para-Educator License.
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.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		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
EDU-120	COMMUNICATION, ETHICS, AND CONFIDENTIALITY or	2
PHI-105	INTRODUCTION TO ETHICS	3
EDU-121	BEHAVIOR MANAGEMENT or	2
MUS-100	MUSIC APPRECIATION	3
EDU-122	ROLES AND RESPONSIBILITIES or	2
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester		Credit
ECE-158	EARLY CHILDHOOD CURRICULUM I	3
ECE-133	CHILD HEALTH, SAFETY AND NUTRITION	3
ECE-170	CHILD GROWTH AND DEVELOPMENT	3
ENG-105	COMPOSITION I	3
ECE-221	INFANT/TODDLER CARE AND EDUCATION or	3
ART-133	DRAWING	3
ECE-287	EXCEPTIONAL LEARNER or	3
EDU-247	TEACHING EXCEPTIONAL LEARNERS	3.5

Fall Semester		Credit
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3
EDU-235	CHILDREN'S LITERATURE	3
HIS-152	US HISTORY SINCE 1877	3
MAT-112	MATH FOR ELEMENTARY TEACHERS I	3
ECE-159	EARLY CHILDHOOD CURRICULUM II or	3
BIO-105	INTRODUCTORY BIOLOGY	4
ECE-243	EARLY CHILDHOOD GUIDANCE or	3
ENG-106	COMPOSITION II	3

Spring Semester		Credit
EDU-255	TECHNOLOGY IN THE CLASSROOM	3
SPC-112	PUBLIC SPEAKING	3
ECE-290	EARLY CHILDHOOD PROGRAM ADMINISTRATION or	3
ECE-140	EARLY CHILDHOOD CURRICULUM PLANNING	3
ECE-932	INTERNSHIP or	2
ECE-284	FIELD EXPERIENCE II	2
MAT-113	MATH FOR ELEMENTARY TEACHERS II or	3
ECE-123	FAMILY, TEACHER, AND COMMUNITY INTERACTION	3

Program Total..65-69.5

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 EDU-120, EDU-121, and EDU-122 will be eligible to apply for a Para-Educator License.

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.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ECE-103	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
EDU-212	EDUCATIONAL FOUNDATIONS	3
EDU-920	FIELD EXPERIENCE	2
EDU-120	COMMUNICATION, ETHICS, AND CONFIDENTIALITY	2
EDU-121	BEHAVIOR MANAGEMENT	2
EDU-122	ROLES AND RESPONSIBILITIES	2
SDV-108	THE COLLEGE EXPERIENCE	1

Spring Semester		Credit
ECE-158	EARLY CHILDHOOD CURRICULUM I	3
ECE-133	CHILD HEALTH, SAFETY AND NUTRITION	3
ECE-221	INFANT/TODDLER CARE AND EDUCATION	3
ECE-287	EXCEPTIONAL LEARNER	3
ECE-170	CHILD GROWTH AND DEVELOPMENT	3
ENG-105	COMPOSITION I	3

Fall Semester		Credit
ECE-159	EARLY CHILDHOOD CURRICULUM II	3
ECE-243	EARLY CHILDHOOD GUIDANCE	3
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3
EDU-235	CHILDREN'S LITERATURE	3
HIS-152	US HISTORY SINCE 1877	3
MAT-112	MATH FOR ELEMENTARY TEACHERS I	3

Spring Semester		Credit
ECE-290	EARLY CHILDHOOD PROGRAM ADMINISTRATION	3
ECE-932	INTERNSHIP	2
ECE-123	FAMILY, TEACHER, AND COMMUNITY INTERACTION	3
EDU-255	TECHNOLOGY IN THE CLASSROOM	3
SPC-112	PUBLIC SPEAKING	3

Program Total..65-65

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Early Childhood Education - Bridge to Educator Licensure

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.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
PHI-105	INTRODUCTION TO ETHICS	3
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-113	MATH FOR ELEMENTARY TEACHERS II	3

Program Total..22-22

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 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.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
ECE-103	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
EDU-212	EDUCATIONAL FOUNDATIONS	3
EDU-920	FIELD EXPERIENCE	2
PHI-105	INTRODUCTION TO ETHICS	3
MUS-100	MUSIC APPRECIATION	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3
SDV-108	THE COLLEGE EXPERIENCE	1

Spring Semester		Credit
ECE-158	EARLY CHILDHOOD CURRICULUM I	3
ECE-133	CHILD HEALTH, SAFETY AND NUTRITION	3
ART-133	DRAWING	3
EDU-247	TEACHING EXCEPTIONAL LEARNERS	3.5
ECE-170	CHILD GROWTH AND DEVELOPMENT	3
ENG-105	COMPOSITION I	3

Fall Semester		Credit
BIO-105	INTRODUCTORY BIOLOGY	4
ENG-106	COMPOSITION II	3
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3
EDU-235	CHILDREN'S LITERATURE	3
HIS-152	US HISTORY SINCE 1877	3
MAT-112	MATH FOR ELEMENTARY TEACHERS I	3

Spring Semester		Credit
ECE-140	EARLY CHILDHOOD CURRICULUM PLANNING	3
ECE-284	FIELD EXPERIENCE II	2
MAT-113	MATH FOR ELEMENTARY TEACHERS II	3
EDU-255	TECHNOLOGY IN THE CLASSROOM	3
SPC-112	PUBLIC SPEAKING	3

Program Total.. 69.5-69.5

Instructor and Staff

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Elementary Education Transfer Major - AA

The Elementary Education AA degree transfer major AA 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.

West Burlington and Keokuk Campuses

Fall Semester I		Credit
SDV-108	THE COLLEGE EXPERIENCE	1
ENG-105	COMPOSITION I	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
MAT-112	MATH FOR ELEMENTARY TEACHERS I	3
EDU-212	EDUCATIONAL FOUNDATIONS	3
EDU-920	FIELD EXPERIENCE	2

Spring Semester I		Credit
ENG-106	COMPOSITION II	3
MAT-113	MATH FOR ELEMENTARY TEACHERS II	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3
HUM-114	MULTICULTURAL PERSPECTIVES	3
MUS-100	MUSIC APPRECIATION	3

Fall Semester II		Credit
SPC-112	PUBLIC SPEAKING	3
EDU-240	EDUCATIONAL PSYCHOLOGY	3
EDU-235	CHILDREN'S LITERATURE	3
HIS-211	MODERN ASIAN HISTORY	3
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3

Spring Semester II		Credit
EDU-247	TEACHING EXCEPTIONAL LEARNERS	3.5
EDU-255	TECHNOLOGY IN THE CLASSROOM	3
HIS-151	US HISTORY TO 1877	3
POL-111	AMERICAN NATIONAL GOVERNMENT	3
BIO-105	INTRODUCTORY BIOLOGY	4

Program Total.. 61.5-61.5

Instructor and Staff

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Emergency Medical Services - Emergency Medical Responder Certificate

West Burlington Campus

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

Spring Semester		Credit
EMS-201	Emergency Medical Technician	7
ENG-105	Composition I	3
HUM-114	Multicultural Perspectives	3
PHI-105	Introduction to Ethics	3

Fall Semester		Credit
EMS-663	Paramedic I	16

Spring Semester		Credit
EMS-664	Paramedic II	15

Summer Semester		Credit
EMS-665	Paramedic III	7

Program Total...70-70

Where will this take me?

Air Medical Transport
Ambulance Service
Fire Station
Hospital
Industry

Instructor and Staff

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BA, Bellevue University

Emergency Medical Services - Emergency Medical Technician Certificate

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.

West Burlington Campus

Fall OR Spring Semester	Credit
EMS-201 EMERGENCY MEDICAL TECHNICIAN	7

Program Total..7-7

Where will this take me?

Air Medical Transport
Ambulance Service
Fire Station
Hospital
Industry

Instructor and Staff

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Emergency Medical Services - Paramedic Certificate

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.

Paramedic Certificate awarded after completion of EMS-665.

West Burlington Campus

Fall OR Spring Semester	Credit
EMS-201 EMERGENCY MEDICAL TECHNICIAN	7

Fall Semester	Credit
EMS-663 PARAMEDIC I	16.5

Spring Semester	Credit
EMS-667 PARAMEDIC II	17

Summer Semester	Credit
EMS-665 PARAMEDIC III	7

Program Total...47.5-47.5

Where will this take me?

Air Medical Transport
Ambulance Service
Fire Station
Hospital
Industry

Instructor and Staff

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Emergency Medical Services - Paramedic AAS

The Southeastern Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)..

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775

(727) 210-2350

www.caahep.org.

To contact the CoAEMSP:

8301 Lakeview Parkway, Suite 111-312

Rowlette, TX 75088

(214) 703-8445

FAX (214) 703-8992

www.coaemsp.org

The EMT classes are offered in both night and day part-time format and the paramedic is offered as a full-time day format. Students enrolling in the Paramedic program must have a high school diploma or equivalent, current EMT certification and ALEKS math score of at least 14.

Paramedic Certificate

West Burlington campus, Keokuk campus, select courses online.

The following courses must be taken at the West Burlington location: EMS-201, EMS-663, EMS-667, EMS-665. All other courses can be taken at the West Burlington campus, Keokuk campus or online.

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.

Paramedic Certificate awarded after completion of EMS-665.

West Burlington Campus

Fall Semester I		Credit
BIO-163	ESSENTIALS OF ANATOMY AND PHYSIOLOGY	4
CSC-110	INTRODUCTION TO COMPUTERS	3
HSC-114	MEDICAL TERMINOLOGY	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3

Spring Semester I		Credit
EMS-201	EMERGENCY MEDICAL TECHNICIAN	7
ENG-105	COMPOSITION I	3
HUM-114	MULTICULTURAL PERSPECTIVES	3
PHI-105	INTRODUCTION TO ETHICS	3

Fall Semester II		Credit
EMS-663	PARAMEDIC I	16.5

Spring Semester II		Credit
EMS-667	PARAMEDIC II	17

Summer Semester		Credit
EMS-665	PARAMEDIC III	7

Program Total..72.5-72.5

Where will this take me?

Air Medical Transport
Ambulance Service
Fire Station
Hospital
Industry

Instructor and Staff

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Emergency Medical Services - Paramedic AAS

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.

Paramedic Certificate awarded after completion of EMS-665.

West Burlington Campus

Fall Semester I		Credit
BIO-163	ESSENTIALS OF ANATOMY AND PHYSIOLOGY	4
CSC-110	INTRODUCTION TO COMPUTERS	3
HSC-114	MEDICAL TERMINOLOGY	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3

Spring Semester I		Credit
EMS-201	EMERGENCY MEDICAL TECHNICIAN	7
ENG-105	COMPOSITION I	3
HUM-114	MULTICULTURAL PERSPECTIVES	3
PHI-105	INTRODUCTION TO ETHICS	3

Fall Semester II		Credit
EMS-663	PARAMEDIC I	16.5

Spring Semester II		Credit
EMS-667	PARAMEDIC II	17

Summer Semester		Credit
EMS-665	PARAMEDIC III	7

Program Total.. 72.5-72.5

Where will this take me?

Air Medical Transport
Ambulance Service
Fire Station
Hospital
Industry

Instructor and Staff

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Entrepreneurship - Small Business Management Certificate

The Entrepreneurship program is intended for those students who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the startup phase of a business.

The Small Business Management certificate is for those who wish to work in or own a small business. The Entrepreneurship certificate is for those who wish to own or participate in a small business startup. The Entrepreneurship Diploma is intended for individuals who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the start-up phase of business. The Entrepreneurship diploma is awarded upon successful completion of both certificate programs.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
BUS-102	INTRODUCTION TO BUSINESS	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-105	COMPOSITION I	3
ENG-131	BUSINESS ENGLISH	3

Spring Semester		Credit
BUS-130	INTRODUCTION TO ENTREPRENEURSHIP	3
BUS-135	MANAGING THE ENTREPRENEURIAL VENTURE	3
BUS-138	SMALL BUSINESS MARKETING	3

Program Total..21-21

Where will this take me?

Small Business Owner
Small Business Manager
Online Merchant
Store Manager

Instructor and Staff

Stephani Smith
Instructor
(319) 208-5000 ext. 5217
ssmith2@scciowa.edu
BA, Iowa Wesleyan College
MBA, Upper Iowa University

Entrepreneurship - Certificate

The Entrepreneurship program is intended for those students who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the startup phase of a business.

The Small Business Management certificate is for those who wish to work in or own a small business. The Entrepreneurship certificate is for those who wish to own or participate in a small business startup. The Entrepreneurship Diploma is intended for individuals who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the start-up phase of business. The Entrepreneurship diploma is awarded upon successful completion of both certificate programs.

West Burlington Campus (Keokuk campus offers select courses)

When offered		Credit
ACC-142	FINANCIAL ACCOUNTING	3
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-131	SMALL BUSINESS MANAGEMENT STRATEGIES	3
BUS-141	SMALL BUSINESS STARTUP	3
BUS-184	BASIC LAW FOR ENTREPRENEURS	3
MKT-140	PRINCIPLES OF SELLING	3

Program Total.. 18-18

Where will this take me?

Small Business Owner
Small Business Manager
Online Merchant
Store Manager

Instructor and Staff

Stephani Smith
Instructor
(319) 208-5000 ext. 5217
ssmith2@scciowa.edu
BA, Iowa Wesleyan College
MBA, Upper Iowa University

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Entrepreneurship - Diploma

The Entrepreneurship program is intended for those students who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the startup phase of a business.

The Small Business Management certificate is for those who wish to work in or own a small business. The Entrepreneurship certificate is for those who wish to own or participate in a small business startup. The Entrepreneurship Diploma is intended for individuals who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the start-up phase of business. The Entrepreneurship diploma is awarded upon successful completion of both certificate programs.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester		Credit
BUS-102	INTRODUCTION TO BUSINESS	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-105	COMPOSITION I	3
ENG-131	BUSINESS ENGLISH	3
BUS-131	SMALL BUSINESS MANAGEMENT STRATEGIES	3
BUS-138	SMALL BUSINESS MARKETING	3
MKT-140	PRINCIPLES OF SELLING	3

Spring Semester		Credit
ACC-142	FINANCIAL ACCOUNTING	3
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-130	INTRODUCTION TO ENTREPRENEURSHIP	3
BUS-135	MANAGING THE ENTREPRENEURIAL VENTURE	3
BUS-141	SMALL BUSINESS STARTUP	3
BUS-184	BASIC LAW FOR ENTREPRENEURS	3

Program Total...39-39

Where will this take me?

Small Business Owner
Small Business Manager
Online Merchant
Store Manager

Instructor and Staff

Stephani Smith
Instructor
(319) 208-5000 ext. 5217
ssmith2@scciowa.edu
BA, Iowa Wesleyan College
MBA, Upper Iowa University

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Entrepreneurship - AAS

The Entrepreneurship program is intended for those students who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the startup phase of a business.

The Small Business Management certificate is for those who wish to work in or own a small business. The Entrepreneurship certificate is for those who wish to own or participate in a small business startup. The Entrepreneurship Diploma is intended for individuals who wish to specialize in the creation of new business ventures, evaluate the feasibility of a new venture, and identify the available resources for assisting an entrepreneur during the start-up phase of business. The Entrepreneurship diploma is awarded upon successful completion of both certificate programs.

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
BUS-102	INTRODUCTION TO BUSINESS	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-105	COMPOSITION I	3
ENG-131	BUSINESS ENGLISH	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester I		Credit
ACC-142	FINANCIAL ACCOUNTING	3
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-130	INTRODUCTION TO ENTREPRENEURSHIP	3
BUS-135	MANAGING THE ENTREPRENEURIAL VENTURE	3
BUS-180	BUSINESS ETHICS	3
SPC-112	PUBLIC SPEAKING	3

Fall Semester II		Credit
BUS-131	SMALL BUSINESS MANAGEMENT STRATEGIES	3
BUS-138	SMALL BUSINESS MARKETING	3
MKT-140	PRINCIPLES OF SELLING	3
ECN-130	PRINCIPLES OF MICROECONOMICS	3
MAT-156	STATISTICS	3

Spring Semester II		Credit
BUS-141	SMALL BUSINESS STARTUP	3
BUS-184	BASIC LAW FOR ENTREPRENEURS	3
ECN-120	PRINCIPLES OF MACROECONOMICS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
MGT-170	HUMAN RESOURCE MANAGEMENT	3

Program Total...63-63

Where will this take me?

Small Business Owner
Small Business Manager
Online Merchant
Store Manager

Instructor and Staff

Stephani Smith
Instructor
(319) 208-5000 ext. 5217
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BA, Iowa Wesleyan College
MBA, Upper Iowa University

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Electrical Maintenance Technology Certificate

The Industrial Maintenance 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 Electrical Maintenance Technology certificate is awarded after successful completion of this course and is taught in the Fall semester.

The Mechanical Maintenance Technology certificate is a companion course taught in the Spring semester.

The Industrial Maintenance Technology diploma is awarded after successful completion of both of the certificate courses above.

Keokuk Campus

Fall Semester		Credit
BUS-121	BUSINESS COMMUNICATIONS	3
ELE-195	MOTOR CONTROLS	3
ELE-310	INDUSTRIAL ELECTRICITY	2
ELT-250	PROGRAMMABLE LOGIC CONTROLLERS	3
ELT-295	AC/DC FUNDAMENTALS	2
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Program Total.. 16-16

Where will this take me?

Industrial Engineering Technologist
Industrial Engineering Technician
Industrial Engineer
Industrial Safety & Health

Instructor and Staff

Jeron Lindsay
Instructor
(319) 524-3221 ext. 1937
jlindsay@scciowa.edu
Electrical & Mechanical Maintenance Certificates, Southeastern Community College
Welding & Industrial Maintenance Diploma, Southeastern Community College

Jason Radel
Instructor
(319) 524-3221 ext. ext. 1990
jradel@scciowa.edu
AAS-Electrical Technology, Northwest Iowa Community College
AAS-Biomedical Electronics, Southeastern Community College
RS Logix 5000 and Control Logix Certified

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Mechanical Maintenance Technology Certificate

The Industrial Maintenance 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 Mechanical Maintenance Technology certificate is awarded after successful completion of this course and is taught in the Spring semester.

The Electrical Maintenance Technology certificate is a companion course taught in the Fall semester.

The Industrial Maintenance Technology diploma is awarded after successful completion of both of the certificate courses above.

Keokuk Campus

Spring Semester		Credit
EGT-142	FLUID POWER 1	2
EGT-143	FLUID POWER 2	2
ELE-116	BLUEPRINT READING	1
IND-104	INDUSTRIAL PUMPS	1
IND-141	POWER TRANSMISSION	2
MFG-209	MACHINE SHOP PRACTICES	3
MFG-520	PREDICTIVE MAINTENANCE	2
PSY-102	HUMAN AND WORK RELATIONS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Program Total.. 16-16

Where will this take me?

Industrial Engineering Technologist
Industrial Engineering Technician
Industrial Engineer
Industrial Safety & Health

Instructor and Staff

Jeron Lindsay
Instructor
(319) 524-3221 ext. 1937
jlindsay@scciowa.edu
Electrical & Mechanical Maintenance Certificates, Southeastern Community College
Welding & Industrial Maintenance Diploma, Southeastern Community College

Jason Radel
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jradel@scciowa.edu
AAS-Electrical Technology, Northwest Iowa Community College
AAS-Biomedical Electronics, Southeastern Community College
RS Logix 5000 and Control Logix Certified

Industrial Maintenance Technology Diploma

The Industrial Maintenance 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 Electrical Maintenance Technology certificate is awarded upon successful completion of the Fall semester courses.

The Mechanical Maintenance Technology certificate is awarded upon successful completion of the Spring semester courses.

The Industrial Maintenance Technology diploma is awarded after successful completion of both of the certificate courses above.

