



**SOUTHEASTERN**  
COMMUNITY COLLEGE

# Course Catalog 2021-2022



# Southeastern Community College

## 2021-2022 Course Catalog

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**SCC West Burlington Campus**  
1500 West Agency Road  
P.O. Box 180  
West Burlington, IA 52655-0180  
(319) 208-5000  
Fax (319) 752-4957

**SCC Keokuk Campus**  
335 Messenger Road  
P.O. Box 6007  
Keokuk, IA 52632-6007  
(319) 313-1923  
Fax (319) 524-8621  
Revised: 3/31/2021 2:35p.m.

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

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

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# Mission & Accreditation

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## MISSION:

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

## VISION:

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

## VALUES:

### Excellence:

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

### Integrity:

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

### Stewardship:

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

### Continuous Improvement:

We promote evidence-based decisions and systems 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

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

## General Admissions Policy

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

## SCC Nondiscrimination Statement

Board Policy 107

BOARD POLICY TYPE: **PHILOSOPHY & GOALS**

POLICY TITLE: **Nondiscrimination Statement**

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

If you have questions or complaints related to compliance with this policy, please contact Tina Young, Title IX & Equity Coordinator, 1500 West Agency Road, West Burlington, Iowa 52655, (319) 208-5101, [tyoung@scciova.edu](mailto:tyoung@scciova.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](mailto: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 [www.scciova.edu](http://www.scciova.edu) (319) 208-5000

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, [scciova.edu/academics/studresource/disserv.aspx](http://scciova.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 Student Support Center, West Burlington (319)208-5010, [admissionwb@scciova.edu](mailto:admissionwb@scciova.edu) or Keokuk (319)313-1923, [admissionskeo@scciova.edu](mailto:admissionskeo@scciova.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**

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### **Specific Procedures for Students Applying for Admission**

Applications for admission are accepted at any time and may be submitted online at [www.scciowa.edu](http://www.scciowa.edu). Application forms can also be distributed or mailed from the 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 Student Support Center 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 Admissions and Student Support Center. 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](mailto:registrar@scciowa.edu)) well in advance of the beginning of each term so that transfer status may be established.

### **International Students (F-1 Status)**

International students who apply from abroad or who would like to transfer from other institutions in the United States to Southeastern Community College must have a high school diploma or equivalent. Students must submit an application for admission and high school/college transcripts and must also provide financial documentation showing proof of funds available to cover the cost of tuition, books, room, board, etc. SCC is authorized under Federal law to enroll non-immigrant students. For more information, please contact the Student Support Center at (319) 208-5010 ([admissionswb@scciowa.edu](mailto:admissionswb@scciowa.edu)) or (319)-313-1923 ([admissionskeo@scciowa.edu](mailto:admissionskeo@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 Admissions and Student Support Center.

# Placement Charts

(Updated 3/29/2021)

## SCC Math Mandatory Score Placement Charts

Cut Score (%)	Range (%)	Course Placement
< 14%	0-13	MAT-702 Intro to Math Applications (voc. only)
# 14%	14-29	MAT-099 Combined Algebra MAT-110 Math for Liberal Arts MAT-112/113 Math for Elementary Teachers I MAT-704 Math Applications (voc. only)

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

ESL Course Placement Chart			
ESL Level	ACCUPLACER ESL	TOEFL	Eiken
Level 1*	Score 50 or below	Score 30 or below	Grade 3
Level 2*	51-70	31-37	Grade Pre-2
Level 3*	71-90	38-45	Grade 2
Level 4*	91-110	46-59	Grade 2A
Qualifications for placement in 100 level courses.	111 and above	960 and above	Grade Pre-1 and Above
*ESL-002 Cultural Orientation is an orientation course intended to be taken during the first semester of study in USA, regardless of the student's English language proficiency.			