Keokuk Campus

First Semester		Credit
BUS-121	BUSINESS COMMUNICATIONS	3
ELE-195	MOTOR CONTROLS	3
ELE-310	INDUSTRIAL ELECTRICITY	2
ELT-250	PROGRAMMABLE LOGIC CONTROLLERS	3
ELT-295	AC/DC FUNDAMENTALS	2
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Second Semester		Credit
EGT-142	FLUID POWER 1	2
EGT-143	FLUID POWER 2	2
ELE-116	BLUEPRINT READING	1
IND-104	INDUSTRIAL PUMPS	1
IND-141	POWER TRANSMISSION	2
MFG-209	MACHINE SHOP PRACTICES	3
MFG-520	PREDICTIVE MAINTENANCE	2
PSY-102	HUMAN AND WORK RELATIONS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Program Total..32-32

Where will this take me?

Industrial Engineering Technologist
Industrial Engineering Technician
Industrial Engineer
Industrial Safety & Health

Instructor and Staff

Jeron Lindsay
Instructor
(319) 524-3221 ext. 1937
jlindsay@scciowa.edu
Electrical & Mechanical Maintenance Certificates, Southeastern Community College
Welding & Industrial Maintenance Diploma, Southeastern Community College

Jason Radel
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jradel@scciowa.edu
AAS-Electrical Technology, Northwest Iowa Community College
AAS-Biomedical Electronics, Southeastern Community College

RS Logix 5000 and Control Logix Certified

Industrial Maintenance Technology - AAS

The Industrial Maintenance 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 a format designed for flexibility and customization based upon the desired career path of each individual student.

The Electrical Maintenance Technology certificate is awarded after successful completion of first semester courses.

The Mechanical Maintenance Technology certificate is awarded after successful completion of second semester courses.

The Industrial Maintenance Technology diploma is awarded after successful completion of the first and second semesters.

Keokuk Campus

First Semester		Credit
BUS-121	BUSINESS COMMUNICATIONS	3
ELE-195	MOTOR CONTROLS	3
ELE-310	INDUSTRIAL ELECTRICITY	2
ELT-250	PROGRAMMABLE LOGIC CONTROLLERS	3
ELT-295	AC/DC FUNDAMENTALS	2
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3

Second Semester		Credit
EGT-142	FLUID POWER 1	2
EGT-143	FLUID POWER 2	2
ELE-116	BLUEPRINT READING	1
IND-104	INDUSTRIAL PUMPS	1
IND-141	POWER TRANSMISSION	2
MFG-209	MACHINE SHOP PRACTICES	3
MFG-520	PREDICTIVE MAINTENANCE	2
PSY-102	HUMAN AND WORK RELATIONS or	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Third Semester		Credit
EGT-147	HYDRAULIC POWER SYSTEMS AND TROUBLESHOOTING	1
ELT-132	MOTOR DRIVES	1
ELT-262	ADVANCED PLC AND SYSTEM INTEGRATION (MECHATRONICS)	6
ENG-105	COMPOSITION I	3
IND-106	MACHINE SHOP II	2
IND-107	VALVES	1

Fourth Semester		Credit
ELE-127	TROUBLESHOOTING	1
ELT-176	INSTRUMENTATION	3
IND-179	BOILER OPERATION AND CONTROL	2
IND-180	INDUSTRIAL HEATING AND COOLING	2
CAD-101	INTRODUCTION TO CAD	3
HIS-151	US HISTORY TO 1877 or	3
HIS-152	US HISTORY SINCE 1877 or	3
PHI-101	INTRODUCTION TO PHILOSOPHY or	3
PHI-105	INTRODUCTION TO ETHICS	3
BIO-105	INTRODUCTORY BIOLOGY or	4
ENV-111	ENVIRONMENTAL SCIENCE or	4
PHS-151	INTRODUCTION TO ASTRONOMY	3

Program Total..63-64

Where will this take me?

Industrial Engineering Technologist
Industrial Engineering Technician
Industrial Engineer
Industrial Safety & Health

Instructor and Staff

Jeron Lindsay
Instructor
(319) 524-3221 ext. 1937
jlindsay@scciowa.edu
Electrical & Mechanical Maintenance Certificates, Southeastern Community College
Welding & Industrial Maintenance Diploma, Southeastern Community College

Jason Radel
Instructor
(319) 524-3221 ext. ext. 1990
jradel@scciowa.edu
AAS-Electrical Technology, Northwest Iowa Community College
AAS-Biomedical Electronics, Southeastern Community College
RS Logix 5000 and Control Logix Certified

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Interactive & Social Media Marketing - AAS

The Interactive and Social Media Marketing program prepares students with the necessary skills and knowledge to begin working in marketing, advertising agencies, or public relations positions within the digital marketing industry.

The curriculum includes classroom instruction, hands-on lab exercises, an internship, and preparation for nationally recognized certifications. Students receive instruction in the following areas: design/layout, typography, social media platforms, and video/audio.

Internships will be arranged in the marketing departments, or other businesses, that utilize digital marketing.

West Burlington Campus

Fall Semester I		Credit
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-105	COMPOSITION I	3
GRA-137	DIGITAL DESIGN	3
GRA-175	GRAPHIC DESIGN PRINCIPLES	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3
MAT-110	MATH FOR LIBERAL ARTS or	3
MAT-156	STATISTICS	3

Spring Semester I		Credit
GRA-275	ADVANCED GRAPHIC DESIGN	3
MKT-121	DIGITAL MARKETING	3
MMS-111	VIDEO PRODUCTION I	3
BUS-130	INTRODUCTION TO ENTREPRENEURSHIP	3
ART-184	PHOTOGRAPHY or	3
ART-186	DIGITAL PHOTOGRAPHY	3

Fall Semester II		Credit
GRA-140	DIGITAL IMAGING	3
GRA-173	TYPOGRAPHY	3
MKT-150	PRINCIPLES OF ADVERTISING	3
SMM-220	NAVIGATING THE MEDIA MINEFIELD	3
SPC-112	PUBLIC SPEAKING	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-115	SOCIAL PROBLEMS or	3
SOC-120	MARRIAGE AND FAMILY	3

Spring Semester II		Credit
GRA-127	ILLUSTRATOR I	3
GRA-158	WEB MULTIMEDIA	3
GRA-190	ELECTRONIC MEDIA PROJECTS	3
GRA-933	INTERNSHIP	4

Program Total...64-64

Instructor and Staff

Carlene Woodside
Professor
(319) 208-5000 ext. 5201
cwoodside@scciowa.edu
AAS, Carl Sandburg College
BS, Western Illinois University
MBA, Western Illinois University

Where will this take me?

Social Media Strategist
Social Media Assistant
Graphic Designer
Marketing Assistant
Digital Content Creator
Video Editor/Videographer
Public Relations Assistant
Copywriter
Marketing Manager

Math Transfer Major - AS

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.

West Burlington and Keokuk Campuses

Fall Semester I		Credit
SDV-108	THE COLLEGE EXPERIENCE	1
ENG-105	COMPOSITION I	3
MAT-156	STATISTICS	3
MAT-210	CALCULUS I	4
PSY-111	INTRODUCTION TO PSYCHOLOGY	3

Spring Semester I		Credit
ENG-106	COMPOSITION II	3
MAT-216	CALCULUS II	4
SPC-112	PUBLIC SPEAKING	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3
MAT-149	LINEAR ALGEBRA	3

Fall Semester II		Credit
MAT-219	CALCULUS III	4
HIS-151	US HISTORY TO 1877	3
PHY-212	CLASSICAL PHYSICS I	5
HUM-114	MULTICULTURAL PERSPECTIVES	3

Spring Semester II		Credit
PHI-105	INTRODUCTION TO ETHICS	3
BIO-105	INTRODUCTORY BIOLOGY	4
MAT-227	DIFFERENTIAL EQUATIONS WITH LAPLACE	4
PHY-222	CLASSICAL PHYSICS II	5

Program Total..61-61

Instructor and Staff

Glen Day
Professor
(319) 524-3221 ext. 1947
gday@scciowa.edu
BA, San Diego State University
MA, University of Missouri-Columbia

Robert Dengler
Professor
(319) 208-5000 ext. 5163
rdengler@scciowa.edu
BS, University of Iowa
MSM, Iowa State University

Michael Polley
Professor
(319) 208-5000 ext. 5189
mpolley@scciowa.edu
BS, Iowa State University
MSM, Iowa State University

Medical Assistant - Diploma

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

Commission on Accreditation of Allied Health Education Program

25400 US Highway 19 North Suite 158

Clearwater, Florida 33763

Telephone: (727) 210-2350

www.caahep.org

The Medical Assisting Program at Southeastern Community College (SCC) has a job placement rate of 100% for the graduate year of 2018. The exam passage rate for the 2017 graduates was 100%. Retention total percentage from the 2017 admission cohort was 100%.

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

West Burlington campus

Admissions standards apply to this program. Please contact the Enrollment Services for more details. *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:
  - 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 an Enrollment Specialist 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 Semester I		Credit
BIO-163	ESSENTIALS OF ANATOMY AND PHYSIOLOGY	4
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

Spring Semester I		Credit
HIT-211	BASIC MEDICAL INSURANCE & 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

Summer Semester		Credit
MAP-602	CLINICAL EXTERNSHIP SEMINAR	1
MAP-615	CLINICAL EXTERNSHIP	5

Program Total...48-48

Where will this take me?

Medical Assistant
Medical Records Manager
Medical Secretary

Instructor and Staff

Megan Massner
Instructor
(319) 208-5000 ext. 5203
mmassner@scciowa.edu
Diploma, Southeastern Community College

Deb Shaffer
Instructor/Coordinator
(319) 208-5000 ext. 5213
dshaffer@scciowa.edu
AAS, Mt. St. Clare College
ADN, Southeastern Community College

Medical Coding and Billing-Provider Emphasis - Diploma

Admissions standards apply to this program. Please contact the Enrollment Services for more details. *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:
- ACT
  - Reading: 19
  - Math: 19
- SAT
  - Reading/Writing: 330
  - Math: 510
- Next-Gen ACCUPLACER:
  - Reading: 248
- ALEKS:
  - Math: 14
- Satisfy "Iowa Core Performance Standards"

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.
- Must successfully complete a course in Anatomy and Physiology Essentials with a grade of "C" or above.

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

Prerequisite		Credit
BIO-163	ESSENTIALS OF ANATOMY AND PHYSIOLOGY	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 & BILLING	3
HSC-114	MEDICAL TERMINOLOGY	3

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

Summer Semester		Credit
CPC-810	MEDICAL CODING AND BILLING EXTERNSHIP	2.5
CPC-945	MEDICAL CODING AND BILLING SEMINAR	1

Program Total..42-42

Where will this take me?

Billing Specialist - Clinic/Physicians's office
Insurance Specialist - Clinic/Physician's office
Medical Auditor
Medical Coder- Clinic/Physician's office
Medical Insurance Claims Adjuster
Medical Insurance Salesperson

Instructor and Staff

Megan Massner
Instructor/Coordinator
(319) 208-5000 ext. 5203
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Diploma, Southeastern Community College

Anne Abel
Instructor
(319) 208-5000 ext. 5293
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Deb Shaffer
Instructor
(319) 208-5000 ext. 5213
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Network Administration & Cyber Security - IT Technician Diploma

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.

West Burlington Campus

Fall Semester		Credit
CIS-125	INTRODUCTION TO PROGRAMMING LOGIC WITH LANGUAGE	3
NET-122	COMPUTER HARDWARE BASICS	3
NET-142	NETWORK ESSENTIALS	3
NET-442	LINUX OPERATING SYSTEM	3
ENG-105	COMPOSITION I	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS or	3
MAT-772	APPLIED MATH (ONLINE)	3

Spring Semester		Credit
CIS-504	STRUCTURED SYSTEMS ANALYSIS	3
NET-101	IT FUNDAMENTALS	1
NET-310	VIRTUAL MACHINES	3
NET-314	WINDOWS SERVER	4
NET-637	NETWORK INTRUSION INVESTIGATION	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3

Program Total..35-35

Where will this take me?

Network Administrator
Network Technician
Network Installer

Instructor and Staff

Brenda Wamsley
Assistant Professor
(319) 208-5000 ext. 5195
bwamsley@scciowa.edu
Diploma, Indian Hills Community College
AAS, Southeastern Community College
BGS, Western Illinois University
MS, Western Governors University

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.

West Burlington Campus

Fall Semester I		Credit
CIS-125	INTRODUCTION TO PROGRAMMING LOGIC WITH LANGUAGE	3
NET-122	COMPUTER HARDWARE BASICS	3
NET-142	NETWORK ESSENTIALS	3
NET-442	LINUX OPERATING SYSTEM	3
ENG-105	COMPOSITION I	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS or	3
MAT-772	APPLIED MATH (ONLINE)	3

Spring Semester I		Credit
CIS-504	STRUCTURED SYSTEMS ANALYSIS	3
NET-101	IT FUNDAMENTALS	1
NET-310	VIRTUAL MACHINES	3
NET-314	WINDOWS SERVER	4
NET-637	NETWORK INTRUSION INVESTIGATION	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES or	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3

Fall Semester II		Credit
BUS-203	PROFESSIONAL DEVELOPMENT	2
CFR-100	INTRODUCTION TO COMPUTER FORENSICS	3
NET-627	SYSTEM SECURITY	2
NET-716	DATABASE ADMINISTRATION/SERVICE APPLICATION	3
PSY-111	INTRODUCTION TO PSYCHOLOGY or	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3

Spring Semester II		Credit
CIS-810	EMERGING TECHNOLOGIES SEMINAR	1
NET-153	ADVANCED NETWORKING	4
NET-717	EMAIL APPLICATIONS	3
NET-820	NETWORK INTERNSHIP	4
SPC-112	PUBLIC SPEAKING	3

Program Total..63-63

Where will this take me?

Network Administrator
Network Technician
Network Installer

Instructor and Staff

Brenda Wamsley
Assistant Professor
(319) 208-5000 ext. 5195
bwamsley@scciowa.edu
Diploma, Indian Hills Community College
AAS, Southeastern Community College
BGS, Western Illinois University
MS, Western Governors University

Southeastern Community College values diversity in all its forms. Please visit https://www.scciowa.edu/non-discrimination-statement.aspx to view our non-discrimination statement. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx

Nurse Aide Certificate

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.

West Burlington Campus (Keokuk campus offers select courses)

Required Course	Credit
HSC-168 NURSE AIDE	3.5

Program Total..3.5-3.5

Instructor and Staff

Alicia Anderson
Nurse Aide and Health Continuing Education Coordinator
(319) 208-5278
aanderson1@scciowa.edu
RN, Southeastern Community College
BSN, Chamberlain University

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Nursing - Diploma

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

Students are required to attend nursing orientation and complete the following requirements once admitted to the program.

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**.
- Signed Confidentiality Agreement.
- Current HIPAA Certification.
- Current Blood Borne Pathogen certification.

**Certifications may be obtained at Southeastern Community College. Students should work with an Enrollment Specialist 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.

View Program Outcome and Accreditation information at https://nursing.iowa.gov/

West Burlington Campus (Keokuk campus offers select courses)

Prerequisite		Credit
BIO-168	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO-173	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO-186	MICROBIOLOGY	4

Summer Semester		Credit
ENG-105	COMPOSITION I	3
PNN-160	INTRODUCTION TO NURSING PRACTICE	2
PNN-220	PHARMACOLOGY FOR NURSING I	2

Fall Semester		Credit
PNN-534	NURSING I	12.5

Fall Semester		Credit
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3

Spring Semester		Credit
PNN-311	PN ISSUES AND TRENDS	1
PNN-535	NURSING II	12

Program Total...47.5-47.5

Where will this take me?

Registered Nurse
Licensed Practical Nurse
Informatics Nurse Specialists
Acute Care Nurse

Instructor and Staff

Kristi Schroeder
Dean of Nursing & Health Professions
(319) 208-5000 ext. 5100 (WB) or(319) 524-3221 ext. 1979
(Keokuk)
kschroeder@scciowa.edu
RN, Augustana Hospital School of Nursing
BSN, University of Phoenix
MSN, University of Phoenix

Cole Roberts
Nursing Program Coordinator, Professor-Nursing
(319) 208-5000 ext. 5131
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BSN, Iowa Wesleyan College
MSN Ed., University of IA

Tiffany West
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BSN, Western Governors University
MSN Ed., Western Governors University

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ADN, Southeastern Community College
BSN, Jacksonville University
MSN Ed., Western Governors University
CCRN, Critical Care Registered Nurse Certification
NR-EMT, Nationally Registered Emergency Medical
Technician

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ADN, Southeastern Community College
BSN, Western Governors University
MSN Ed., Western Governors University
CEN, Certified Emergency Nurse Certification

Deanna Kline
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BSN, University of Nebraska Medical Center
MSN Ed., Walden University
CCRN, Critical Care Registered Nurse Certification

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BSN, Iowa Wesleyan College

MSN Ed., University of Phoenix

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MSN Ed., Walden University

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MSN Ed., Walden University

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MSN Ed., Clarkson College

Kali Watson
Instructor-Nursing
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RN, Indian Hills
BSN, Kaplan University
MSN Ed., Western Governor's University

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Nursing - AAS

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

Students are required to attend nursing orientation and complete the following requirements once admitted to the program.

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**.
- Signed Confidentiality Agreement.
- Current HIPAA Certification.
- Current Blood Borne Pathogen certification.

**Certifications may be obtained at Southeastern Community College. Students should work with an Enrollment Specialist 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.

View Program Outcome and Accreditation information at https://nursing.iowa.gov/

Board of Nursing Professional Licensure Requirements by State/U.S. Department of Education Regulation 34 CFR
https://www.ncsbn.org/14730.htm

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.htm

West Burlington Campus (Keokuk campus offers select courses)

Prerequisite		Credit
BIO-168	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO-173	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIO-186	MICROBIOLOGY	4

Summer Semester 1		Credit
ENG-105	COMPOSITION I	3
PNN-160	INTRODUCTION TO NURSING PRACTICE	2

Summer Semester 1		Credit
PNN-220	PHARMACOLOGY FOR NURSING I	2

Fall Semester 1		Credit
PNN-534	NURSING I	12.5
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3

Spring Semester 1		Credit
PNN-311	PN ISSUES AND TRENDS	1
PNN-535	NURSING II	12

Summer Semester 2	Credit
ADN-145 ROLE TRANSITION	1
ADN-221 PHARMACOLOGY II	2
PSY-111 INTRODUCTION TO PSYCHOLOGY	3

Fall Semester 2	Credit
ADN-641 NURSING III	14.5
SOC-110 INTRODUCTION TO SOCIOLOGY	3

Spring Semester 2	Credit
ADN-311 RN ISSUES AND TRENDS	1
ADN-642 NURSING IV	14

Program Total.. 86-86

Where will this take me?

Registered Nurse
Licensed Practical Nurse
Informatics Nurse Specialists
Acute Care Nurse

Instructor and Staff

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BSN, University of Phoenix
MSN, University of Phoenix

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BSN, Iowa Wesleyan College
MSN Ed., University of IA

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Clinical Coordinator-Nursing
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BA, Luther College
BSN, Western Governors University
MSN Ed., Western Governors University

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ADN, Southeastern Community College
BSN, Jacksonville University
MSN Ed., Western Governors University
CCRN, Critical Care Registered Nurse Certification
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ADN, Southeastern Community College
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MSN Ed., Walden University

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BSN, Iowa Wesleyan College
MSN Ed., Clarkson College

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RN, Indian Hills
BSN, Kaplan University
MSN Ed., Western Governor's University

Occupational Therapy Assistant - AAS

The Occupational Therapy Assistant Program is a 21-month (seven-term) program that prepares the student to become an Occupational Therapy Assistant (OTA). The occupational therapy assistant works with, and under the supervision of an occupational therapist, to improve and support functional performance in daily activities. OTAs, within their scope of practice, assist with the process of client evaluation, goal setting, implementation of care and documentation of occupational therapy services. Upon completion of the program, the associate degree graduate will be educationally prepared to provide service throughout the lifespan to individuals who have difficulties due to developmental, physical, cognitive and emotional impairments. After program completion, you will be eligible to take the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy (NBCOT).

Indian Hills Community College will offer the award. This is a shared program between SCC and IHCC.

West Burlington and Online (select courses at Indian Hills Community College)

Term 1

		Credit
BIO-168	HUMAN ANATOMY AND PHYSIOLOGY I	4
CSC-110	INTRODUCTION TO COMPUTERS	3
HSC-114	MEDICAL TERMINOLOGY	3
OTA-106	TRENDS IN OTA (INDIAN HILLS CC COURSE)	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3

Term 2

		Credit
BIO-173	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENG-105	COMPOSITION I	3
OTA-121	PRINCIPLES OF OT (INDIAN HILLS CC COURSE)	4
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3

Term 3

		Credit
OTA-131	PEDIATRIC PRACTICE FOR THE OTA (INDIAN HILLS CC COURSE)	4
OTA-141	THERAPEUTIC MEDIA IN OT (INDIAN HILLS CC COURSE)	3
OTA-212	FUNCTIONAL KINESIOLOGY (INDIAN HILLS CC COURSE)	3
OTA-801	OTA LEVEL IA FIELDWORK (INDIAN HILLS CC COURSE)	1

Term 4

		Credit
HSC-212	PATHOPHYSIOLOGY (INDIAN HILLS CC COURSE)	3
OTA-151	ADULT PHYSICAL DISABILITY PRACTICE FOR THE OTA (INDIAN HILLS CC COURSE)	4
OTA-161	TRADITIONAL AND EMERGING PRACTICE IN OT (INDIAN HILLS CC COURSE)	2
OTA-811	OTA LEVEL 1B FIELDWORK (INDIAN HILLS CC COURSE)	1
SPC-112	PUBLIC SPEAKING	3

Term 5

		Credit
OTA-171	PSYCHOSOCIAL PRACTICE FOR THE OTA (INDIAN HILLS CC COURSE)	3
OTA-821	OTA LEVEL 1C FIELDWORK (INDIAN HILLS CC COURSE)	1

Term 5

		Credit
SOC-110	INTRODUCTION TO SOCIOLOGY	3
HSC-226	HEALTH SOCIETY AND AGING (INDIAN HILLS CC COURSE)	3
MAT-110	MATH FOR LIBERAL ARTS or	3
MAT-128	PRECALCULUS or	4
MAT-140	FINITE MATH or	3
MAT-156	STATISTICS or	3
MAT-210	CALCULUS I or	4
MAT-216	CALCULUS II or	4
MAT-219	CALCULUS III	4

Term 6

		Credit
OTA-210	PROFESSIONAL ISSUES IN OT (INDIAN HILLS CC COURSE)	2
OTA-831	OTA LEVEL IIA FIELDWORK (INDIAN HILLS CC COURSE)	6

Term 7

		Credit
OTA-220	CLINICAL REASONING FOR OTA (INDIAN HILLS CC COURSE)	2
OTA-841	OTA LEVEL IIB FIELDWORK (INDIAN HILLS CC COURSE)	6

Program Total..83-84

Where will this take me?

Occupational Therapy Aide
Occupational Therapy Assistant

Instructor and Staff

Deb Shaffer
Instructor/Coordinator
(319) 208-5213
dshaffer@scciowa.edu
AAS, Mt. St. Clare College
ADN, Southeastern Community College

Physics Transfer Major - AA

The Physics Transfer Major is designed to seamlessly transfer into physics 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 and Keokuk Campus

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
HUM-114	MULTICULTURAL PERSPECTIVES	3

Spring Semester I		Credit
ENG-106	COMPOSITION II	3
MAT-216	CALCULUS II	4
CHM-175	GENERAL CHEMISTRY II	4
POL-111	AMERICAN NATIONAL GOVERNMENT	3
ART-133	DRAWING	3

Fall Semester II		Credit
MAT-219	CALCULUS III	4
PHY-212	CLASSICAL PHYSICS I	5
SPC-112	PUBLIC SPEAKING	3
PHI-105	INTRODUCTION TO ETHICS	3

Spring Semester II		Credit
MAT-156	STATISTICS	3
PHY-222	CLASSICAL PHYSICS II	5
MAT-227	DIFFERENTIAL EQUATIONS WITH LAPLACE	4
PSY-111	INTRODUCTION TO PSYCHOLOGY	3

Program Total..62-62

Instructor and Staff

Rahmat Rahmat
Instructor
(319) 208-5000 ext. 5294
rrahmat@scciowa.edu
BS, University of Indonesia
MS, University of Oregon
PhD, University of Oregon

Precision Machining & CNC Technology - AAS

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

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

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

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

West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
CAD-101	INTRODUCTION TO CAD	3
DRF-113	FUNDAMENTALS OF TECHNICAL DRAFTING	3
MAT-702	INTRODUCTION TO MATH APPLICATIONS	3
MFG-212	BASIC MACHINE THEORY	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3

Spring Semester I		Credit
MFG-142	GEOMETRIC DIMENSIONING TOLERANCING	3
CAD-277	3-D DIMENSIONAL (3-D) MODELING I	3
EGT-116	CONTINUOUS QUALITY MANAGEMENT	3
MFG-237	INTRODUCTION TO MACHINE TRADES	3
MFG-398	INTRODUCTION TO MACHINE SHOP	3

Fall Semester II		Credit
CAD-140	PARAMETRIC SOLID MODELING	3
MFG-156	INTRODUCTION TO CNC MACHINING	3
MFG-206	MANUFACTURING PROCESSES I	3
MFG-228	MACHINE OPERATIONS II	4
PHY-106	SURVEY OF PHYSICS	4

Spring Semester II		Credit
SPC-112	PUBLIC SPEAKING	3
MFG-165	ENGINEERING MATERIALS	3
MFG-303	ADVANCED CNC PROGRAMMING	6
MFG-323	MASTERCAM DESIGN	2
ENG-105	COMPOSITION I or	3
ENG-110	WRITING FOR THE WORKPLACE	3

Program Total..64-64

Where will this take me?

Computer Numerical Controls Machine Programmer (CNC)
Production Maintenance Technician
Tool and Die Maker
Manufacturing Production Technician
Manufacturing Engineering Technologist

Instructor and Staff

Brad Junker
Instructor
(319) 208-5000 ext. 5182
bjunker@scciowa.edu
Journeyman Machinist

Psychology Transfer Major - AA

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.

*Students enrolled in the online program will substitute SOC-212 for HUM-114 in Spring Semester II.

West Burlington, Keokuk, and Online

Fall Semester I		Credit
SDV-108	THE COLLEGE EXPERIENCE	1
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
PHI-101	INTRODUCTION TO PHILOSOPHY	3
ENG-105	COMPOSITION I	3
BIO-105	INTRODUCTORY BIOLOGY	4
PSY-102	HUMAN AND WORK RELATIONS	3

Spring Semester II		Credit
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3
ENG-106	COMPOSITION II	3
MAT-156	STATISTICS	3
PSY-241	ABNORMAL PSYCHOLOGY	3
PSY-251	SOCIAL PSYCHOLOGY	3

Fall Semester II		Credit
ART-101	ART APPRECIATION	3
SOC-160	INTRODUCTION TO SOCIAL WORK	3
ENV-111	ENVIRONMENTAL SCIENCE	4
PSY-228	DEATH AND DYING	3
SPC-112	PUBLIC SPEAKING	3

Spring Semester II		Credit
PHI-105	INTRODUCTION TO ETHICS	3
SOC-212	DIVERSITY	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
HIS-211	MODERN ASIAN HISTORY	3

Program Total..60-60

BA, Southwest Texas State University
MA, Webster University
PhD, Capella University

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Instructor and Staff

Polly Falcon
Professor
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BS, Texas A&M University
MS, University of North Texas

Lori Henderson
Professor
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BS, Western Illinois University
MS, Western Illinois University
PhD, Southern Illinois University-Carbondale

Lee Skeens
Professor
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AS, Community College of the Air Force

Respiratory Care - AAS

Admission standards apply to this program. Please contact Enrollment Services for more details.

Admission Requirements

- Departmental Math Test - must pass with 80%
- 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 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 an Enrollment Specialist 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.

A) Students will be required to obtain clearance on criminal and adult/child abuse screening.
F) Proof of health insurance.

**Certifications may be obtained at Southeastern Community College. Students should work with an Enrollment Specialist for the appropriate courses and dates to obtain these certifications.

All prerequisite courses must be completed with a grade of "C" (2.0) or higher within the last 5 years. 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

Prerequisites		Credit
BIO-186	MICROBIOLOGY	4
CHM-122	INTRODUCTION TO GENERAL CHEMISTRY	4
HSC-114	MEDICAL TERMINOLOGY	3

Fall Semester I		Credit
BIO-163	ESSENTIALS OF ANATOMY AND PHYSIOLOGY	4
ENG-105	COMPOSITION I	3
RCP-231	INTRODUCTION TO RESPIRATORY CARE	3

Fall Semester I		Credit
RCP-232	RESPIRATORY CARE MODALITIES	1.5
RCP-233	INTRODUCTION TO CLINICAL PRACTICE	3

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

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

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

Spring Semester II		Credit
RCP-767	RESPIRATORY CARE CLINIC IV	8
RCP-810	RESPIRATORY CARE PROFESSIONAL	2
RCP-910	RESPIRATORY CARE RRT REVIEW	2

Program Total...81-81

Where will this take me?

Certified Respiratory Therapist
Registered Respiratory Therapist

Instructor and Staff

Stacy Sells
Professor/Program Coordinator
(319) 208-5204
ssells@scciowa.edu
AAS, Kirkwood Community College
BHS, University of Missouri-Columbia
Ed.M., University of Illinois Champaign-Urbana
RRT-Registered Respiratory Therapist
RRT-ACCS, Adult Critical Care Specialist
RRT-NPS, Neonatal/Pediatric Specialist
CPFT, Certified Pulmonary Function Technologist
AE-C, Certified Asthma Educator

Deanna Johannsen
Instructor/Clinical Coordinator
(319) 208-5214
djohannsen@scciowa.edu
AAS, Southeastern Community College
BS, Western Governors University
RRT, Registered Respiratory Therapist
RRT-NPS, Neonatal/Pediatric Specialist
RPFT, Registered Pulmonary Function Technologist

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.

West Burlington and Keokuk Campuses

Fall Semester I		Credit
SDV-108	THE COLLEGE EXPERIENCE	1
ENG-105	COMPOSITION I	3
PSY-111	INTRODUCTION TO PSYCHOLOGY	3
MAT-110	MATH FOR LIBERAL ARTS	3
EDU-212	EDUCATIONAL FOUNDATIONS	3
EDU-920	FIELD EXPERIENCE	2

Spring Semester I		Credit
ENG-106	COMPOSITION II	3
MAT-156	STATISTICS	3
EDU-247	TEACHING EXCEPTIONAL LEARNERS	3.5
POL-111	AMERICAN NATIONAL GOVERNMENT	3
HIS-211	MODERN ASIAN HISTORY	3

Fall Semester II		Credit
HUM-114	MULTICULTURAL PERSPECTIVES	3
EDU-240	EDUCATIONAL PSYCHOLOGY	3
LIT-101	INTRODUCTION TO LITERATURE	3
HIS-151	US HISTORY TO 1877	3
PSY-121	DEVELOPMENTAL PSYCHOLOGY	3

Spring Semester II		Credit
EDU-255	TECHNOLOGY IN THE CLASSROOM	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3
EDU-220	HUMAN RELATIONS FOR THE CLASSROOM TEACHER	3
SPC-112	PUBLIC SPEAKING	3
BIO-105	INTRODUCTORY BIOLOGY	4

Program Total...61.5-61.5

Instructor and Staff

Beth Ash
Adjunct Instructor
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bash@scciowa.edu
BA, Oral Roberts University
MA, University of Tulsa

Sociology Transfer Major - AA

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

*Students enrolled in the online program will make 2 substitutions during Fall Semester II:
- SOC-212 in place of HUM-114
- SOC-136 in place of SOC-114

West Burlington campus and Online (Keokuk campus offers select courses)

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
PHS-185	INTRODUCTION TO EARTH SCIENCE	3
HIS-211	MODERN ASIAN HISTORY	3

Spring Semester I		Credit
ENG-106	COMPOSITION II	3
PSY-251	SOCIAL PSYCHOLOGY	3
MAT-156	STATISTICS	3
SOC-120	MARRIAGE AND FAMILY	3
HIS-152	US HISTORY SINCE 1877	3

Fall Semester II		Credit
SPC-112	PUBLIC SPEAKING	3
SOC-115	SOCIAL PROBLEMS	3
LIT-101	INTRODUCTION TO LITERATURE	3
HUM-114	MULTICULTURAL PERSPECTIVES	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3

Spring Semester II		Credit
BIO-105	INTRODUCTORY BIOLOGY	4
POL-111	AMERICAN NATIONAL GOVERNMENT	3
PHI-105	INTRODUCTION TO ETHICS	3
SOC-160	INTRODUCTION TO SOCIAL WORK	3
SOC-161	INTRODUCTION TO SOCIAL WORK LAB	1

Program Total..60-60

Instructor and Staff

Andrea Jones
Instructor
(319) 208-5000 ext. 5247
ajones@scciowa.edu
AA, Illinois Central College
BA, Western Illinois University
MA, Western Illinois University

Welding - Basic 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.

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

Program Total.. 16-16

Where will this take me?

Construction Welder
Industrial Welder
Maintenance Welder
Pipe Welder

Instructor and Staff

Mike Kaczinski, Evening
Assistant Professor
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AWS Certified Welding Educator (CWE)
AWS Certified Welding Inspector (CWI)

Bill (William) White, Days
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AWS Certified Associate Welding Inspector (CAWI)

Southeastern Community College values diversity in all its forms. Please visit https://www.scciowa.edu/non-discrimination-statement.aspx to view our non-discrimination statement. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx

Welding - Advanced 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.

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

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

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

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

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

Program Total... 32-32

Where will this take me?

Construction Welder
Industrial Welder
Maintenance Welder
Pipe Welder

Instructor and Staff

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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.

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

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

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

Spring Semester II		Credit
WEL-235	LAYOUT & FABRICATION	4
WEL-720	INTRODUCTION TO ROBOTIC ARC WELDING	2

Program Total...46-46

Where will this take me?

Construction Welder
Industrial Welder
Maintenance Welder
Pipe Welder

Instructor and Staff

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Welding - Diploma

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.

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

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

Program Total..35-35

Where will this take me?

Construction Welder
Industrial Welder
Maintenance Welder
Pipe Welder

Instructor and Staff

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AWS Certified Welding Inspector (CWI)

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bwhite@scciowa.edu
AWS Certified Associate Welding Inspector (CAWI)

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.

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

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

Summer Semester		Credit
SOC-115	SOCIAL PROBLEMS	3

Fall Semester II		Credit
DRF-113	FUNDAMENTALS OF TECHNICAL DRAFTING	3
SDV-125	WORKPLACE READINESS	1
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

Spring Semester II		Credit
MGT-130	PRINCIPLES OF SUPERVISION	3
PSY-102	HUMAN AND WORK RELATIONS	3
WEL-235	LAYOUT & FABRICATION	4
WEL-720	INTRODUCTION TO ROBOTIC ARC WELDING	2

Program Total..65-65

Where will this take me?

Construction Welder
Industrial Welder
Maintenance Welder
Pipe Welder

Instructor and Staff

Mike Kaczinski, Evening
Assistant Professor
(319) 208-5000 ext. 5130
mkaczinski@scciowa.edu
AWS Certified Welding Educator (CWE)
AWS Certified Welding Inspector (CWI)

Bill (William) White, Days
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AWS Certified Associate Welding Inspector (CAWI)

Continuing Education Program - Truck Driving

The trucking industry is one of the fastest growing and largest employment sectors in today's economy. The Center of Business at Southeastern Community College offers convenient, stream-lined, CDL training programs designed to get you on the road quickly. Tremendous job opportunities are available through our placement program. Our four week, 160 hour program packs all the learning of a traditional program into a convenient, streamlined package that gets you on the road quickly. Tremendous job opportunities are available through our lifetime placement program.

CDL Permit must be obtained prior to registration. Drug screen and DOT physical will need to be completed prior to the start of class and will be scheduled by CBIZ.

West Burlington Campus

160 Clock Hours
20 Sessions

Program Total..0-0

Where will this take me?

Learn the safe driving skills necessary to get your Class A CDL and in return receive the potential for a lucrative career with excellent pay and benefits.

Instructor and Staff

Chuck Collins
Instructor
no@email.address

Diana Fincher-Smith
Program Developer
(319) 208-5383
dfincher-smith@scciowa.edu

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Course Descriptions

A brief narrative description of each course offered by Southeastern Community College is found in this section. Descriptions also contain the course number, course title, number of lecture and laboratory hours, and the number of semester hours of credit granted upon successful completion of each course.

The Iowa community colleges have developed a systematic numbering system for all the credit courses they offer. The goal of this common course numbering system is to facilitate transfer and articulation processes for community college students in Iowa.

ABC Discipline prefix of program or subject 123

000-099 developmental courses

100-899 courses intended to meet specific requirements for certificates, diplomas, and degrees in career and technical and transfer programs

900-999 generic focus courses such as special topics, OJT, internships

Course Prerequisites

The instructor of any course (other than health careers classes and ENG-105) may waive any stated prerequisite of the course when, in the judgment of the instructor, the student can demonstrate sufficient evidence to justify enrollment.

Course Offerings

If there is sufficient demand, courses may be offered more frequently than announced. Insufficient demand or unforeseen staffing problems may result in the cancellation of announced offerings. Southeastern Community College reserves the right to alter the course offerings and/or course content without further notice. Students are advised to consult the schedule of classes available in Enrollment Services.

Accounting (ACC)

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 the double-entry system 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. Specific 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**

A continuation of Principles of Accounting I, the second principles of accounting course will proceed through the recognition, valuation, and financial reporting requirements for merchandise inventory, fixed assets, intangibles, payroll, current liabilities, and long-term liabilities, before looking at the specific accounting issues related to corporations and partnerships. The course will conclude with coverage of the Statement of Cash Flows and financial statement analysis. 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**

An introduction to managerial accounting and practice with emphasis on the sources and uses of data for decisions. Prerequisite: ACC-142.

ACC-161
PAYROLL ACCOUNTING
Lec 3   **Credit 3**

Payroll accounting emphasizes the methods of computing wages and salaries, the methods of keeping records, and the preparation of government reports. Extensive coverage of federal and state laws impacting payroll accounting is provided. During the course of the semester, students will explore numerous manual and computerized payroll systems.

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-311
COMPUTER ACCOUNTING
Lec 3   **Credit 3**

Studies payroll records and payroll taxes imposed by state and federal agencies. The course will focus on computerized accounting records, including general ledger, accounts receivable, accounts payable, depreciation and payroll systems.

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. Prerequisites: ACC-131, ACC-142 or permission of instructor

ACC-932
INTERNSHIP
Lec 0   **OJT 16**   **Credit 4**

Accounting students who have completed the prerequisite courses may use this opportunity to gain practical experience in the field of accounting. Student placement will vary,

depending upon availability of internship positions. The specific arrangements for the nature of the work and scheduling of contact hours will be made under the supervision of the employer. Prerequisites: ACC-142, ACC-311, CSC-110 and ENG-105

Administrative Professional (ADM)

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-149
TRANSCRIPTION
Lec 2   **Lab 2**   **Credit 3**
Designed for students in the Administrative Professional program to develop skills in transcribing various business documents. Prerequisites: ADM-120 and ENG-131.

ADM-162
OFFICE PROCEDURES
Lec 3   **Credit 3**
Duties, responsibilities, and personal qualifications of the office worker are emphasized. Efficient work procedures in completing common office tasks, office environment and personal development are typical areas studied.