SCC Writing Scores & Mandatory Course Placement Chart - No Waivers												
Next-Gen Accuplacer	Classic Accuplacer	SAT	ACT	Write Placer	Write Placer	Write Placer	Write Placer	Write Placer	Write Placer	Write Placer	Write Placer	Write Placer
Writing	Sentence Skills	Writing & Language	English	Score	Score	Score	Score	Score	Score	Score	Score	Score
Score	Score	Score	Score	0	1	2	3	4	5	6	7	8
200-219	20-39	10-13	1-5	ENG-013	ENG-013	ENG-013	ENG-013	ENG-105 w/ ENG-067 lab or ENG-110 or ENG-111 or ENG-131	ENG-105 w/ ENG-067 lab or ENG-110 or ENG-111 or ENG-131	ENG-105 w/ ENG-067 lab or ENG-110 or ENG-111 or ENG-131	ENG-105 w/ ENG-067 lab or ENG-110 or ENG-111 or ENG-131	ENG-105 or ENG-110 or ENG-111 or ENG-131
220-239	40-59	14-18	6-11	ENG-013	ENG-013	ENG-013	ENG-013	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-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 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

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

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## 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 under Self-Serve on Hawknet. Degree, diploma, and certificate requirements stated in the Southeastern Community College catalog at the time of a student's initial enrollment will remain in effect for that student until graduation. If changes occur in graduation requirements subsequent to initial enrollment, the student may elect to graduate under the most recent degree or diploma requirements. The ability to graduate under the requirements of an older catalog is subject to a five-year limitation. The final determination of graduation requirements rests with the Registrar.

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

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

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

## Commencement

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

## Graduation with Honors

Qualifying students are recognized as meeting the requirements of Graduation with Honors at commencement ceremonies. To qualify for this recognition, a student's cumulative grade point average must be 3.75 or above as of the end of the fall semester. A minimum of 15 semester hours must have been completed at Southeastern Community College. A student with a GPA

below 3.75, but above a 3.50, may qualify at the end of the spring semester if they receive spring grades which are high enough to raise their GPA to 3.75 or above at the end of the spring semester. It is the responsibility of the student to notify the Registrar of this possible last-minute designation.

## Assessment Philosophy

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

## General Education Statement

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

- Communication
- Social Science
- Humanities
- Mathematics
- Science
- Cultural Awareness

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

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

## The College Experience Course Policy

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

- Transfer students with an official transcript(s) from a previous institution(s) who have earned a minimum of 24 credits with a cumulative GPA of 2.0 or higher (cumulative GPA encompasses all attempted credits, not just those earned).

- Transfer students with an official transcript from a previous institution who have taken a similar course with a grade of C- or better.
- Students who were previously enrolled at SCC (excluding high school concurrent enrollment) who have earned a minimum of 12 credits with a cumulative GPA of 2.0 or higher.

- Associate of Applied Science degree
- Diploma
- Certificate

### 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 Arts Degree

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

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

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

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

### Associate of Science Degree

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

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

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

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

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

### **Associate of Applied Science Degree**

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

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

### **Diploma**

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

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

### **Certificate**

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

1. All requirements must be met through earned SCC credits or through approved action by the registrar.
2. Earn a minimum cumulative grade point average (GPA) of 2.0 in the certificate curriculum at SCC.
3. General education courses, if required, are listed in the approved curriculum for that certificate.
4. Satisfactory completion of all core, general education and/or elective requirements as specified for the certificate program.

# Arts and Sciences Transfer Programs

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The Arts and Sciences Transfer Program provides courses of study which will readily transfer to most colleges and universities. Students planning to earn a baccalaureate degree may begin coursework at SCC and complete the general education requirements for most majors with the completion of an Associate of Arts degree or Associate of Science degree. Iowa community colleges and Iowa regent universities (University of Iowa, University of Northern Iowa, and Iowa State University) have developed an articulation agreement to assist in the transfer process. SCC also has articulation agreements with other colleges and universities. Students should consult with an SCC enrollment specialist at either West Burlington (319) 208-5010, [admissionswb@scciova.edu](mailto:admissionswb@scciova.edu) or Keokuk (319) 313-1923, [admissionskeo@scciova.edu](mailto:admissionskeo@scciova.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.scciova.edu/academics/transfer](http://www.scciova.edu/academics/transfer).