ADM-171
RECORDS MANAGEMENT
Lec 1   **Lab 2**   **Credit 2**
This course is designed to familiarize students with alphabetic, numeric, geographic and subject filing systems. Both manual and electronic systems will be utilized. Prerequisite: ADM-117 or CSC-110.

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. Prerequisites: ADM-120.

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. Prerequisites: ADM-120.

ADM-235
ADVANCED INTEGRATED OFFICE PROJECTS
Lec 1   **Lab 3**   **Credit 3**
An advanced course to integrate mastery level skills using Microsoft Word, Excel, Access, Outlook, PowerPoint, Publisher, the Internet and voice recognition software. Students work in an office-style environment requiring self-discipline and resourcefulness to manage communications, create effective presentations, solve business problems, make financial decisions, manage data, conduct business research and manage schedules. Continued emphasis on proper keyboarding technique, accuracy and speed building. Prerequisites: ADM-230

Associate Degree Nursing (ADN)

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 Pharmacology II

ADN-221
PHARMACOLOGY II
Lec 2   **Credit 2**
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 through the use of the nursing process. Understanding how drugs work and their relationship to expected outcomes and possible adverse reactions is explored. Recognition of safe dosage ranges, potential interactions, patient factors that affect drug actions, and safe administration techniques are included. The education of clients about their drug therapies is a crucial component. Prerequisites: A minimum grade of a C in BIO-186 , PSY-121, PNN-160, PNN-220, PNN 534, PNN-311, PNN 535 , and ENG-105. Corequisite: ADN-145

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, 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)

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-211
GRAIN AND FORAGE CROPS (ONLINE)
Lec 2   **Lab 2**   **Credit 3**
This course examines production management practices for corn, soybean, small grain, and forage crops common to Midwestern U.S. agriculture. Emphasis will be placed on growth and development, plant characteristics, management practices and problem solving.

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)

AGB-210
AGRICULTURE LAW
Lec 2   Credit 2
This course is designed to make the student aware of the legalities of the farm business in regard to estate planning, leasing, contracts and legal liability.

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
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-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-466
AGRICULTURAL FINANCE (ONLINE)
Lec 3   Credit 3
This course is a study of the terminology and tools of agricultural finance. It emphasizes the preparation of financial statements, cash flows, budgets and bookkeeping principles. It also discusses financial risk strategies and credit costs.

AGB-930
AGRICULTURE SEMINAR
Lec 1   Credit 1
This course is designed to enable the student to gain practical experience in the areas of farm equipment maintenance, equipment adjustment and operation, crop scouting for weeds, insects and diseases, and weed and insect management. It will be taught on an arranged basis at the SCC West Burlington campus as time and weather influence the operations necessary.

Agricultural Miscellaneous (AGC)

AGC-216
CAREER SEMINAR
Lec 2   Credit 2
This course is designed to help students explore and discover the many opportunities that are available in the profession of agriculture and related industries both nationally and internationally.

AGC-420
ISSUES IN AGRICULTURE
Lec 3   Credit 3
This course provides students the opportunity to collect, discuss, interpret, and defend current economic, environmental and social issues that affect the production of agricultural commodities.

AGC-936
OCCUPATIONAL EXPERIENCE
Lec 0   OJT 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.

Horticulture (AGH)

AGH-112
INTRODUCTION TO TURF GRASS MANAGEMENT (ONLINE)
Lec 3   Credit 3
This course covers the principles and practices of turf grass management for application to golf course, lawns, athletic fields, and playgrounds.

AGH-131
GREENHOUSE MANAGEMENT (ONLINE)
Lec 3   Credit 3
Manage greenhouse air, water, soil, and light for most efficient use of resources. Pest management, plant rotation and scheduling for flower sales are included.

AGH-221
PRINCIPLES OF HORTICULTURE
Lec 2   Lab 2   Credit 3
Provides an introduction to horticulture covering the basic knowledge and skills associated with growth and development of plants including fruits, vegetables, turf grass, and ornamentals.

AGH-260
FRUITS AND VEGETABLES
Lec 2   Lab 2   Credit 3
This course discusses the principles and practices of fruit and vegetable production with emphasis on home production and small commercial production. Insects, diseases of fruits and vegetables and storage methods will be covered.

Agricultural Mechanics (AGM)

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.

AGM-155
FARM EQUIPMENT MANAGEMENT
Lec 2   Credit 2
This course deals with fitting farm equipment to the farming unit and the repair of farm equipment.

AGM-203
AGRICULTURAL WELDING
Lec 1   Lab 2   Credit 2
A shop course dealing with welding.

Natural Resources (AGN)

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.

Precision Agriculture (AGP)

AGP-333
PRECISION FARMING SYSTEMS
Lec 3   Credit 3
Provides an overview of precision farming concepts and the tools of precision farming (OPS, GIS and VRT). Introduces the use of each of these tools within the processes of a precision farming system. Provides hands-on activities in the use of these tools. Discusses economic and environmental benefits.

AGP-340
FOUNDATIONS OF GIS AND GPS
Lec 2   Lab 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)

AGS-113
SURVEY OF THE ANIMAL INDUSTRY
Lec 2   Lab 2   Credit 3
Introduces students to the various species and breeds of domestic animals and to create an understanding of the principles of food animal production, product marketing, and issues confronting the animal industry.

AGS-216
EQUINE SCIENCE

Lec 3 **Credit 3**

This course is an introduction to concepts, practices and decisions necessary when managing horses through stages of their lives.

AGS-225
SWINE SCIENCE
Lec 3 **Credit 3**

Introduces principles, practices, and decisions impacting swine production.

AGS-226
BEEF CATTLE SCIENCE
Lec 3 **Credit 3**

Introduces principles, practices, and decisions impacting beef cattle production.

AGS-242
ANIMAL HEALTH (ONLINE)
Lec 3 **Credit 3**

Provides information about the cause, nature, prevention, and treatment of common health problems of farm animals. Identifies animal behavior and developing a herd health program.

AGS-270
FOODS OF ANIMAL ORIGIN (ONLINE)
Lec 3 **Credit 3**

This is a general basic agri-food science course that deals with world food needs and available food supplies, types of food and nutritive value and use, and methods used and challenges involved in food production, transportation, preservation/processing, storage, distribution, marketing and consumption. The course covers both animal origin and non-animal origin food products.

AGS-319
ANIMAL NUTRITION (ONLINE)
Lec 3 **Credit 3**

A course in basic animal nutrition for swine and beef cattle. Feed utilization for maintenance/growth, reproduction and lactation is discussed. The formulation of rations on both a nutritional and economic basis as well as the substitution of ingredients will be covered.

AGS-331
ANIMAL REPRODUCTION (ONLINE)
Lec 3 **Credit 3**

This course is presented with the agriculture student in mind. The first unit, Physiology, addresses cellular digestion, reproduction, genetics and ecology. The second unit, Applications, teaches the practical application of animal science. The third unit instructs students in the interpretation of performance data for judging and evaluating livestock.

Veterinarian Technician (AGT)

AGT-250
FOOD AND BIOSECURITY ISSUES
Lec 1 **Credit 1**

This course focuses on threats to food system biosecurity. Students will research and discuss contemporary issues regarding biosecurity, vulnerabilities of the food system from pre-harvest through post-processing, consumption and potential threats by class of agents.

Animation (ANI)

ANI-101
ANIMATION SOFTWARE I
Lec 2 **Lab 2** **Credit 3**

This course will introduce students to basic computer use and to the basic processes used in animation. Students will use industry standard software to develop art assets and will be exposed to topics such as 3D modeling and sculpting, basic rigging and skinning, animation, materials and lighting and texture mapping.

ANI-102
ANIMATION SOFTWARE II
Lec 2 **Lab 2** **Credit 3**

Students will learn more advanced modeling & sculpting techniques to complete a low and hi-resolution character model. Students will also be introduced to basic lighting and compositing techniques. Prerequisites: ANI-101

ANI-103
ANIMATION SOFTWARE III
Lec 2 **Lab 2** **Credit 3**

This course teaches the skills necessary to create complex bipedal character rigs. Students will discover forward kinematics, inverse kinematics, constraints, and more in this step-by-step introduction to character rigging. Students will also gain a deeper understanding of both technical and character animation including applying motion capture data to rigs. Pre-requisite: ANI-102 Animation Software II

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-106
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.

ANI-116
EXPLORING HUMAN MOVEMENT

Lec 2   Lab 2   Credit 3

This course explores drawing fully realized characters and provides students with a simplified understanding of human anatomy. Students will learn to analyze figures to gain an understanding of strong body and weight mechanics as well as a good posing for animation. The groundwork for figure drawing will be established through a series of gesture and character studies with an emphasis being placed on building form through basic shapes, silhouette, proportion and expression.

ANI-117
STORY FOR ANIMATION
Lec 2   Lab 2   Credit 3

The purpose of this course is to introduce students to screenplay and story development. 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. Students will be provided with the opportunity to develop their own story ideas and learn the stages of a typical story development pipeline through application and lecture. Upon completion of this course, students will have developed an individual story project through the animatic phase. Prerequisites: ANI-116, ENG-105

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-166
CAPSTONE AND DEMO REEL FOR ANIMATION
Lec 2   Lab 2   Credit 3

Following successful completion of animation core coursework, this course will provide the student with a basic and broad familiarity in marketing theory and foundation in branding as it potentially revisits elements in professional development. This class is designed to improve student's marketing skills and understanding of specific branding topics and big picture issues of how various aspects of marketing fit together from a brand equity perspective in order to apply it to the final project. Once a brand strategy is determined, students will help promote their ability to enter the industry workforce. They will use previously created projects to edit together a demo reel and create an electronic portfolio to use after graduation. This course will integrate all facets of the animation course work. Prerequisites: ANI-103, ANI-118, ANI-211

ANI-210
INTERMEDIATE ANIMATION
Lec 2   Lab 6   Credit 5

Students will gain skills in the art of character animation as well as production workflows and techniques by practicing the application of the 12 principles of animation. Students will build a solid foundation of timing through comprehension of the subtleties of animation, while focusing on strong body and weight mechanics as well as good posing with strong silhouettes. This course will be divided into demos, exercises, lectures, and in-class critiques. Prerequisites: ANI-106

ANI-211
ADVANCED ANIMATION
Lec 2   Lab 6   Credit 5

This course covers the processes and techniques used to create believable and appealing body mechanics as well as an exploration of topics such as facial animation and lip-sync techniques in animation. Quadruped body mechanics will also be analyzed to create physically accurate motion for creatures. 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, working towards producing demo reel-quality scenes. Prerequisites: ANI-210

ANI-932
INTERNSHIP
Lec 0   OJT 15   Credit 4

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. Prerequisite: ANI-103, ANI-118, ANI-211

ANI-941
ANIMATION STUDIO PRACTICUM
Lec 2   Lab 2   Credit 3

This course is designed to provide students with a practical experience in computer animation prior to completion of the Associate of Applied Science degree. This course is intended for non-interning students. This course is also designed to help students develop the materials and skills necessary to obtain and maintain employment. Prerequisite: ANI-103, ANI-118, ANI-211

Architectural (ARC)

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. Prerequisites: CAD-101.

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: ARC-113.

Art (ART)

ART-101
ART APPRECIATION
Lec 3   **Credit 3**

This course is a study of aesthetics as related to human expression, especially within the visual arts of painting, sculpture and architecture. This is a humanities-oriented course where art principles are examined as they relate to the production and interpretation of Western art in both historical and cultural contexts covering the Renaissance through post-modern periods. Students will form personal opinions about art by looking at art and evaluating art with methods taught in class.

ART-109
NON-WESTERN ART
Lec 3   **Credit 3**

A survey of art history from prehistoric to modern times of locations outside of Western civilization. Both period style and personal styles will be compared to the lifestyles of the area. Geographical emphases will be in Africa, Eastern and Southern Asia, Central and Native North America, South America and Australia. Class work will consist of discussion of art using slides, prints, videos, hands-on activities and field trips.

ART-120
2-D DESIGN
Lec 2   **Lab 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 4**

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 permission of instructor.

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 CompactLogix 5000 PLC and RS Logix 5000, RS Linx, and RS FactoryTalk View ME software. Students will also study how PLCs interface to HMIs, RFID, and barcode reading using Ethernet/IP networking control systems.

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: ELT-262

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: A grade of C- or above in AUT-106.

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: SCI-115

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-405, AUT-505, AUT-166, AUT-244, AUT-610, AUT-625, AUT-800. Must complete the following classes with a minimum grade of C-; AUT-126, AUT-106. Corequisites: AUT-190, AUT-207, AUT-246, AUT-700

Business Computer Applications (BCA)

BCA-157
INTERMEDIATE SPREADSHEETS
Lec 2   Lab 2   Credit 3

This advanced course in electronic spreadsheets emphasizes the use of advanced features of a leading electronic spreadsheet software package in a Microsoft Windows environment. Topics to be covered include spreadsheet editing, working with multiple worksheets, creating a Web page from a spreadsheet, developing spreadsheet applications, creating and using macros, using data tables and scenario management, importing data, and enhancing a spreadsheet with Visual Basic for Applications. Prerequisite: Grade of "C-" or higher in CSC-110 or CSC-140..

Biology (BIO)

BIO-105
INTRODUCTORY BIOLOGY
Lec 3   Lab 2   Credit 4

Introductory Biology is a lecture and lab course designed for non-science majors or as a refresher course of those wishing to take higher-level biology courses. Topics include chemistry of life, molecular and cellular biology, genetics, evolution, plant, animal, and fungi classification, and ecology.

BIO-112
GENERAL BIOLOGY I
Lec 3   Lab 2   Credit 4

First semester of Biology for majors. Intensive cellular and molecular approach to the study of biological principles with emphasis on biomolecules, cellular biology, genetics, and evolution. Prerequisite or Corequisite: CHM-165.

BIO-113
GENERAL BIOLOGY II
Lec 3   Lab 2   Credit 4

Second semester of biology for majors. Topics covered include: taxonomy and a survey of invertebrate and vertebrate organisms, fungi and plants. Prerequisite: BIO-112 with a minimum grade of C and CHM-165 with a minimum grade of C.

BIO-138
FIELD ECOLOGY

Lec 2   Lab 2   Credit 3

A study of ecology and conservation using various resources but including "A Sand County Almanac" by Aldo Leopold in conjunction with both field and lab work.

BIO-151
NUTRITION
Lec 3   Credit 3

This course explores nutrition as it relates to health, disease and stages of human development and life cycle. Emphasis is on essential nutrients, what they are and how they are used by the body. Food safety and food technology will be covered.

BIO-157
HUMAN BIOLOGY
Lec 3   Lab 2   Credit 4

Introductory course that focuses on the chemistry, histology, organization and function of major human body systems. It continues with a survey of human genetics, inheritance, evolution and ecology.

BIO-163
ESSENTIALS OF ANATOMY AND PHYSIOLOGY
Lec 3   Lab 2   Credit 4

This introductory course is designed for the student needing a one-semester combined anatomy and physiology course with laboratory. All systems will be covered with greater emphasis on the cardiovascular, respiratory, immune and urinary systems.
  This course also provides background for the more advanced courses BIO-168 and BIO-173

BIO-168
HUMAN ANATOMY AND PHYSIOLOGY I
Lec 3   Lab 2   Credit 4

The first of a two-semester sequence providing a comprehensive study of the anatomy and physiology of the human body for college transfer and/or allied health prerequisites. Topics include body organization; homeostasis; cytology; histology; and the integumentary, skeletal, muscular, nervous systems, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory component includes anatomical studies using microscopy and dissection of selected organisms as well as the study of physiological concepts via experimentation. It is highly recommended that a student complete this series (BIO-168 and BIO-173) at SCC in order to maintain transferability to four-year institutions.

BIO-173
HUMAN ANATOMY AND PHYSIOLOGY II
Lec 3   Lab 2   Credit 4

Second of a two-semester sequence continuing the comprehensive study of the anatomy and physiology of the human body for college transfer and/or allied health prerequisites. Includes the study of the endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory component includes anatomical studies using microscopy and dissection of selected organisms as

well as the study of physiological concepts via experimentation. Prerequisite: BIO-168 with a minimum grade of C.

BIO-186
MICROBIOLOGY
Lec 3   Lab 2   Credit 4

A study of microbial populations and their relationships to the human in health and diseases.

BIO-217
SCIENCE OF MONSTERS
Lec 3   Credit 3

Science of Monsters is a lecture course designed for non-science majors and explores basic principles of science in a novel format. A heavy emphasis is put on critical thinking and analyzing sources of information. Topics include chemistry of life, cryonics, genetics, diseases, vampirism, dragons, embryology, cloning, and parasites. This course will also examine skepticism, eyewitness testimony, and the cultural influence on the development of monster stories. Topics will be applied to discussion of things deemed monstrous in cinema, mythology, and lore.

BIO-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-252
BIOMOLECULAR PROCESSES (ONLINE)
Lec 2   Lab 2   Credit 3

This class is designed primarily for first-year students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry, organic chemistry and biochemistry as applied to the human body.

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-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-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-138
SMALL BUSINESS MARKETING
Lec 3   **Credit 3**
Discussions and focus are on marketing applications. Students will participate in workshops and strategies sessions on entrepreneurial topics related to market research, product development, pricing, distribution, promotion, marketing campaigns and budgets.

BUS-140
SMALL BUSINESS START-UP (ONLINE)
Lec 2   **Credit 2**
This course provides an introduction to the various aspects of starting a small business. There will be extensive coverage of how to create a business plan. The course will consist of various individual and group projects. Students should be able to enter the business world with the knowledge it takes to build a foundation for success in their own business.

BUS-141
SMALL BUSINESS STARTUP
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. Prerequisites: BUS-135, BUS-145.

BUS-145
FINANCIAL ENTREPRENEURSHIP
Lec 3   **Credit 3**
Provides a straightforward practical examination of the business and financial knowledge required of the successful entrepreneur. Investigates key questions that challenge entrepreneurs such as how much money can/should be raised, from whom, what the reasonable valuation of the company is, and how funding should be structured. Prerequisite: ACC-142.

BUS-150
E-COMMERCE
Lec 3   **Credit 3**
This course will introduce the student to the basic elements of electronic commerce as a market where commercial activities are conducted. It will focus on business concepts and how to apply technology in order to be successful. Topics include market trends, globalizing a company, vendor solutions, storefronts, advertising, resource requirements, and operational issues of launching a commercial presence in today's global electronic marketplace.

BUS-180
BUSINESS ETHICS
Lec 3   **Credit 3**
This course introduces philosophical ethical theory and its application to business decisions. It considers theories of economic justice, social responsibility of corporations, regulation, conflict of interest and obligations, ethics of advertising, product quality and safety, environmental responsibility, hiring practices and rights of employers and employees.

BUS-184
BASIC LAW FOR ENTREPRENEURS
Lec 3   **Credit 3**
Provides a broad, practical examination of basic business law frameworks related to a new venture. Consideration is given to law-sensitive issues of intellectual property, employment law, business disputes, contracts, products liability, and white-collar

crime. Students will explore key legal questions around going public, selling the company, and bankruptcy.

BUS-185
BUSINESS LAW I
Lec 3   **Credit 3**

The legal environment of business. The study of contract requirements, personal property and bailments, as time permits.

BUS-186
BUSINESS LAW II
Lec 3   **Credit 3**

A continuation of BUS-185 in the area of: sales, principal agent relationships, commercial paper, creditors rights and secured transactions, real property, and bankruptcy. Prerequisite: BUS-185.

BUS-203
PROFESSIONAL DEVELOPMENT
Lec 2   **Credit 2**

This course is designed to build student skills in setting goals, conversation, meetings, parliamentary procedure, business meals and travel, customer service, presentations, professional image, and writing cover letters and resumes. The course also requires attendance at leadership, civic and cultural events.

BUS-290
EMPLOYMENT SEARCH/WORKPLACE SUCCESS
Lec 1   **Credit 1**

A discussion of field experience problems and study of new occupational information will be presented. An internship paper covering the experience will be submitted. Corequisite: BUS-932.