# Graduation Requirements for Associate of Arts Degree

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

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

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

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

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

*NON-LAB SCIENCE:* **BIO**-151, 217, 277/**PHS**-165, 185/ **SCI**-928

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**CULTURAL AWARENESS** - Minimum of 3 hours 3

**ART**-101, 203, 204, 208/**DRA**-101, 110/**ENG**-221/**FLS**-141, 142/**HIS**-211, 257/**HUM**-101, 114, 145/**LIT**-120, 121, 131, 150, 151, 209/**MUS**-100, 204, 205/**PHI**-101, 105, 122/**REL**-101/**SOC**-212/**SPC**-120/**FOREIGN LANGUAGES**-ANY

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**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.

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**TOTAL** 60

# Online Associate of Arts Degree Graduation Requirements

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

	Required Credit Hours
<b>THE COLLEGE EXPERIENCE</b>	
<i>The College Experience:</i> <a href="#">SDV-108</a>	1
<hr/>	
<b>COMMUNICATIONS</b>	
<i>COMPOSITION:</i> <a href="#">ENG-105</a> , 106	6
<i>SPEECH:</i> <a href="#">SPC-112</a> or 101	3
<hr/>	
<b>HUMANITIES</b> - Select from at least 2 different departments	9
<i>ART:</i> <a href="#">ART-101</a> , 120, 133, 186, 203, 204	
<i>DRAMA:</i> <a href="#">DRA-101</a> , 110	
<i>ENGLISH:</i> <a href="#">ENG-221</a>	
<i>FOREIGN LANGUAGE:</i> <a href="#">FLF-141</a> , <a href="#">FLF-142</a> , <a href="#">FLG-141</a> , <a href="#">FLG-142</a> , <a href="#">FLS-141</a> , <a href="#">FLS-142</a> , <a href="#">FLS-231</a> , <a href="#">FLS-232</a>	
<i>HISTORY &amp; WORLD CIV:</i> <a href="#">HIS-151</a> , 152, 211, 231, 251, 257, 266, 271	
<i>HUMANITIES:</i> <a href="#">HUM-101</a> , 287	
<i>LITERATURE:</i> <a href="#">LIT-101</a> , 120, 131, 150, 151, 184	
<i>MUSIC:</i> <a href="#">MUS-100</a> , 102, 204, 205	
<i>PHILOSOPHY:</i> <a href="#">PHI-101</a> , 105	
<i>RELIGION:</i> <a href="#">REL-101</a>	
<hr/>	
<b>SOCIAL SCIENCE</b> - Select from at least 2 different departments	12
<i>ECONOMICS:</i> <a href="#">ECN-110</a> , 120, 130	
<i>GEOGRAPHY:</i> <a href="#">GEO-121</a> , 126	
<i>HISTORY &amp; WORLD CIV:</i> <a href="#">HIS-151</a> , 152, 211, 231, 251, 257, 266, 271	
<i>POLITICAL SCIENCE:</i> <a href="#">POL-110</a> , 111	
<i>PSYCHOLOGY:</i> <a href="#">PSY-102</a> , 111, 121, 211, 226, 228, 241, 251	
<i>SOCIOLOGY:</i> <a href="#">SOC-110</a> , 115, 120, 160, 212, 230, 240	
<hr/>	
<b>MATH &amp; SCIENCE</b> - Must include one math and one laboratory science course	10



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

*LAB SCIENCE*: **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

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**CULTURAL AWARENESS** - Minimum of 3 hours 3

**ART**-101, 203, 204, 208/**DRA**-101, 110/**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**-212/**SPC**-120

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**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.

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**TOTAL** 60

# Graduation Requirements for Associate of Science Degree

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

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

*SOCIOLOGY*: SOC-110, 114, 115, 120, 160, 161, 212, 230, 240

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

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

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

*OTHER SCIENCE*: BIO-105/CHM-122/PHS-151, 165, 185/PHY-106/SCI-123

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**CULTURAL AWARENESS** - Minimum of 3 hours 3

ART-101, 203, 204, 208/DRA-101, 110/ENG-221/FLS-141, 142/HIS-211, 257/HUM-101,114, 145/LIT-120, 121, 131, 150, 151, 209/MUS-100, 204, 205/PHI-101, 105, 122/REL-101/SOC-212,/FOREIGN LANGUAGE-ANY

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**ELECTIVES** 15

All transfer level courses may be used here including courses listed above (if additional are taken beyond requirements). Students should plan their elective courses according to their college major if they are planning to transfer on for a four year degree. Information on suggested coursework is available in the Enrollment Services office.

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**TOTAL** 60

# Online Associate of Science Degree Graduation Requirements

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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
<b>THE COLLEGE EXPERIENCE</b>	
<i>The College Experience:</i> <a href="#">SDV-108</a>	1
<hr/>	
<b>COMMUNICATIONS</b>	
<i>COMPOSITION:</i> <a href="#">ENG-105</a> , 106	6
<i>SPEECH:</i> <a href="#">SPC-112</a> or 101	3
<hr/>	
<b>HUMANITIES</b> - Select from at least 2 different departments	6
<i>ART:</i> <a href="#">ART-101</a> , 120, 123, 133, 186, 203, 204	
<i>DRAMA:</i> <a href="#">DRA-101</a> , 110	
<i>ENGLISH:</i> <a href="#">ENG-221</a>	
<i>FOREIGN LANGUAGE:</i> <a href="#">FLF-141</a> , <a href="#">FLF-142</a> , <a href="#">FLG-141</a> , <a href="#">FLG-142</a> , <a href="#">FLS-141</a> , <a href="#">FLS-142</a> , <a href="#">FLS-231</a> , <a href="#">FLS-232</a>	
<i>HISTORY &amp; WORLD CIV:</i> <a href="#">HIS-151</a> , 152, 211, 231, 251, 257, 266, 271	
<i>HUMANITIES:</i> <a href="#">HUM-101</a> , 287	
<i>LITERATURE:</i> <a href="#">LIT-101</a> , 105, 120, 131, 150, 151, 184	
<i>MUSIC:</i> <a href="#">MUS-100</a> , 102, 204, 205	
<i>PHILOSOPHY:</i> <a href="#">PHI-101</a> , 105	
<i>RELIGION:</i> <a href="#">REL-101</a>	
<hr/>	
<b>SOCIAL SCIENCE</b> - Select from at least 2 different departments	6
<i>ECONOMICS:</i> <a href="#">ECN-110</a> , 120, 130	
<i>GEOGRAPHY:</i> <a href="#">GEO-121</a>	
<i>HISTORY &amp; WORLD CIV:</i> <a href="#">HIS-151</a> , 152, 211, 231, 251, 257, 266, 271	
<i>POLITICAL SCIENCE:</i> <a href="#">POL-110</a> , 111	
<i>PSYCHOLOGY:</i> <a href="#">PSY-102</a> , 111, 121, 211, 226, 228, 241, 251	
<i>SOCIOLOGY:</i> <a href="#">SOC-110</a> , 115, 120 160, 212, 230, 240	
<hr/>	
<b>MATH &amp; SCIENCE</b> - Must include one math and one science course	20

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

*LAB SCIENCE: BIO-163, 168, 173, 186 /CHM-166, 176/PHY-142, 172, 212, 222*

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

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**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-212/SPC-120*

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**ELECTIVES** 15

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

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**TOTAL** 60

# Licensure Information - Early Childhood Education

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## 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 - Emergency Medical Services

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## National Certification

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

## State Licensure

Please visit the [State EMS Agency Map](#) on the NREMT.org website.