BUS-931
JOB SHADOW
Lec 0.75   **Lab 1**   **Credit 1**

This experience provides an opportunity to learn and practice basic office skills through job shadowing sessions with an approved business. Students will spend a minimum of 14 hours over the course of the semester observing and participating in the operations of various types of office settings. Class discussions will include goal-setting and continuous improvement based on these experiences. Opportunities to network with an area business and business professionals will be provided.

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. Corequisites: BUS-290 and ADM-235.

BUS-936
BUSINESS CAPSTONE (ONLINE)
Lec 1   **Credit 1**

This course is designed to serve as a capstone class for Business majors. Topics covered in the course will include resumes,

interview skills, and professionalism. In addition, each student will complete a case study in his/her particular area of interest including but not limited to accounting, management, marketing, and economics. In lieu of a case study, a service learning or other project may be completed. A professional presentation of whichever activity is selected will be made. An end-of-program assessment will be taken as a part of this course. Prerequisite: Student must have completed at least 48 credit hours in the Accounting or Business Administration Degree.

Computer Aided Drafting (CAD)

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-114
AUTOCAD (ONLINE)
Lec 1   **Lab 2**   **Credit 2**

Online only. Designed to familiarize users of CAD systems with all of the tools necessary for the efficient production of drawings. Topics that will be covered include starting and ending commands, two-dimensional drawing commands, drawing management (layers and system settings), editing and viewing commands, text commands, dimensioning techniques and styles and symbols (blocks and external references).

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. Prerequisities: 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.

Computer Forensics (CFR)

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. Prerequisites: NET-142, NET-314 and NET-442.

Chemistry (CHM)

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: Completion of MAT-062 with a D-.

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 high school algebra or MAT-062.

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. Prerequisite: 1 year high school chemistry or CHM-122 or BIO-252

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.

CHM-273
ORGANIC CHEMISTRY II
Lec 4   Lab 2   Credit 5
Continuation of Organic Chemistry 1, with advanced synthesis, instrumental analysis, and emphasis on biochemistry. Prerequisite: CHM-263.

Computer Programming (CIS)

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-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-337

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 apply concepts in project management. Prerequisites: NET-122, NET-142, NET-442, CIS-125

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, NET-637

Communications (COM)

COM-102
COMMUNICATION SKILLS
Lec 3   Credit 3
This course is structured to develop the fundamentals of acceptable communication and technical expression relevant to the students' career requirements: reading, writing, listening, and speaking. Prerequisites: Meet minimum placement test score requirement or a minimum grade of C- in ENG-061.

Construction (CON)

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

Provide 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 of a "C" grade in each course.

Certified Professional Coder (CPC)

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; CPC-128

CPC-126
DIAGNOSTIC CODING
Lec 3   Lab 2   Credit 4

The course will prepare the student for application coding nuances and guidelines along with compliance as it is related to diagnostic coding. The student will be able to assign diagnostic codes reporting all applicable codes and sequence in accordance with the guidelines. Corequisites: CPC-121; CPC-128

CPC-128
INTRODUCTION TO MEDICAL INSURANCE & 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 & 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, MAP-431, 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, CPC-121.

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: HSC-114, MAP-431, CPC-121, MAP-105 and BIO-163. Corequisite: CPC-151.

CPC-810
MEDICAL CODING AND BILLING EXTERNSHIP
Lec 0   OJT 10   Credit 2.5

The student will be placed in a predetermined medical office, clinic or related facility, and work under the supervision of an

office manager or coding/billing supervisor, and the program coordinator for a 160 hour minimum required practicum. Prerequisites: CPC-110, CPC-121, CPC-126, CPC-128, CPC-131, CPC-151, CPC-160, HSC-114, MAP-401, MAP-431, MAP-532. Corequisite: CPC-945.

CPC-945
MEDICAL CODING AND BILLING SEMINAR
Lec 1　　　　**Credit 1**
This course prepares students for job readiness skills needed in their chosen career of medical coding and billing. The student will also be prepared to take a mock certification examination. Prerequisites: CPC-110, CPC-121, CPC-126, CPC-128, CPC-131, CPC-151, CPC-160, HSC-114, MAP-401, MAP-431, MAP-532 Corequisite: CPC-810.

Criminal Justice (CRJ)

CRJ-100
INTRODUCTION TO CRIMINAL JUSTICE
Lec 3　　　　**Credit 3**
An introductory course in criminal justice designed to provide a philosophical and historical account of American criminal justice with emphasis on constitutional limitation.

CRJ-111
POLICE AND SOCIETY
Lec 3　　　　**Credit 3**
An examination of the role of the police and corrections in American society, and a discussion of prominent issues. The course will examine the various eras of policing and correctional agencies. The structure and style of various policing and correctional agencies will also be covered. Agency application of internal and ethical issues including use of force will be examined. Strategies and policies to improve policing and the correctional work environment will also be discussed.

CRJ-120
INTRODUCTION TO CORRECTIONS
Lec 3　　　　**Credit 3**
Trace the history of corrections and describe the various methods society has used to deal with people who violate its rules. The course will show the relationship of corrections and agencies to the overall criminal justice system.

CRJ-128
VICTIMOLOGY
Lec 3　　　　**Credit 3**
In this course, we will examine the field of victimology, including its scope and development, review the problems associated with victimization, examine the relationship between the victim and the offender, the victim and the criminal justice system, and the victim and society. We will also discuss various practical applications and policies that have resulted from society's increasing concern about victims.

CRJ-130
CRIMINAL LAW
Lec 3　　　　**Credit 3**
A study of the history, development and classification of substantive and procedural aspects of criminal law, defenses and criminal responsibility.

CRJ-132
CONSTITUTIONAL LAW
Lec 3　　　　**Credit 3**
An analysis of the relationships between state legislations and the Bill of Rights. Includes the effect of the due process clause of the 14th Amendment on the application of the Bill of Rights to these states and Supreme Court decisions regarding the various state challenges.

CRJ-141
CRIMINAL INVESTIGATION
Lec 3　　　　**Credit 3**
Fundamental methods of investigation, crime scene search, recording, collection and preservation of evidence, interview and interrogation, and case follow-up.

CRJ-932
INTERNSHIP
Lec 0　　　　**OJT 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)

CRR-120
MIG (GMAW) WELDING
Lec 1　　　　**Lab 4**　　　　**Credit 3**
This course will serve as an introduction to metal inert gas welding or gas metal arc welding in collision repair. Students will learn how to identify and perform proper welding techniques to repair modern high strength steel cars, trucks and motorcycles.

CRR-201
PLASTIC REPAIR
Lec 1　　　　**Lab 2**　　　　**Credit 2**
This course will serve as an introduction to identification and repair of the most commonly used plastics on modern cars and motorcycles as used in the automotive and wind power industry. Students will learn plastic welding and bonding techniques.

CRR-300
PREPARATION
Lec 1　　　　**Lab 2**　　　　**Credit 2**
This course is an introductory course designed to help students identify safety hazards in the work area, safe vehicle lifting techniques and how to identify and handle hazardous materials. Students will learn how to inspect, remove and store trim, glass, metal and molding components; protect adjacent panels during repairs; remove corrosion materials and other protective coatings; review damage reports and analyze damage to determine proper method of overall repair; develop repair plan; use appropriate cleaners to remove contaminants from surfaces to be repaired; apply environmental practices associated with repair of cars, trucks and motorcycles. Prerequisite: Valid driver's license.

CRR-340
METAL STRAIGHTENING

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

This course will serve as an introduction to metal straightening and fabrication. Students will learn to manipulate and operate special equipment specifically designed to return metals back to their original shapes, contours, and fabricate panels. Students will learn to heat shrink and cold shrink metals to obtain original contours within industry standards and will learn to mix, apply and shape polyester fillers to OE appearances.

CRR-400
PANEL REPLACEMENT AND ADJUSTMENT
Lec 2   **Lab 3**   **Credit 3.5**

This course will serve as an introduction to replacement and adjustment of non-structural parts. Students will learn to determine extent of damage; remove bolted, bonded and welded parts; repair aluminum; align hoods, doors, deck lids and fenders; straighten and rough out contours to their original shapes; weld torn sheet metal; restore corrosion protection; replace door skins; repair wind, water and dust leaks.

CRR-410
FULL OR PARTIAL BODY PANEL REPLACEMENT
Lec 1   **Lab 5**   **Credit 3.5**

This course will serve as an introduction to the replacement of major structural and cosmetic weld on body panels on modern automobiles. Students will learn I-CAR based body panel and structural component sectioning techniques using metal inert gas welding and bonding materials.

CRR-454
GLASS REPLACEMENT
Lec 1   **Lab 2**   **Credit 2**

This course will serve as an introduction to replacement of broken tempered and laminated safety glass. Students will learn different types of installation techniques and how to identify and use proper adhesives for glass installation.

CRR-500
DAMAGE ANALYSIS
Lec 1   **Lab 2**   **Credit 2**

This course will serve as an introduction to the evaluation of collision damage. Students will learn to identify primary and secondary damage and prepare a successful repair plan.

CRR-525
STRAIGHTENING STRUCTURAL PARTS
Lec 2   **Lab 7**   **Credit 5.5**

This course will serve as an introduction to the repair and realignment of modern Uni-body and Body over frame-constructed vehicles. Students will learn to apply corrective forces to reverse collision damage accurately and efficiently with all forms of measuring equipment to restore vehicle to pre-accident condition.

CRR-575
ADVANCED STRUCTURAL REPAIR
Lec 2   **Lab 8**   **Credit 6**

This course will cover the proper sectioning techniques for structural components damaged in a collision. Techniques will focus on unibody and hydro-extruded frame components.

CRR-580
ADVANCED FRAME STRAIGHTENING

Lec 2   **Lab 8**   **Credit 6**

This course will explain new techniques in full frame and unibody anchoring which are used to straighten to pre-collision specifications. The use of advanced measuring systems will be explained and utilized.

CRR-610
STEERING AND SUSPENSION
Lec 1   **Lab 1**   **Credit 1.5**

This course will serve as an introduction to wheel alignment and steering component and suspension repair. Students will learn suspension repair related to collision damage, how to measure, diagnose and realign steering components using modern state of the art equipment.

CRR-765
COMPUTER DIAGNOSIS FOR AUTO COLLISION
Lec 2   **Lab 6**   **Credit 5**

This course will study the safety related components that are damaged in a collision. The topics to be covered are: anti-lock brakes, seat belts, supplemental inflatable restraints and the computers that control them.

CRR-800
INTRODUCTION TO AUTOMOTIVE REFINISHING
Lec 1   **Lab 3**   **Credit 2.5**

This course will serve as an introduction to the field of automotive refinishing and teach students to practice environmentally friendly application and disposal procedures. Students will learn to identify modern automotive refinishing products and reference related technical data for proper mixing and application.

CRR-812
SURFACE PREPARATION
Lec 2   **Lab 6**   **Credit 5**

This course will serve as an introduction to applying modern automotive finishes and properly preparing substrates for refinishing. Students will learn to mix paint and identify and correct paint failures.

CRR-818
INTRODUCTION TO WATERBORNE FINISHES
Lec 1   **Lab 2**   **Credit 2**

This course will serve as an introduction to today's new automotive paint systems, and the techniques and equipment used to apply them.

CRR-845
COLOR TINTING AND MATCHING
Lec 1   **Lab 3**   **Credit 2.5**

This course will serve as an introduction to the evaluation of color matching and blending paint in automotive refinishing on modern automobiles and motorcycles. Students will learn to adjust tint, hue and chroma to obtain a blendable color match.

CRR-875
ADVANCED REFINISHING METHODS
Lec 2   **Lab 8**   **Credit 6**

This course will focus on today's high tech factory finishes and the techniques used to understand and repair finishes to factory quality. The course will also cover custom refinish techniques used for restoration and painted graphic design on cars/trucks and motorcycles.

CRR-932
INTERNSHIP
Lec 0   OJT 16   Credit 4
Supervised work experience with an approved auto collision repair 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. Prerequisite: Successfully complete ALL Auto Collision Repair Course work through third semester.

Computer Science (CSC)

CSC-110
INTRODUCTION TO COMPUTERS
Lec 3   Credit 3
This course provides an introduction to computer concepts. The student will use the Windows operating system, presentation software, electronic spreadsheet software, database management software and word processing software. Microcomputer hardware and software as well as the processing concepts associated with each will be discussed. The course will also include information on file management, the Internet, virus protection, and e-mail basics as applicable to the academic world as well as the business environment. Lab time outside 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.

Film and Theatre (DRA)

DRA-101
INTRODUCTION TO THEATRE
Lec 3   Credit 3
Orientation to the theatre, including a study of dramatic structure through selected play readings and through research in the basic theories of theatre.

DRA-110
INTRODUCTION TO FILM
Lec 3   Credit 3
This course introduces students to the various language systems of film, including film-making techniques, creators, genres, narratives, ideology, and film theory/criticism. Students will explore the cultural importance of cinema as art by analyzing selected movies and clips which demonstrate artistic excellence.

DRA-141
THEATRE AND SPEECH PARTICIPATION I
Lec 0   Lab 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 performance. Participation outside of class on a current production (either for SCC or a community production) is required.

Drafting (DRF)

DRF-113
FUNDAMENTALS OF TECHNICAL DRAFTING
Lec 1   Lab 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)

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.

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 2   **Lab 2**   **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.

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 2   **Lab 2**   **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 0   **OJT 8**   **Credit 2**

This course includes supervised experience in selected early childhood settings serving children ages birth through eight. It includes integration of theory, research, and reflective practice.
  The course will provide an understanding of developmentally appropriate practices and the developmental stages of diverse populations of adult/child interactions, basic curriculum planning, and program routines. Students will explore the overall operation of a program. Students will complete 32 hours of observation for this course. Prerequisite: ECE-159 Early Childhood Curriculum II. Corequisite: ECE-140 Early Childhood Curriculum Planning

ECE-287
EXCEPTIONAL LEARNER
Lec 3   **Credit 3**

This is an introductory course designed to provide the student with an overview of the field of special education and the policies and programs established for the education of exceptional students. It includes an analysis of the nature, incidence, and characteristics of the students with physical and mental disabilities, the behavior disordered, the talented and gifted, and the learning disabled. Students will complete observations of early childhood settings throughout the course.

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 Early Childhood Curriculum II. Corequisites: ECE-932 Internship

ECE-932
INTERNSHIP

Lec 0   OJT 8   Credit 2
This course provides experience in a community-based setting designed to further competencies in early childhood program administration, management, and leadership.

Economics (ECN)

ECN-110
INTRODUCTION TO ECONOMICS
Lec 3   Credit 3
An introductory economics course. Lessons will include both micro and macro economies. Competencies will include supply, demand, market structures, unemployment and international trade.

ECN-120
PRINCIPLES OF MACROECONOMICS
Lec 3   Credit 3
An introductory course in economics emphasizing macroeconomic theory and policy. The major topics will include economic systems, national income, national output, fiscal and monetary policy, unemployment, inflation, and, as time permits, international trade.

ECN-130
PRINCIPLES OF MICROECONOMICS
Lec 3   Credit 3
An introductory course in economics emphasizing micro-economic theory and contemporary problems. The major topics will include a description of the United States economy; demand and supply, price, output, and wage determination; domestic problems; international economics and the world economy.

Education (EDU)

EDU-120
COMMUNICATION, ETHICS, AND CONFIDENTIALITY
Lec 2   Credit 2
This is the first course in preparation for the Para-Educator Certificate. In this course, the student will develop skills and strategies to enhance communication and examine situations where professionalism, ethical standards, and confidentiality will guide correct course of action when working with colleagues, students, parents, and others.

EDU-121
BEHAVIOR MANAGEMENT
Lec 2   Credit 2
This is the third course in the Para-Educator Certificate program. The student will gain knowledge, skills, and strategies to assist, support, and maintain the positive social, emotional, and behavioral development of children. Prerequisite: 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-247
TEACHING EXCEPTIONAL LEARNERS
Lec 3   Lab 1   Credit 3.5
A survey course introducing current and prospective teachers to the field of special education. Topics of study include the following: foundational knowledge, the new relationship between special and general education, legislation, characteristics of different types of exceptional learners, and research-based teaching strategies and accommodations.

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.

EDU-920
FIELD EXPERIENCE
Lec 0   Lab 4   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. The student will keep a reflective journal. Corequisite: EDU-212.

Engineering (EGR)

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)

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-142
FLUID POWER 1
Lec 1   Lab 2   Credit 2
This course discusses the fundamentals of hydraulic technology. Students will learn hydraulic circuits, pumps, actuators, valves, fluid, safety, maintenance, and troubleshooting. Students will also learn how to operate, install, analyze performance and design hydraulic systems.

EGT-143
FLUID POWER 2
Lec 1   Lab 2   Credit 2
This course discusses the fundamentals of pneumatic technology. Students will learn specific skills needed to understand the principles of pneumatics including circuits with compressed air power, air processing, valves, safety, maintenance, and troubleshooting. Students will learn industry skills including how to operate, install, analyze and design pneumatic systems.

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. Prerequisites: EGT-142.

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)

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.

ELE-130
HOME AND FARM ELECTRICITY
Lec 1   Lab 2   Credit 2
This course introduces the requirements for residential and farm 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, circuits, switches, receptacles, lighting, special appliance circuits, and motor circuits. This course is specifically designed for students not choosing a construction curriculum.

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. Precise torque, velocity, and position of rotary and linear prime movers or actuators are controlled with resolvers and encoders will also be studied.

ELE-219
SUPERVISORY CONTROL AND DATA ACQUISITION
Lec 1   **Lab 4**   **Credit 3**

This course discusses concepts related to acquiring data to monitor automated control systems (SCADA). Students will design and configure a SCADA control systems project using computer hardware, software, and networking.

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)

ELT-116
PRINCIPLES OF ELECTRONICS
Lec 3   **Lab 4**   **Credit 5**

This course analyzes the physical phenomenon of electricity in direct and alternating current circuits. Circuit analysis shall be through the application of various laws and theorems, and in the laboratory, through the use of typical test equipment.

ELT-119
APPLIED HUMAN BIOLOGY FOR BIOMED TECHNICIANS
Lec 3   **Credit 3**

This course presents the human biology, anatomy, physiology, and medical terminology essential for biomedical equipment technicians and the devices involved in patient care. Focus is on the vocabulary necessary for effective medical communication skills in the hospital environment as part of the health care team.

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 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-250
PROGRAMMABLE LOGIC CONTROLLERS
Lec 1   **Lab 4**   **Credit 3**

This course introduces students to PLC tasks such as programming, wiring, troubleshooting, communications, and advanced programming. Students will learn industrial relevant skills on how to operate, interface, program and troubleshoot PLC systems. Students will learn how to set up software drivers, log onto networks, upload and download projects, and search for documentation.

ELT-262
ADVANCED PLC AND SYSTEM INTEGRATION (MECHATRONICS)
Lec 2   **Lab 8**   **Credit 6**

This course introduces advanced 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 industrial relevant skills on how to operate, program and troubleshoot PLC systems and learn system integration with, electrical, mechanical, pneumatic, and robotic devices.

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-329
DIGITAL ELECTRONICS FOR ET
Lec 3   Lab 2   Credit 4
An introduction to fundamental digital circuits and systems is
presented by study of integrated circuit logic modules. Number
systems, coding and elemental Boolean principles are also
covered. Emphasis is placed on troubleshooting techniques and
tools.

ELT-355
ELECTRONIC CIRCUITS I
Lec 3   Lab 4   Credit 5
Introduction to semiconductor circuit analysis. The operational
characteristics and applications of diodes, bipolar and field-
effect transistors, and linear integrated circuits will be examined.
Troubleshooting methods and techniques will be discussed and
applied in the laboratory. Prerequisite: ELT-116.