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

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

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

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

(none)

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

(none)

# Licensure Information - Medical Assistant

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

[Medical Assistant Program](#) (webpage)

[Medical Assistant Program](#) (PDF)

## National Certification

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

Commission on Accreditation of Allied Health Education Program

25400 US Highway 19 North, Suite 158

Clearwater, Florida 33763

Telephone: (727) 210-2350

[www.caahep.org](http://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 may need to obtain certification to get a job as a medical assistant or to get a promotion in medical assisting. You can obtain certification as a medical assistant from either the American Associate of Medical Assistants (AAMA) or the American Medical Technologists (AMT). To get the credential, in most circumstances, you will have to attend a school that is accredited in medical assisting. The courses at these schools will qualify you to take either the Certified Medical Assistant (CMA) exam or the Register Medical Assistant (RMA) exam. Obtaining the CMA or RMA credential will provide employers with proof of having obtained skills at the nationally accepted standard level. Visit [tests.com](https://www.tests.com) for [Information to become Certified/Registered](#) as a Medical Assistant. Tests.com also has a [Medical Assistant Practice Exam](#) to help you study.

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

# Licensure Information - Nurse Aide

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

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

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

## State Licensure

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

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

Iowa

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

Unknown

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

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

District of Columbia  
(Washington DC)

Northern Mariana Islands

US Virgin Islands

# Licensure Information - Nursing AAS

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## Practical Nursing and Associate Degree Nursing

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

[Practical Nursing program details](#)

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

[AAS Nursing Degree program details](#)

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

## State Licensure

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

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

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

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

## National Credentialing

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

## State Licensure

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

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

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

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

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

\*Certificate can be earned one time.

## West Burlington Campus (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-131 Principles of Accounting I <u>or</u>	4
ACC-142 Financial Accounting	3
BUS-102 Introduction to Business <u>or</u>	3
MAT-140 Finite Math	3
Program Total.....	15-16

## 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

*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 - Accounting Assistant Diploma

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

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

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

The [Accounting certificate](#) is awarded after successful completion of first semester courses.

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

\*Certificate and diploma can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

MA, University of Iowa

Fall Semester I	Credit
ACC-161 Payroll Accounting	3
ACC-311 Computer Accounting	3
CSC-110 Introduction to Computers	3
ACC-131 Principles of Accounting I <u>or</u>	4
ACC-142 Financial Accounting	3
BUS-102 Introduction to Business <u>or</u>	3
MAT-140 Finite Math	3

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Spring Semester I	Credit
ACC-261 Income Tax Accounting	3
BCA-152 Comprehensive Spreadsheets	3
ENG-105 Composition I	3
ACC-132 Principles of Accounting II <u>or</u>	4
MAT-165 Business Calculus	3
ECN-130 Principles of Microeconomics <u>or</u>	3
PSY-111 Introduction to Psychology	3
Program Total.....	30-32

## 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](mailto:krosenberg@scciowa.edu)  
BBA, University of Iowa  
34

# Accounting - AAS

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

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

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

The [Accounting certificate](#) is awarded after successful completion of first semester courses.

The [Accounting Assistant diploma](#) is awarded after successful completion of the first and second semester courses.

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

\*Certificate and diploma can be earned one time.

## West Burlington Campus (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-131 Principles of Accounting I <u>or</u>	4
ACC-142 Financial Accounting	3
BUS-102 Introduction to Business <u>or</u>	3
MAT-140 Finite Math	3

Spring Semester I	Credit
ACC-261 Income Tax Accounting	3
BCA-152 Comprehensive Spreadsheets	3
ENG-105 Composition I	3
ACC-132 Principles of Accounting II <u>or</u>	4
MAT-165 Business Calculus	3
ECN-130 Principles of Microeconomics <u>or</u>	3
PSY-111 Introduction to Psychology	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 <u>or</u>	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

Spring Semester II	Credit
BUS-932 Business Internship	3
BUS-936 Business Capstone (online)	1
SPC-112 Public Speaking	3
Program Total.....	62-64

### 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@sccciowa.edu  
 BBA, University of Iowa  
 MA, University of Iowa

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# Accounting Online - Certificate

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

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

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

\*Certificate can be earned one time.

## West Burlington Campus (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-131 Principles of Accounting I <u>or</u>	4
ACC-142 Financial Accounting	3
BUS-102 Introduction to Business <u>or</u>	3
MAT-140 Finite Math	3
Program Total.....	15-16

## 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

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# Accounting Online - Accounting Assistant Diploma

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

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

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

The [Accounting certificate](#) is awarded after successful completion of first semester courses.

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

\*Certificate and diploma can be earned one time.

## Online

	Credit
Fall Semester I	
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

*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>*

## 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](mailto: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.

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

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

The [Accounting certificate](#) is awarded after successful completion of first semester courses.

The [Accounting Assistant diploma](#) is awarded after successful completion of the first and second semester courses.

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

\*Certificate and diploma can be awarded one time.

## Online

	Credit
<b>Fall Semester I</b>	
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
<b>Spring Semester I</b>	
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
<b>Fall Semester II</b>	
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
<b>Spring Semester II</b>	
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
BUS-932 Business Internship	3
Program Total.....	62-62

## 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

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# 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 Electrical Maintenance Technology certificate, Mechanical Maintenance Technology certificate, and the Industrial Maintenance Technology diploma can be earned within this program. See a Student Success Advocate for more information.

\*Certificates and diplomas can only be awarded one time.

## Keokuk Campus

	Credit
Fall Semester I	
WBL-110 Employability Skills	1
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

	Credit
Spring Semester I	
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

	Credit
Fall Semester II	
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

	Credit
Spring Semester II	
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
PHS-151 Introduction to Astronomy	3

Program Total.....64-65

## 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

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The 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 and Row Crop Operations, Animal Science, Conservation and Natural Resources, and 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, AGB-437, DRF-113, AGN-130, AGB-466, AGC-936, AGS-270, AGS-319, AGT-250, and AGS-331.

In Spring II semester, students must take eight to nine credit hours from the elective grouping AGB-451, AGM-155, AGM-203, AGP-333, AGN-244, AGS-216, AGS-242, and PHS-165 and two courses from the elective grouping ECN-130, PSY-111, HUM-287, and SOC-114.

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.

\*Modern Food Production certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment diploma can be earned one time.

## West Burlington Campus

	Credit
Fall Semester	
AGB-336 Agricultural Selling	3
AGC-216 Career Seminar	2
AGB-330 Farm Business Management	3
AGA-181 Introduction to Crop Science <u>or</u>	3
AGH-221 Principles of Horticulture	3
AGB-235 Introduction to Agriculture Markets <u>or</u>	3
BUS-102 Introduction to Business	3
AGH-131 Greenhouse Management (online) <u>or</u>	3
AGS-113 Survey of the Animal Industry	3
Program Total.....	17-17

## 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

## 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

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# Agriculture, Modern Food Production and the Environment: Diploma

---

The 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 and Row Crop Operations, Animal Science, Conservation and Natural Resources, and 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, AGB-437, DRF-113, AGN-130, AGB-466, AGC-936, AGS-270, AGS-319, AGT-250, and AGS-331.

In Spring II semester, students must take eight to nine credit hours from the elective grouping AGB-451, AGM-155, AGM-203, AGP-333, AGN-244, AGS-216, AGS-242, and PHS-165 and two courses from the elective grouping ECN-130, PSY-111, HUM-287, and SOC-114.

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

\*Modern Food Production certificate can be earned one time.

\*Modern Food Production diploma can be earned one time.

## West Burlington Campus

Fall Semester		Credit	Spring Semester	Credit	
AGB-336	Agricultural Selling	3	AGS-225	Swine Science <u>or</u>	3
AGC-216	Career Seminar	2	AGS-226	Beef Cattle Science	3
AGB-330	Farm Business Management	3	ENG-105	Composition I <u>or</u>	3
AGA-181	Introduction to Crop Science <u>or</u>	3	ENG-110	Writing for the Workplace <u>or</u>	3
AGH-221	Principles of Horticulture	3	SPC-112	Public Speaking	3
AGB-235	Introduction to Agriculture Markets <u>or</u>	3	Program Total.....	32-32	
BUS-102	Introduction to Business	3	<b>Where will this take me?</b>		
AGH-131	Greenhouse Management (online) <u>or</u>	3	Animal Handler		
AGS-113	Survey of the Animal Industry	3	Agricultural Crop Worker		
			Farm Business Management		
			Horticultural Worker		
			Soil and Water Conservationist		
			Nursery or Greenhouse Manager		
			Farm Product Buyer or Purchasing Agent		
Spring Semester		Credit			
AGA-182	Introduction to Soil Science	3			
AGA-376	Integrated Pest Management <u>or</u>	3			
AGB-331	Entrepreneurship in Agriculture (online) <u>or</u>	3			
AGC-420	Issues in Agriculture <u>or</u>	3			