ELT-357
ELECTRONIC CIRCUITS II
Lec 3   Lab 4   Credit 5
An expansion on the material presented in Electronic Circuits I.
This course will examine the op-amp further in its many linear
and non-linear applications. Other related linear integrated
circuits will be investigated and applied. Basic modulation and
demodulation processes will be included. Prerequisite: ELT-355.

ELT-435
TELECOMMUNICATIONS
Lec 4   Lab 2   Credit 5
Examines electronic communications topics such as noise,
frequency domain analysis, analog and digital modulation
methods, transmitters, receivers, multiplexing, digital
communications, telephony, transmission lines and wave guides,
antennas, wave propagation, microwave and video. Prerequisite:
ELT-355.

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.

ELT-630
MICROPROCESSOR/INTERFACING
Lec 3   Lab 4   Credit 5
This course is an introduction to techniques and equipment
used for a variety of data acquisition requirements. The use
of computers, test equipment, sensors and software for data
acquisition in an industrial environment will be the main focus.
Prerequisites: ELT-355 and ELT-329.

ELT-800

BIOMEDICAL ELECTRONIC SYSTEMS
Lec 3   Lab 2   Credit 4
This course examines the use of electronics in health
sciences and related fields by bringing together the student's
understanding of anatomy and physiology, chemistry and
electronics to study the measurement of the body's electrical
signals and other physiological measurements, to include
cardiovascular, pulmonary, temperature, flow and pressures.
This will include a hands-on study of medical equipment used
in the hospital and other medical environments to diagnose
and treat patients. Issues associated with patient and technician
safety will be emphasized. This course will also explore
applicable NFPA99, JCAHO, CLIA, FDA, and other regulatory
agencies and their regulations governing medical equipment
in the clinical environment. Prerequisites: ELT-119, ELT-357,
ELT-630, BIO-163.

ELT-801
MEDICAL DOCUMENTATION AND COMPLIANCE
Lec 3   Credit 3
This course will teach the biomedical students to properly
document their work when in the medical environment. This
course will cover topics including HIPAA rights, NFPA99,
AAMI, JC compliance, work order documentation, the use of
SOP's and infection control. This course will also teach the
students how to properly research these topics as regulations
change frequently. Prerequisite: ELT-119.

ELT-932
INTERNSHIP
Lec 0   OJT 16   Credit 4
This internship is intended to be the clinical experience portion
of the Biomedical Electronics Seminar. Students in this course
will be assigned to a selected setting to apply principles and
skills learned in previous course. Graded on a Credit (P)/No
Credit (Q) basis. Prerequisite: ELT-800.

Emergency Medical Services (EMS)

EMS-114
EMERGENCY MEDICAL RESPONDER
Lec 1   Lab 2   Credit 2
This course emphasizes the development of student skills in
emergency medical care procedures. Curriculum includes
life threatening emergencies, injuries to various body parts,
techniques of moving patients, CPR BLS, mandatory reporting,
and blood borne pathogens. Successful completion of course
requirements allows students to write certification examination
for Emergency Medical Responder. Course meets preadmission
requirements for all health occupations. Students must be 17 to
enroll.

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 Certification.

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-664.

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.

English Composition (ENG)

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 Communication Skills, Composition I and/or II, Technical Writing, Business English, or Writing for the Workplace.

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 requirement or ENG-013 with a grade of C- or better. Co-requisite of 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. Prerequisites: Meet minimum placement test score requirement.

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 grade of C- or better.

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 grade of C- or better or meets minimum placement scores.

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. Prerequisites: Meet minimum placement test score requirement. A minimum grade of C- in ENG-013, no waivers.

ENG-131
BUSINESS ENGLISH
Lec 3   **Credit 3**

This course teaches the fundamentals of written communication with focus on the elements of effectively written business documents. The emphasis is on the development of writing skills through a) exercises in grammar, mechanics, usage, and spelling and b) application of these skills in a variety of written business documents. Prerequisites: Meet minimum placement test score requirement 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 grade of C- or better.

ENG-929
INDIVIDUALIZED PROJECTS
Lec 1-3   **Credit 1-3**

Extensive writing based on the interest and experience of the student. May receive 1 - 3 credits, based upon consultation with instructor. May be repeated for up to 4 credit hours.

Environmental Science (ENV)

ENV-111
ENVIRONMENTAL SCIENCE
Lec 3   **Lab 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)

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, 015, 018, or minimum placement test score requirement.

Non-Intensive English as a Supplemental Language (ESL)

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 Reading/Writing I, ESL-019 Grammar I.

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 Listening/Speaking I, ESL-019 Grammar I.

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 Reading/Writing I, ESL-013 Listening/Speaking I.

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, Listening/Speaking and meets minimum placement test score requirements. It is recommended to take the course concurrently with ESL-035 Reading/Writing II, ESL-038 Grammar II.

ESL-035
READING/WRITING II
Lec 3   **Credit 3**

This is a reading/writing course for non-native speakers of English. This course increases reading skills in comprehension, speed and fluency. It continues development of understanding and using English sentence patterns through written practice. Prerequisite: ESL-015 and meets minimum placement test score requirements. It is recommended to take the course concurrently with ESL-033 Listening/Speaking II, ESL-038 Grammar II. Prerequisites: ESL-105 Reading/Writing I or meets minimum placement test score requirement.

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. It is recommended to take the course concurrently with ESL-035 Reading/Writing II, ESL-033, Listening/Speaking II.

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. This course should be taken concurrently with ESL-056 Listening/Speaking III, ESL-059 Grammar III.

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. Speakingskills focus on stress, rhythm, and intonation. Theme-based pronunciation practice reinforces the vocabulary and content of the class. This course should be taken concurrently with ESL 052 Reading/Writing III, ESL 059Grammar III.

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. This course should be taken concurrently with ESL 052 Reading/Writing III, ESL 056 Listening/Speaking III.

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. This course should be taken concurrently with ESL-105 Listening/Speaking IV, ESL-108 Grammar IV. Prerequisite: ESL-052

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 oforal language as spoken by native English speakers. Students will practice pronunciation in academic discourse. The course will help develop skills in applying idiomatic expressions in negotiating and reducing miscommunication. This course should be taken concurrently with ESL 102 Reading/Writing IV, ESL 108 Grammar IV.

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. This course should be taken concurrently with ESL-102 Reading/Writing IV, ESL-103 Listening/Speaking IV. Prerequisite: ESL-059

Finance (FIN)

FIN-121
PERSONAL FINANCE (ONLINE)
Lec 3   Credit 3
A study and evaluation of financial problems which individuals and families encounter within their personal affairs. The topics covered are budgeting, saving, consumer credit, personal insurance, renting or owning a home, investments, transportation and taxes.

FIN-130
PRINCIPLES OF FINANCE (ONLINE)
Lec 3   Credit 3
An examination of the tools and techniques used in the world of finance. This course will introduce the student to basic financial concepts such as time value of money, asset valuation, risk analysis and return on investment. Evaluation and decision-making techniques will be used as they pertain to financial management in various business situations. Prerequisites: ACC-142, ACC-146 and ECN-120.

Foreign Language-Spanish (FLS)

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.

Finance (Fin)

Fin-101
PRINCIPLES OF BANKING
Lec 3   Credit 3
This course will cover the three primary functions of banking and the relationship banks have with their customers and their communities. Discussions will cover the development of commercial banking in the United States and the federal legislation that shaped its development. Students will learn about the increasingly competitive and regulated environment in which banks operate, including the creation of the Federal Reserve System, and the federal role as the agent of monetary policy and as a bank regulator.

Fin-121
PERSONAL FINANCE
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
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.

Geography (GEO)

GEO-121
WORLD REGIONAL GEOGRAPHY
Lec 3   Credit 3
The study and analysis of the major physical and cultural elements of the world. Emphasis on processes of acquiring, treating, and evaluating related information. For those with little or no prior background in the study of geography.

GEO-126
CULTURAL GEOGRAPHY
Lec 3   Credit 3
This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include population and migration,

culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

Graphic Communications (GRA)

GRA-116
DIGITAL PREFLIGHT PRODUCTION
Lec 2　　　**Lab 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. Prerequisites: GRA-275.

GRA-127
ILLUSTRATOR I
Lec 2　　　**Lab 2**　　　**Credit 3**
This course is designed to introduce the student to the application of rendering techniques. Emphasis is placed on controlling various media, methods, surfaces, design problems and the appropriate media selection process.

GRA-137
DIGITAL DESIGN
Lec 2　　　**Lab 2**　　　**Credit 3**
The student will gain familiarity with the function of graphic layout using electronic pagination software. Emphasis will be placed on publication design, development, reproducibility, and utilization of proper design techniques. Students will use this publishing package to create a variety of print media.

GRA-140
DIGITAL IMAGING
Lec 2　　　**Lab 2**　　　**Credit 3**
This course is designed to introduce the student to image manipulation software used in the electronic and print media industry. Emphasis will be placed on scanning, image editing techniques, using painting tool sets, color correction, ethics and digital photography techniques.

GRA-158
WEB MULTIMEDIA
Lec 2　　　**Lab 2**　　　**Credit 3**
An introduction to the creation of multimedia for use with web pages, kiosks, and CD/DVD. Video camcorders, digital cameras, digital recorders, touch screens, and iPods will be utilized in conjunction with computer hardware and software for media creation and manipulation. Media covered in the course will include podcasting, streaming video, streaming audio, live broadcasts, and presentations.

GRA-166
WEB ANIMATIONS
Lec 2　　　**Lab 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-173
TYPOGRAPHY
Lec 3　　　**Credit 3**
This course is designed to provide the student with an introduction to the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, identification, type aesthetics, communicative aspects and production problems. A working knowledge of type in relation to images will be emphasized.

GRA-175
GRAPHIC DESIGN PRINCIPLES
Lec 3　　　**Credit 3**
A beginning course in designing printed pieces. This course will provide the student with an introduction to some of the basic principles of design aesthetics for print and web media. A history of the desktop publishing process, basics of communication, basic document structure, typography, use of color and illustration will be covered.

GRA-190
ELECTRONIC MEDIA PROJECTS
Lec 1　　　**Lab 4**　　　**Credit 3**
Students will interview originators to determine target audience, message, and time and cost constraints for a project. They will then use various pagination software and graphic design skills to produce finished, print-ready pieces. Prerequisites: GRA-137 and GRA-175.

GRA-275
ADVANCED GRAPHIC DESIGN
Lec 2　　　**Lab 2**　　　**Credit 3**
This course is designed to continue to guide the student in proper design and layout aesthetics. Emphasis will be on utilization of design principles and techniques for both short and long documents, publication planning, budgeting, scheduling, finishing processes, and working with outside printing companies. Prerequisite: GRA-175.

GRA-299
ELECTRONIC PORTFOLIO
Lec 2　　　**Lab 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.

GRA-933
INTERNSHIP
Lec 0　　　**OJT 16**　　　**Credit 4**
This course is designed to provide the student with a practical experience in graphic communications prior to completion of the associate of applied science degree. Placement will depend on student's skill level and the availability of appropriate training firms. The internship should be taken during the student's final semester.

Heavy Equipment (HEQ)

HEQ-131
SAFETY AND INTRODUCTION TO HEAVY EQUIPMENT
Lec 2   Lab 2   Credit 3
This is an introduction to the equipment, jobs, working conditions, maintenance, and safety of equipment operation.

History (HIS)

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.

Health Information Technology (HIT)

HIT-211
BASIC MEDICAL INSURANCE & 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 claims submission for programs such as Blue Cross/Blue Shield, Medicaid, Medicare, CHAMPUS/CHAMPVA, and Worker's Compensation. A comprehensive unit on CPT Procedural Coding as well as ICD-10-CM Diagnostic Coding is incorporated into the course. Managed health care is explored in depth. Prerequisites or Corequisites: HSC-114 and BIO-163.

HIT-320
HEALTH RECORDS MANAGEMENT
Lec 1   Lab 2   Credit 2
Explores the role of the health information professional in the management of health records. The course emphasizes the components, regulations and maintenance life cycle of health information in paper and electronic formats. Examines purpose of accreditation and regulatory standards in development of health record practice guidelines and the evolving role of the computerized applications. Corequisites: HSC-114 Medical Terminology

Health Science (HSC)

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-226
HEALTH SOCIETY AND AGING (INDIAN HILLS CC COURSE)
Lec 3   Credit 3
This course provides a multidisciplinary perspective of aging. Biological, psychological, and sociological aspects of aging are explored. The impact of an aging population on societal issues such as politics, education, public policy, religions and health care will be considered.

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.

Human Services (HSV)

HSV-163

HELPING SKILLS
Lec 3   Credit 3
An introduction to skills useful in dealing with people who abuse alcohol and drugs by introducing the student to basic communication and helping skills appropriate to dealing with people suffering from alcohol and other drug abuse; giving the student working knowledge of and practical experience with those skills. Prerequisites: HSV-261, SPC-112, ENG-105.

HSV-220
INTRODUCTION TO COUNSELING THEORIES
Lec 3   Credit 3
A survey of differing philosophies and styles of counseling approaches and their practical application. Including but not limited to: Transactional Analysis, Client-Centered Therapy, Rational Emotive Theory, Reality Therapy, Gestalt, etc. Actual practice in standard means of facilitating the helping process and identification of personal counseling style is included. Prerequisite: HSV-261.

HSV-228
GROUP COUNSELING TECHNIQUES
Lec 2   Lab 2   Credit 3
An overview of group counseling theories, methods and skills. Students will obtain the knowledge and skills necessary to facilitate counseling groups with chemically dependent clients. Students will practice and demonstrate competency in group facilitation skills. Students will also obtain experience as a group member through participation in a weekend training group lab and ongoing group lab in class. Prerequisites: HSV-261, SPC-112 or SPC-122, ENG-105. Pre or corequisite: HSV-163.

HSV-241
SPECIAL ISSUES COUNSELING ADOLESCENTS
Lec 1   Credit 1
This course explores selected concerns that adolescents are likely to bring into a counseling situation. Topics include adolescent developmental tasks, causes of adolescent drug use, effects of drug use on adolescent development and treating chemically dependent adolescents.

HSV-261
INTRO TO CHEMICAL DEPENDENCY COUNSELING
Lec 3   Credit 3
A survey of the use, abuse and addictive nature of ethyl alcohol and other mood altering chemicals, providing the student with a basic knowledge of its nature, scope and complexity and the wide range of current approaches to its treatment and prevention.

HSV-262
WORKING WITH FAMILIES OF ALCOHOL AND DRUG ABUSE
Lec 3   Credit 3
A survey of the needs, symptoms, assessment and brief treatment of families of alcohol and drug abuse. Prerequisites: HSV-220, HSV-261.

HSV-285
CASE MANAGEMENT: INTAKE TO DISCHARGE
Lec 3   Credit 3
The course will offer an overview of the twelve core functions recognized as necessary for certification (assessment, treatment, planning, record keeping, etc.). Students will learn the

knowledge and skills needed to effectively perform each core function. Prerequisites: HSV-261, HSV-163, SPC-112, ENG-105.

HSV-920
COUNSELING PRACTICUM
Lec 0   Lab 40   Credit 11
Supervised experience in substance abuse counseling which emphasizes practical application of the core functions. Prerequisite: a student must receive a grade of 'C' (2.0) or higher in each of the following courses: HSV-261, HSV-163, HSV-228, HSV-262, HSV-220, and HSV-285. Corequisite: HSV-925.

HSV-925
COUNSELING PRACTICUM SEMINAR
Lec 1   Credit 1
A class discussion and review of HSV-920 experience and the study of current issues in substance abuse. Prerequisites: HSV-261, HSV-163, HSV-228, HSV-262, HSV-220 and HSV-285.

Humanities (HUM)

HUM-101
INTRODUCTION TO HUMANITIES
Lec 3   Credit 3
This class introduces students to the various branches of the humanities: history, visual and performing arts, literature, language, music, religion, and philosophy. The general focus of this class is to help students explore and understand the humanities by researching the human experience. This class has several themes that will incorporate multiple disciplines in the humanities to give a well-rounded and representative understanding of each subject.

HUM-114
MULTICULTURAL PERSPECTIVES
Lec 3   Credit 3
Selected readings from the critical perspectives of race, class and gender will provide the theoretical framework for class discussions. At the same time, films and works of literature from different cultural points of view will help students reach a new understanding of their own and other cultures and will open themselves up for a multicultural understanding of society.

HUM-145
LANGUAGE AND SOCIETY
Lec 3   Credit 3
This course is an introduction to sociolinguistics exploring the relationship between social and linguistic behavior. Analyzes factors influencing the choice of sounds, grammatical elements, and vocabulary; it codes the social function of a language. Focuses on the history of the language, various dialects, jargon, slang and differences between male and female language.

HUM-287
LEADERSHIP DEVELOPMENT STUDIES
Lec 3   Credit 3
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films/videos and contemporary readings on leadership.

Industrial Technology (IND)

IND-104
INDUSTRIAL PUMPS
Lec 0.5   Lab 1   Credit 1
This course discusses the principles and applications of centrifugal pumps. Students will learn centrifugal pump construction, uses, system properties, monitoring, and troubleshooting techniques. Students will also learn the skills they need to select, operate, install, maintain and repair the many different types of pumps used in industry.

IND-106
MACHINE SHOP II
Lec 1   Lab 2   Credit 2
This course introduces students to the basics of calculating cutting speeds and feeds for machining ferrous, non-ferrous, and plastics materials on the lathe. It also demonstrates the fundamentals of mounting a chuck on an engine lathe and truing a work piece in a chuck and introduces students to the three methods of facing work to length in a chuck. The course will show students how to straight turn a work-piece to two concentric diameters in a four-jaw independent chuck. Students will learn the correct procedures for taking both roughing and finishing cuts. They will also learn to turn between centers. Finally, students will learn the proper method of finishing one end of work to one diameter, reversing the work in the chuck, and finishing the other end to another diameter. It will demonstrate how to perform four internal machining operations on the engine lathe; drilling, boring, counter-boring, and reaming.

IND-107
VALVES
Lec 1   Credit 1
This course gives students a fundamental understanding of the various shutoff valve constructions including wedge, ball, plug, globe, pinch, and diaphragm types, basic maintenance techniques, and the sources of many problems. From this foundation, students will be better able to develop maintenance skills through plant training programs or on-the-job experiences. The course also provides basic guidelines for installing various types of shutoff valves.

IND-141
POWER TRANSMISSION
Lec 1   Lab 2   Credit 2
This course discusses the fundamentals of mechanical transmission systems used in industry. Students will learn industrial skills on how to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings.

IND-179
BOILER OPERATION AND CONTROL
Lec 1   Lab 2   Credit 2
This course is designed to help students understand the evolution of the boiler system from the first century to modern day and understand the principles and applications of steam traps. This

course will provide an overview of the operation of the boiler plate system, beginning with basic principles of steam energy and boiler plate design. This course will describe steam, steam trapping and different types of steam traps including sizing, installation and monitoring.

IND-180
INDUSTRIAL HEATING AND COOLING
Lec 1　　　　Lab 2　　　　Credit 2

This course is designed to help students understand the fundamentals of HVAC & R. The students will learn chiller, air handler, cooling tower, and condenser operations as well as how to perform basic preventative maintenance tasks. The course also shows how preventative maintenance practices can be used in troubleshooting common HVAC & R problems.

Legal Assistant (LGL)

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 Legal Assistant Litigation.

Literature (LIT)

LIT-101
INTRODUCTION TO LITERATURE
Lec 3　　　　Credit 3

Designed to promote an appreciation of excellence in literature through illustrative types of short fiction, poetry, and drama. Emphasis is placed on the reader's interpretive skills in examining an author's craft, intent, and format.

LIT-120
AMERICAN NOVEL
Lec 3　　　　Credit 3

A survey of the American novel with emphasis on 20th century works.

LIT-121
AMERICAN SHORT STORY
Lec 3　　　　Credit 3

A survey of the American short story from Edgar Allen Poe to the present.

LIT-131
NATIVE AMERICAN LITERATURE
Lec 3　　　　Credit 3

A survey of all genres, fiction and non-fiction, produced by Native Americans. Elements of study include the oral tradition influences, regional folklore, and autobiographical and historical materials created by contemporary and historical Native American authors. Off-campus visits to centers of Native American study will be conducted whenever possible.

LIT-150
WORLD LITERATURE I
Lec 3　　　　Credit 3

A survey of important works of literature from the ancient world through the Renaissance. This will include selections of prose, poetry, and drama that represent the spirit of the times in which they were written.

LIT-151
WORLD LITERATURE II
Lec 3　　　　Credit 3

A survey of important works of literature from the Renaissance to the present. This wiII 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: C- or above in ENG-105.

Medical Assistant (MAP)

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. The student will develop competency in written communication skills, including editing practice, sentence revision, paragraph writing and exercises in grammar, mechanics and usage. Other competencies will include appointment scheduling, telephone techniques, recording and filing medical records, processing mail, billing and collection procedures, banking services, accounting methods and payroll preparation. The student will also be introduced to preparation of professional medical meetings, travel arrangements and development of

professional reports. The content of the course is adapted to the 2015 approved standards of CAAHEP.

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. Prerequisites: HSC-114, MAP-431, MAP-139, MAP-121, MAP-364, BIO-163.

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 record, management of immunization, electronic correspondence, laws and regulation of medical records. Prerequisite: 35 wpm timed typing test score. Corequisite: MAP-121.

MAP-364
CLINICAL PROCEDURES FOR MEDICAL OFFICE I
Lec 3   Lab 8   Credit 7
This course includes the numerous competencies required to assist the physician with patient examinations. Fundamental skills include: aseptic techniques and the sterilization of medical supplies; the psychological and physical preparation of the patient for a medical examination; preparation of surgical trays and assisting with minor surgeries; and the performance of routine urinalysis as ordered by the physician. 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: Successful completion of all fall semester curriculum.

MAP-370
SPECIALTY PROCEDURES
Lec 2   Lab 4   Credit 4
This course expands on basic clinical procedures with advanced theory, techniques and knowledge in specialty procedures and practice. Students will also focus on knowledge and skills to prepare and respond to emergency situations in a medical practice. Prerequisite: MAP-364. Corequisite: MAP-369.

MAP-401

MEDICAL LAW AND ETHICS
Lec 1   Credit 1
This course is designed to expose the student to legal concepts of standard of care, scope of employment, criminal and civil acts, contract, negligence and ethical concepts.

MAP-431
HUMAN RELATIONS
Lec 1   Credit 1
This course includes the study of the fundamental principles related to human relations, self-improvement, professional appearance and attitudes, limitations, and behaviors. Principles of individualized client care and etiquette of the medical practice 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 and common treatments will be discussed. Concepts of health promotion and client education will be emphasized. Prerequisite: BIO-163.

MAP-602
CLINICAL EXTERNSHIP SEMINAR
Lec 1   Credit 1
A discussion of job related problems and study of current medical office procedures. Prerequisites: All previous program classes and student must successfully complete and obtain the mandatory reporter certificate for adult and child abuse. 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 physician's office for a two-month required clinical practicum, working directly under supervision. A balance of learning experiences in both the administrative and clinical areas of the medical facility will be provided for the student during this training period. Students do not receive monetary compensation for externship experience. Prerequisites: All previous program classes. Corequisite: MAP-602.

Math (MAT)

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. Prerequisites: Meets minimum placement testing 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. Prerequisites: MAT-052 or equivalent with a minimum grade of C- or meets 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: Meets minimum placement test requirements or MAT-062.

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: MAT-062 or equivalent with a minimum grade of C- or meets minimum placement testing requirements.

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 meets 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 survey of sets, numbers, algebra, geometry, probability, and statistics. This course is not intended for Mathematics and Science majors. Prerequisites: MAT-062 or equivalent with a minimum grade of C- or meets minimum placement testing requirements.

MAT-112
MATH FOR ELEMENTARY TEACHERS I
Lec 3   **Credit 3**
Math for Elementary Teachers I is the first of two mathematics course for students who want to pursue a major in elementary education. The course will use a variety of problem-solving skills while exploring many aspects of the real number system. Algebraic and concrete mathematical models will be incorporated in strategies used to solve problems. Prerequisite: MAT-062 with a minimum grade of C- or meets minimum placement testing requirements.

MAT-113
MATH FOR ELEMENTARY TEACHERS II
Lec 3   **Credit 3**
Mathematics for Elementary Teachers II is a second mathematics course for students who want to pursue a major in elementary education. The course will use a variety of problem-solving skills while exploring the many aspects of geometry and data analysis. Applications using concrete and pictorial models will be incorporated in strategies used to solve problems. Prerequisite: C- or above in MAT-112.

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. Prerequisites: MAT-092 or MAT-099 with a minimum grade of C-, or meets 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. Prerequisite: MAT-120 and MAT-134 with a minimum grade of C- or meets minimum 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 meets minimum placement testing 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 meets 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 meets minimum placement testing requirements.

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 meets 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 test score requirement, MAT-120 with a C or better, MAT-140 with a C- or better.

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 meets 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 grace 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 test requirement.

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 test score requirement.

MAT-772
APPLIED MATH (ONLINE)
Lec 3   **Credit 3**

This course covers all fundamental arithmetic concepts and more routine algebraic operations. Arithmetic concepts are fractions, percentages, graphing, decimals, ratios, word problems, metrics, areas, and volumes. Algebraic work includes solving simpler equations, proportions, and formula rearrangement. Appropriate CPT score on math assessment or prerequisite course.

Manufacturing (MFG)

MFG-142
GEOMETRIC DIMENSIONING TOLERANCING
Lec 3   **Credit 3**

This course introduces the student to the use of Geometric Dimensioning and Tolerancing. It consists primarily of learning the names, meanings and applications of the symbols used on engineering drawings that include GD&T. Pre-requisite: DRF-113, CAD-101

MFG-156
INTRODUCTION TO CNC MACHINING
Lec 1   **Lab 4**   **Credit 3**

Introduces basic operations of a CNC turret press. Covers basic and advanced tooling, programming using G & M code and CAM software. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications.

MFG-165
ENGINEERING MATERIALS
Lec 3   **Credit 3**

A study of materials, their production, properties and uses in engineering design. Ferrous and nonferrous metals, polymeric and ceramic materials are covered. Methods of selecting acceptable materials based on their costs, availability and properties are discussed. Pre or Corequisites: PHY-106 or PHY-160 and MFG-212.

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-209
MACHINE SHOP PRACTICES
Lec 1   **Lab 4**   **Credit 3**

Classroom and hands on training will be provided in machine shop safety and the use of machine shop tools and machines. Training will include proper use of hand tools, measuring tools, milling machines, grinders, lathes, drills and saws.

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.

MFG-228
MACHINE OPERATIONS II
Lec 2   **Lab 4**   **Credit 4**

Covers advanced setup and operation of lathes, mills and grinders using different materials and cutters. Productivity and safe operation are emphasized. Prerequisite: MFG-237.

MFG-237
INTRODUCTION TO MACHINE TRADES
Lec 1   **Lab 4**   **Credit 3**

Explores basics of machining, raw materials, use of hand tools, safety and maintenance. Includes measurement techniques, materials, safety, machine tool math, quality control and maintenance. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. Corequisite: MAT-702.

MFG-303
ADVANCED CNC PROGRAMMING
Lec 3   **Lab 6**   **Credit 6**

Continuation of MFG-156, Introduction to CNC Machining adding canned cycles, looping, sub-routines and interpretation of programs written by others. Internal machining on the lathes is covered. More complex parts and production of multiple parts will be undertaken. Prerequisite: MFG-156.

MFG-323
MASTERCAM DESIGN
Lec 1   **Lab 2**   **Credit 2**

This course provides an introduction to computer aided design and drafting. Actual hands-on experience in designing, drawing, and dimensioning, surface and solid modeling using Mastercam Design software will be provided. The course presents logical step-by step instruction about the Mastercam commands, drawing aids, shortcuts and other valuable characteristics of Mastercam. This course will also feature 2D geometry and dimensioning, creating 3D surface geometry and 3D solids geometry and using Mastercam software to create Solid models using wireframe geometry. Finished copies of the students' work will be made on a printer or plotter.

MFG-398
INTRODUCTION TO MACHINE SHOP
Lec 2   Lab 2   Credit 3
This course will explore the basics of machining, raw materials, use of hand tools, safety, and maintenance. The course will include measurement techniques, machine tool math, quality control, understanding drawings, manual machines, and layout.

Students will focus on interpretation of drawing information, description of basic symbols, notation, and maintenance. The course will emphasize teamwork, critical thinking and problem solving through hands-on experience and practical application.

MFG-520
PREDICTIVE MAINTENANCE
Lec 1   Lab 2   Credit 2
This course discusses the principles of machinery oil analysis, thermography, ultrasonics and machine vibration. Students will learn how to properly diagnose an equipment failure. Students will also learn steps to prevent equipment failures and keep equipment running efficiently.

Management (MGT)

MGT-101
PRINCIPLES OF MANAGEMENT
Lec 3   Credit 3
This course provides an intensive examination of the basic fundamentals of organization and management underlying the solution to management problems.

MGT-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-170
HUMAN RESOURCE MANAGEMENT
Lec 3   Credit 3
This course provides an overview of the principles involved in human resources management including strategy, legal environment, EEO, and job analysis and job design. Also covered are acquiring human resources, training and developing employees, compensation issues, and labor relations.

Marketing (MKT)

MKT-110
PRINCIPLES OF MARKETING
Lec 3   Credit 3
This introductory class uses the managerial approach to study a market-directed system of marketing. The emphasis is on market strategy planning from the viewpoint of the marketing manager. The "4 Ps" -product, place, price, and promotion-provide the structure underlying the organization of this course.

MKT-121
DIGITAL MARKETING

Lec 2   Lab 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)

MMS-111
VIDEO PRODUCTION I
Lec 1   Lab 4   Credit 3
Video Production introduces video equipment operation, techniques in video production, and specific production skills, including proper use of the non-linear editing systems, microphones, cameras, lighting equipment and tripods. For approximately 50 percent of the course, students experience hands-on application of material covered in lecture. Students produce both short and long format programs.

Medical Transcription (MTR)

MTR-158
INTRODUCTION TO MEDICAL SCRIBE
Lec 2   Lab 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)

MUA-101
APPLIED VOICE
Lec 1   **Credit 1**
Private instruction on band and orchestra instruments, voice, piano and organ. The students will be expected to perform on their instrument or voice 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.

MUA-104
APPLIED VOICE
Lec 2   **Credit 2**
Private instruction on band and orchestra instruments, voice, piano and organ. The students will be expected to perform on their instrument or voice 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.

MUA-108
ITALIAN/LATIN/ENGLISH DICTION FOR SINGERS
Lec 2   **Credit 2**
Italian/Latin/English is the first of a two-semester two-credit hour course for singers. The course is required for vocal majors at Southeastern Community College and is also open to interested singers of all ages. Students will be introduced to the International Phonetic Alphabet and its application in fostering correct pronunciation when singing. Application of concepts through singing and written exams is an aspect of the course.

MUA-120
APPLIED PIANO
Lec 1   **Credit 1**
Private instruction on band an orchestra instruments, voice, piano and organ. The students will be expected to perform on their instrument or voice 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.

MUA-121
APPLIED PIANO II
Lec 2   **Credit 2**
Private instruction on band an orchestra instruments, voice, piano and organ. The students will be expected to perform on their instrument or voice 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.

MUA-124
APPLIED GUITAR
Lec 1   **Credit 1**
Private instruction on band an orchestra instruments, voice, piano and organ. The students will be expected to perform either vocal or instrumental 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.

MUA-125
APPLIED GUITAR II
Lec 2   **Credit 2**
Private instruction on band an orchestra instruments, voice, piano and organ. The students will be expected to perform either vocal or instrumental 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.

MUA-126
APPLIED STRINGS
Lec 1   **Credit 1**
Private instruction on band an orchestra instruments, voice, piano and organ. The students will be expected to perform either vocal or instrumental 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.

MUA-127
APPLIED STRINGS II
Lec 2   **Credit 2**
Private instruction on band an orchestra instruments, voice, piano and organ. The students will be expected to perform either vocal or instrumental 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.

MUA-170
APPLIED WOODWINDS
Lec 1   **Credit 1**
Private instruction on band an orchestra instruments, voice, piano and organ. The students will be expected to perform either vocal or instrumental 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.

General Music (MUS)

MUS-100
MUSIC APPRECIATION
Lec 3   **Credit 3**

This is a general overview course which includes basic music concepts and elements of the art, a general historical look, and critical approach. Music as it has evolved from the beginning to present-day is studied. This involves listening to musical examples.

MUS-102
MUSIC FUNDAMENTALS
Lec 3   **Credit 3**

This course is designed for students who wish to learn how to read music for either further study as a major or for personal reasons. It is open to all students and is recommended for elementary education majors.

MUS-120
MUSIC THEORY I
Lec 3   **Credit 3**

This course is offered to students who wish to increase their musicianship through better understanding of the materials and structure of music and to those who plan to major or minor in music. The general purpose of the course is to help the student gain the necessary basic concepts of music fundamentals and harmony which will support more advanced theoretical instruction. Prerequisite: MUS-102 Co-requisite: MUS-135.

MUS-121
MUSIC THEORY II
Lec 3   **Credit 3**

This course is a continuation of Music Theory 1. 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 of 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. Co-requisite: 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-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-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.

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, Computer Hardware Basics; NET-142 Network Essentials

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. Prerequisites: NET-122, NET-142, NET-310, NET-314.

NET-310
VIRTUAL MACHINES
Lec 2   **Lab 2**   **Credit 3**
This course will cover the concepts of virtualization including hardware and software. Topics will include benefits vs. risks analysis, installation and configuration, operation and maintenance and disaster recovery using server and workstation virtualization techniques. Creation and administration of Virtual Desktop environments will also be covered. Prerequisites: NET-142 and NET-442.

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. There will be hands-on troubleshooting in the labs. Prerequisites: NET-142 and NET-122.

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: NET-142, NET-314, and NET-442; Co-requisite: NET-637

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. This course incorporates a lab component in which students practice skills designed to secure network connections and prevent attacks. Prerequisites: NET-142, NET-314, 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, 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.

Occupational Therapy Assistant (OTA)

OTA-106
TRENDS IN OTA (INDIAN HILLS CC COURSE)
Lec 3   Credit 3
This course is an introduction to and investigation of a career choice in Occupational Therapy. A foundational overview of the history, philosophy, ethics, and role of occupational therapy in the health care environment is provided. The roles and functions of the occupational therapist and occupational therapy assistant in traditional and emerging practice areas, as well as the role of the AOTA will be explored. Models of care and the essentials of success in the OTA program will be discussed. Students will complete required HIPPA, Infection Control and Mandatory Reporting for child/adult training for Health Care Providers.

OTA-121
PRINCIPLES OF OT (INDIAN HILLS CC COURSE)
Lec 3   Lab 2   Credit 4
This course provides an introduction to skilled observation of identified performance areas in occupational therapy, activity analysis, goal setting, oral and written reporting skills, professional documentation formats and the use of the OT Practice Framework. Basic patient handling techniques and functional transfers will be practiced. Specific theory and philosophy with regard to physical, psychological, and developmental diagnosis will be addressed. Current issues relating to the field, the framework of occupational therapy practice and process, and intervention approaches will be examined.

OTA-131
PEDIATRIC PRACTICE FOR THE OTA (INDIAN HILLS CC COURSE)
Lec 3   Lab 2   Credit 4
This course introduces students to entry-level pediatric occupational therapy skills by examining theoretical practice frameworks for individuals ages birth through twenty-one. Focuses of this course include: typical and atypical development, physical disabilities, neurological impairments, developmental dysfunction and their effects on childhood occupation. The role of the OTA in a variety of pediatric settings will be explored. Childhood conditions, evaluation, program planning and program implementation will be discussed. Family, sociocultural and socioeconomic conditions, legal issues and support services for the pediatric population will be explored.

OTA-141
THERAPEUTIC MEDIA IN OT (INDIAN HILLS CC COURSE)
Lec 2   Lab 2   Credit 3
This course addresses the knowledge and skills required to recognize the value of and link between life role occupations as applied to therapeutic interventions. Topics include the use of crafts and games, splinting, therapeutic exercises and application to various diagnoses. Activity analysis and methods of determining and selecting age appropriate and culturally meaningful activities for OT consumers will be examined. Approaches to teaching, learning, and professional communication will be explored through individual and group treatment role plays.

OTA-151
ADULT PHYSICAL DISABILITY PRACTICE FOR THE OTA (INDIAN HILLS CC COURSE)
Lec 3   Lab 2   Credit 4
This course examines occupational therapy theoretical practice frameworks in adult physical and neurological dysfunction. Common problems seen in medical and orthopedic diseases and disabilities that affect occupational performance in the adult will be addressed, and the method of treatment will be investigated. Treatment methods and activities such as splinting, exercises and physical agent modalities will be explored. Models of service delivery, motor control theories, daily living skills, work, leisure, education and social participation will be presented. Client-centered, meaningful occupation for the purposes of rehabilitation, skill maintenance and wellness, and prevention of decline in occupational performance will be emphasized.

OTA-161
TRADITIONAL AND EMERGING PRACTICE IN OT (INDIAN HILLS CC COURSE)
Lec 1.5   Lab 0.5   Credit 2
This course explores traditional, specialized and emerging practice areas in occupational therapy. Topics to be addressed may include: hand injuries, assistive technology, wheelchair assessment, low vision rehabilitation, lymphedema, vocational rehabilitation, work hardening and workplace assessments.

OTA-171
PSYCHOSOCIAL PRACTICE FOR THE OTA (INDIAN HILLS CC COURSE)
Lec 2.5   Lab 0.5   Credit 3
This course focuses on the role of the occupational therapy assistant in providing services in both medical and community-based settings. The relevance of occupation and goal-directed activity will be explained. A survey of conditions which may cause emotional, mental, and social disability will be explored. Normal and pathological conditions associated with aging will

be discussed. An overview of group process, group leadership and facilitation, types of therapeutic groups and development of communication and observation skills will be included.

OTA-210
PROFESSIONAL ISSUES IN OT (INDIAN HILLS CC COURSE)
Lec 2　　　　Credit 2
This course reinforces the concepts and principles of professionalism for the occupational therapy assistant in the delivery of services. Basic tenets of professional behavior, values, and ethics will be discussed. Topics addressed include: ethical and legal aspects, cultural competence, structure and function of institutions, reimbursement issues, and the roles of key professional organizations. Job seeking techniques including interview skills, and resume and letter writing will be addressed. Resources for life-long learning and professional support will be provided.

OTA-212
FUNCTIONAL KINESIOLOGY (INDIAN HILLS CC COURSE)
Lec 2　　　Lab 2　　　Credit 3
This course introduces human movement within the context of occupational performance. Principles from the biological sciences will be applied to the biomechanical principles of human movement. Topics include survey of the skeletal system, articular system and muscular system. Exercise principles are explored from the perspective of the occupational therapy practitioner. Movement within the context of activities will be analyzed. Laboratory practice addresses basic biomechanics, manual muscle testing, goniometric measurement, range of motion techniques, and activities of daily living motion analysis.

OTA-220
CLINICAL REASONING FOR OTA (INDIAN HILLS CC COURSE)
Lec 2　　　　Credit 2
This course introduces the clinical reasoning process with a focus on analyzing functional status and occupational performance of a client, identifying problems and goals, and determining an appropriate plan of action. Aspects of clinical reasoning and evidence-based practice are explored.

OTA-801
OTA LEVEL IA FIELDWORK (INDIAN HILLS CC COURSE)
Lec 0　　　Clinical 3　　Credit 1
this course introduces students to clinical practice for individuals with pediatric or developmental conditions that limit or affect engagement in occupations. As participant observers, students will integrate academic experiences with occupational therapy process in settings serving clients with a variety of developmental challenges and disability. Through interactions with clients and staff, students will develop skills in observation of occupational performance, clinical safety, therapeutic communication, clinical relationships, professional behavior, and boundary setting.

OTA-811
OTA LEVEL 1B FIELDWORK (INDIAN HILLS CC COURSE)
Lec 0　　　Clinical 3　　Credit 1
This course introduces students to clinical practice for individuals with primary physical disabilities that limit or affect engagement in occupations. As participant observers, students will integrate academic experiences with occupational therapy process in settings serving clients with a variety of physical challenges and degrees of disability. Through interactions with clients and staff, students will develop skills in observation of occupational performance, clinical safety, therapeutic communication, clinical relationships, professional behavior, and boundary setting.

OTA-821
OTA LEVEL 1C FIELDWORK (INDIAN HILLS CC COURSE)
Lec 0　　　Clinical 3　　Credit 1
This course introduces students to clinical practice for individuals with mental health conditions and disregulated behaviors that limit or affect engagement in occupation. As participant observers, students will integrate academic experiences with occupational therapy process in settings serving clients with a variety of psychosocial challenges and degrees of disability. Through interactions with clients and staff, students will develop skills in observation of occupational performance, clinical safety, therapeutic communication, clinical relationships, professional behavior, and boundary setting.

OTA-831
OTA LEVEL IIA FIELDWORK (INDIAN HILLS CC COURSE)
Lec 0　　　Clinical 18　　Credit 6
This is the first of two capstone experiences which provide an opportunity for students to integrate and apply specialized occupational therapy theory, skills, and concepts to practice. Students will engage in this learning experience in a supervised clinical or community setting serving individuals with developmental, physical, or emotional challenges.

OTA-841
OTA LEVEL IIB FIELDWORK (INDIAN HILLS CC COURSE)
Lec 0　　　Clinical 18　　Credit 6
This is the second of two capstone experiences which provide an opportunity for students to integrate and apply specialized occupational therapy theory, skills, and concepts to practice. Students will engage in this learning experience in a supervised clinical or community setting serving individuals with developmental, physical, or emotional challenges.

Physical Education Activities (PEA)

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)

PEC-101
INTRODUCTION TO COACHING
Lec 3   **Credit 3**
Introduction to Coaching consists of a four-part course that includes coaching theory, sports medicine, sports psychology, and sports physiology. It leads to coaching authorization for the State of Iowa as a junior high or senior high coach.

PEC-116
ATHLETIC DEVELOPMENT AND HUMAN GROWTH
Lec 2   **Credit 2**
A study of the physical, cognitive, and psychosocial stages of development during middle childhood and adolescence and how these stages impact the coaching profession. This is one of the four courses leading to the coaching and authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

PEC-120
BODY STRUCTURE AND FUNCTION
Lec 1   **Credit 1**
An introduction to the physiological processes and anatomical features of the human body which are related to and affected by physical activity and training. This is one of the four courses leading to the coaching and authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

General Physical Education and Health (PEH)

PEH-102
HEALTH
Lec 3   **Credit 3**
A survey of individual problems and community health problems. Aspects of mental illnesses; communicable, infectious, congenital, degenerative and vitamin deficiency diseases; hormone imbalance and harmful effects of narcotic drugs and alcohol are stressed. Measures involving the preventing, controlling and promoting of better mental health and physical health in general are emphasized. Designed to stimulate the formation of desirable attitudes toward the health of the individual and the community.

PEH-161
INTRODUCTION TO PHYSICAL EDUCATION
Lec 2   **Credit 2**
Orientation and exploration in the physical education field, career opportunities, responsibilities to the profession, ethical sports practices, historical background and social forces that act upon organized as well as informal sports.

Physical Education Training (PET)

PET-105
BASIC ATHLETIC TRAINING

Lec 3   **Credit 3**
This course serves as an introduction to the profession of athletic training. Students will be instructed in basic skills and theories of the profession including: measurement of vital signs, taping, wrapping, and immobilization. Students will become familiar with the roles, functions, and professional preparation of an athletic trainer as well as the history of the profession and its governing structures.

PET-140
ATHLETIC TRAINING PRACTICUM I
Lec 0   **Lab 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)

PEV-115
VARSITY BASEBALL
Lec 0   **Lab 2**   **Credit 1**
A course designed to give credit for knowledge and skills gained through varsity sports participation. Maximum of 4 semester hours may be earned.

PEV-121
VARSITY BASKETBALL, MEN
Lec 0   **Lab 2**   **Credit 1**
A course designed to give credit for knowledge and skills gained through varsity sports participation. Maximum of 4 semester hours may be earned.

PEV-122
VARSITY BASKETBALL, WOMEN
Lec 0   **Lab 2**   **Credit 1**
A course designed to give credit for knowledge and skills gained through varsity sports participation. Maximum of 4 semester hours may be earned.

PEV-130
VARSITY CROSS COUNTRY

Lec 0 **Lab 2** **Credit 1**

This course provides credit for PEV varsity sports earned by participating as a regular member of a varsity team and fulfilling the contact hours associated for 2 lab hours. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. This course is a one credit course and can be repeated for a maximum of four credit hours.

PEV-140
VARSITY GOLF
Lec 0 **Lab 2** **Credit 1**

A course designed to give credit for knowledge and skills gained through varsity sports participation. Maximum of 4 semester hours may be earned.

PEV-145
SPORTS SHOOTING
Lec 0 **Lab 2** **Credit 1**

This course provides credit for PEV varsity sports earned by participating as a regular member of a varsity team fulfilling all requirements of a team member. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. This course is a one credit course and can be repeated for a maximum of four credits. A Criminal Background Check is required.

PEV-150
VARSITY SOCCER
Lec 0 **Lab 2** **Credit 1**

This course provides credit for PEV varsity sports earned by participating as a regular member of a varsity team and fulfilling the contact hours associated for 2 lab hours. Team members will gain knowledge and develop skills through conditioning, practice, game preparation and/or weight training. This course is a one credit course and can be repeated for a maximum of four credit hours.

PEV-160
VARSITY SOFTBALL
Lec 0 **Lab 2** **Credit 1**

A course designed to give credit for knowledge and skills gained through varsity sports participation. Maximum of 4 semester hours may be earned.

PEV-170
VARSITY VOLLEYBALL
Lec 0 **Lab 2** **Credit 1**

A course designed to give credit for knowledge and skills gained through varsity sports participation. Maximum of 4 semester hours may be earned.

PEV-190
VARSITY SPIRIT SQUAD
Lec 0 **Lab 2** **Credit 1**

A course designed to give credit for knowledge and skills gained through varsity cheerleading participation. Maximum of 4 semester hours may be earned.

PEV-195
SPORTS MANAGEMENT
Lec 0 **OJT 4** **Credit 1**

This course is designed to provide practical experience in various operations of an athletic program. Topics to be covered include, but may not be limited to: event and facility management, promotions and marketing, eligibility and compliance, budgeting, and public relations. Maximum of 2 semester hours may be earned.

Philosophy (PHI)

PHI-101
INTRODUCTION TO PHILOSOPHY
Lec 3 **Credit 3**

A topical introduction to the major areas of philosophical inquiry.

PHI-105
INTRODUCTION TO ETHICS
Lec 3 **Credit 3**

A survey of the major ethical emphases from ancient to modem times with pertinent reading in the works of representative philosophers.

Pharmacy Technician (PHR)

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)

PHS-120
EXPLORING PHYSICAL SCIENCE
Lec 3   Lab 2   Credit 4

This is 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.

Physics (PHY)

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.

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.

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. Pre 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.

Practical Nursing (PNN)

PNN-160
INTRODUCTION TO NURSING PRACTICE

Lec 2   **Credit 2**

This course provides the student with an introduction to nursing concepts and principles. From a historical perspective, the student will explore the roles and challenges of the nurse in the health care continuum. The curriculum strand of the nursing process is introduced and serves as the foundation for the development of critical thinking skills. Other curriculum strands introduced include communication, stress and adaptation, wellness, professional accountability, information technology, time management and priority setting. Prerequisite: Certification in Iowa CNA 75 Clock Hours. Corequisite: PNN-220.

PNN-220
PHARMACOLOGY FOR NURSING I

Lec 2   **Credit 2**

This course introduces the student to the basics of pharmacology. Principles of drug administration, including dosage calculation and routes and techniques of administration are presented. 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, including safe administration of all drugs. Corequisite: PNN-160.

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 2**   **Clinical 10.5**   **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: BIO-168, BIO-173, BIO-186, PNN-160 and PNN-220.

PNN-535
NURSING II

Lec 8   **Clinical 12**   **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. Prerequisite: PNN-534. Corequisite: PNN-311.

Political Science (POL)

POL-110
INTRODUCTION TO POLITICAL SCIENCE

Lec 3   **Credit 3**

An introduction to the field of political science by illustrating the kind of contemporary issues political scientists deal with, the diversity of approaches they make and the significant results they hope to achieve. It will also acquaint students with the complex and vitally important subject of contemporary government and politics.

POL-111
AMERICAN NATIONAL GOVERNMENT

Lec 3   **Credit 3**

A survey of the American federal system of government which includes a description and analysis of interest groups, political parties, public opinion, the presidency, the Congress, the court system and foreign policy making.

Paralegal (PRL)

PRL-284
LEGAL ETHICS

Lec 2   **Credit 2**

This course covers legal ethics with an emphasis on how the rules affect legal administrative assistants. Students learn about the regulation of the legal profession, including the rules of conduct that govern both attorneys and legal administrative assistants. Topics include the meaning and importance of the unauthorized practice of law, the attorney-client privilege and its related work product doctrine, confidentiality, the rules governing conflicts of interest, and other topics relative to ethics in law. Prerequisites: ADM-198, ADM-162.

Psychology (PSY)

PSY-102
HUMAN AND WORK RELATIONS

Lec 3   **Credit 3**

This is a course that includes the understanding of the applications of psychological principles, theory, and research related to the work setting.

PSY-111
INTRODUCTION TO PSYCHOLOGY
Lec 3   **Credit 3**

A basic course in the understanding of behavior, designed to give the student a scientific background in the fundamental problems and techniques covered in the field of psychology.

PSY-121
DEVELOPMENTAL PSYCHOLOGY
Lec 3   **Credit 3**

A systematic study of life-span development. Individual differences in behavior as well as cultural norms are considered in relation to heredity and environment.

PSY-211
PSYCHOLOGY OF ADJUSTMENT
Lec 3   **Credit 3**

A study of the adjusting/coping behavior of the individual in various aspects of life situations. Prerequisite: PSY-111.

PSY-226
PSYCHOLOGY OF AGING
Lec 3   **Credit 3**

This course will examine the physical, cognitive, social, and psychological changes that occur across the adult years and the factors influencing development in each area. Individual differences in the aging process will be emphasized with attention to the factors contributing to individual differences and the relevance of individual differences in addressing aging issues. The influence of society and societal attitudes toward older adults and the aging process will also be addressed. Additional learning opportunities will include interactions with older adults in various situations including those in nursing homes, assisted living homes, retirement homes, and living independently in the community.

PSY-228
DEATH AND DYING
Lec 3   **Credit 3**

This course will introduce students to the study of death and dying and the cultural, social, biological, and psychological aspects of death and dying. Topics to be covered include the reality and definition of death, the grief process, care of the dying, cultural customs related to death and dying, views and attitudes toward death and dying, and the scientific, legal, and ethical issues surrounding death and dying. Exploration of one's own views and attitudes concerning death and dying will be encouraged. In addition, opportunities to visit death-related industries such as funeral homes and cemeteries and to interact with professionals in the field such as hospice workers, grief counselors, and funeral directors will be provided.

PSY-241
ABNORMAL PSYCHOLOGY
Lec 3   **Credit 3**

A survey of the history of mental illness including a study of normal and abnormal behavior as related to various cultures. Personality development, individual adjustment, and description of the various clinical entities and their relevance to present day life will be covered. Character disorders and personality structures which cause maladjustment are reviewed. A review of the theories of personality is included. Prerequisite: PSY-111.

PSY-251
SOCIAL PSYCHOLOGY
Lec 3   **Credit 3**

The study of interpersonal relations, social attitudes, group dynamics, intergroup relations, class and cultural influence in a psychological context. Prerequisite: PSY-111.

Respiratory Therapy (RCP)

RCP-231
INTRODUCTION TO RESPIRATORY CARE
Lec 3   **Credit 3**

An introduction to the respiratory care profession. Topics include respiratory care and the healthcare system; the economics, communication, documentation, and 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 Respiratory Care Modalities 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. Corequisites: RCP-232, 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. Corequisites: RCP-231, 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 Respiratory Care Modalities 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. Corequisites: RCP-231, 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, RCP-233. Corequisites: RCP-350, RCP-751, RCP-332, RCP-333.

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, RCP-233. Corequisites: RCP-331, RCP-333, RCP-350, 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, RCP-233. Corequisites: RCP-350, RCP-751, RCP-331, RCP-332.

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, RCP-233. Corequisites: RCP-331, RCP-332, RCP-333, 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-524, RCP-755, RCP-350. Corequisites: RCP-450, RCP-620, 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 live-threatening cardiac dysrhythmias. Includes a review of basic life support, use of mechanical aids to establish an airway and maintain ventilation, ECG monitoring and recognition of life-threatening dysrhythmias, cardiac defibrillation and initiating appropriate cardiac drug therapy.

Prerequisites: RCP-331, RCP-332, RCP-333, RCP-350, RCP-751. Corequisites: RCP-524, 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. Prerequisite: RCP-331, RCP-332, RCP-333, RCP-350, RCP-480, 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. Prerequisite: RCP-524, RCP-755. Corequisites: RCP-440, RCP-450, 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. Prerequisite: Satisfactory completion of RCP-231, RCP-232, 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. Prerequisite: Completion of RCP-480, RCP-524, RCP-755. Corequisite: RCP-440, RCP-450, 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 explores. Prerequisites: RCP-440, RCP-450, RCP-620, RCP-761. Corequisites: RCP-766 and RCP-880.

RCP-910
RESPIRATORY CARE RRT REVIEW
Lec 2   Credit 2
This course is designed to test the student's ability to successfully earn passing scores on advanced-level examinations. Although advanced-level examinations will be the focus of this course, review of entry-level examination concepts will also be provided. Mock board examinations will be administered after completion of a comprehensive review seminar. Prerequisites: RCP-440, RCP-450, RCP-620 and RCP-761. Corequisites: RCP-810 and RCP-767.

Reading (RDG)

RDG-045
KEYS TO READING
Lec 2   Lab 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)

REL-101
SURVEY OF WORLD RELIGIONS
Lec 3   Credit 3
A survey of the major religions of the eastern and western world. Each religion is placed in its historical context, and its major tenets are explored. This course includes a general understanding of the various religions studied, some specific insights into each religion's belief structures and discussion of the general function of religion in human experience.

Science (SCI)

SCI-115
BASIC ELECTRICITY
Lec 1   Lab 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)

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)

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.

SMM-220
NAVIGATING THE MEDIA MINEFIELD
Lec 3   Credit 3

This course explores the legal and regulatory issues surrounding social media platforms. Students will learn how to avoid common legal pitfalls and anticipate situations that may have potential legal consequences. Course content includes defamation, privacy issues, copyright and trademark, commercial speech, cyberbullying, and free speech boundaries.

Sociology (SOC)

SOC-110
INTRODUCTION TO SOCIOLOGY
Lec 3   Credit 3

An analysis of social organization (or the social order). This course deals with the nature of sociology as a science, the original nature of man, the socialization of the individual, the development of groups and group behavior, the nature of culture and culture patterns, the organization of institutions, the nature of social order, the organization of human stratification and examination of major social processes. Special emphasis is placed upon the American cultural patterns.

SOC-114
CONFLICT RESOLUTION IN THE WORKPLACE
Lec 3   Credit 3

Conflict Resolution in the Workplace will study conflict resolution theories and applications in the workplace. The course will provide students with the opportunity to develop their own effective interpersonal conflict resolution skills as well as skills needed to help employees resolve their conflicts with one another and the skills needed to negotiate contracts. Students will also be introduced to theories and skills needed to apply culturally sensitive principles to conflict resolution.

SOC-115
SOCIAL PROBLEMS
Lec 3   Credit 3

An investigation into a selection of social problems involving alternative solutions. Topics may include drug and alcohol abuse, crime, violence, prejudice and discrimination, and human sexuality.

SOC-120
MARRIAGE AND FAMILY
Lec 3   Credit 3

A critical approach to the problems of the modern family with some information given to the historical perspective. Such topics as courtship and marriage, marital adjustment, the achievement of family unity, minority family types, parent-child relationships, economic and social changes in family organizations and family control will be covered.

SOC-160
INTRODUCTION TO SOCIAL WORK
Lec 3   Credit 3

The introductory course in social welfare systems and social work practice surveys the historical development of the social work profession in conjunction with the development of social welfare services in the United States, social welfare system responses to a variety of current social problems; generalist social work as a distinct profession; and specific settings and methods of social work practice.

SOC-161
INTRODUCTION TO SOCIAL WORK LAB
Lec 0   OJT 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-212
DIVERSITY
Lec 3   Credit 3

This course studies gender, race, class, sexuality and other issues of diversity. The curriculum highlights the duality of oppression and privilege and the ways in which race, gender, class and sexuality shape daily life. Special focus is on learning how to demonstrate course concepts as social action. Social justice is practiced as students become educated in these concepts of diversity and engage in diversity conscious social action.

SOC-230
JUVENILE DELINQUENCY
Lec 3   Credit 3

A study of juvenile delinquency as an individual and social problem. This course includes theories of delinquency causations, law enforcement procedures, methods of corrections and prevention of juvenile delinquency.

SOC-240
CRIMINOLOGY
Lec 3   Credit 3

Criminology is the study of crime from a social perspective; the causes of crime, the social impact of crime, and the criminals involved in crime. Criminology is studied in an attempt to better understand what motivates the criminal to act in a criminal manner. Prerequisite: CRJ-100.

Speech (SPC)

SPC-101
FUNDAMENTALS OF ORAL COMMUNICATION

Lec 3   **Credit 3**

Explores communication in a variety of contexts including interpersonal relationships, the workplace, small groups, and public speaking. Emphasis on the application and practice of communication theories and skills, particularly public speaking.

SPC-112
PUBLIC SPEAKING
Lec 3   **Credit 3**

This course examines both the theoretical and practical basis of speech communication, particularly public speaking. Emphasis is on speech preparation, organization, support, delivery, and audience analysis.

SPC-115
ADVANCED PUBLIC SPEAKING
Lec 3   **Credit 3**

A continuation of SPC-101 or SPC-112. This course presents advanced theories and techniques used in public speaking. After dinner speaking, persuasive presentations and campaigns, and lecture and training may be covered in this course. The course shall be designed, however, to meet the needs of the students. Prerequisite: SPC-101 OR SPC-112.

SPC-120
INTERCULTURAL COMMUNICATIONS
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. Prerequisites: SPC-101 or SPC-112

Web Development (WDV)

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-110
INTERNET FUNDAMENTALS
Lec 2   **Lab 2**   **Credit 3**

Students will learn about internet connection methods and protocols. Web browser functionality, configuration and use. The use of web services, including advanced searching, email and social networking. How to use web based tools for research and collaboration as well as software development. Web security, including identification of risks, how to limit exposure and measures that can be taken to keep a computer system and personal information secure. Students will also cover the fundamental elements of project management and the importance this plays in the workplace.

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.

(WEL)

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 ¼" 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 & FABRICATION

Lec 0   Lab 8   Credit 4

Teaches layout & fitting skills applicable to an industrial welding shop, including reading prints, estimating & ordering materials, performing layout & cutting work, and welding procedures applicable to fabricating a finished product. Emphasizes problem solving & 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 approval of instructor.

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 or successfully passing vertical and overhead guided bend-test on single vee open butt weld on 3/8" carbon steel according to American Welding Society code requirements.

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.