## **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  
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MBA, St. Ambrose University

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# Agriculture, Modern Food Production and the Environment: AAS

---

The 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 and Row Crop Operations](#), [Animal Science](#), [Conservation and Natural Resources](#), and [Specialty Crop](#). Students may also select from a fully [Online](#) for [Face-to-Face](#) format.

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, AGB-437, DRF-113, AGN-130, AGB-466, AGC-936, AGS-270, AGS-319, AGT-250, and AGS-331.

In Spring II semester, students must take eight - nine credit hours from the elective grouping AGB-451, AGM-155, AGM-203, AGP-333, AGN-244, AGS-216, AGS-242, and PHS-165 and two courses from the elective grouping ECN-130, PSY-111, HUM-287, and SOC-114.

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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## West Burlington Campus

		Fall Semester II		Credit
Fall Semester		AGA-390	Introduction to Renewable Resources	3
	Credit	SOC-115	Social Problems	3
AGB-336	Agricultural Selling	AGA-158	Soil Fertility <u>or</u>	3
AGC-216	Career Seminar	AGB-437	Commodity Marketing <u>or</u>	3
AGB-330	Farm Business Management	DRF-113	Fundamentals of Technical Drafting <u>or</u>	3
AGA-181	Introduction to Crop Science <u>or</u>	AGN-130	Soil and Water Conservation <u>or</u>	3
AGH-221	Principles of Horticulture	AGB-466	Agricultural Finance (online) <u>or</u>	3
AGB-235	Introduction to Agriculture Markets <u>or</u>	AGC-936	Occupational Experience <u>or</u>	3
BUS-102	Introduction to Business	AGT-250	Food and Biosecurity Issues <u>or</u>	1
AGH-131	Greenhouse Management (online) <u>or</u>	AGS-319	Animal Nutrition (online) <u>or</u>	3
AGS-113	Survey of the Animal Industry	AGS-331	Animal Reproduction (online)	3
Spring Semester I		MAT-120	College Algebra <u>or</u>	3
	Credit	MAT-156	Statistics <u>or</u>	3
AGA-182	Introduction to Soil Science	MAT-702	Introduction to Math Applications <u>or</u>	3
AGA-376	Integrated Pest Management <u>or</u>	CHM-165	General Chemistry I	4
AGB-331	Entrepreneurship in Agriculture (online) <u>or</u>	Spring Semester II		Credit
AGC-420	Issues in Agriculture <u>or</u>	AGB-451	Agricultural Law <u>or</u>	3
AGS-225	Swine Science <u>or</u>	AGM-155	Farm Equipment Management <u>or</u>	2
AGS-226	Beef Cattle Science	AGM-203	Agricultural Welding <u>or</u>	2
ENG-105	Composition I <u>or</u>	AGP-333	Precision Farming Systems <u>or</u>	3
ENG-110	Writing for the Workplace <u>or</u>	AGN-244	Wildlife Management <u>or</u>	3
SPC-112	Public Speaking	AGS-216	Equine Science <u>or</u>	3
Summer Semester		AGS-242	Animal Health (online) <u>or</u>	3
	Credit			
AGC-936	Occupational Experience			3

Spring Semester II		Credit
PHS-165	Introduction to Meteorology	3
ECN-130	Principles of Microeconomics <u>or</u>	3
HUM-287	Leadership Development Studies <u>or</u>	3
PSY-111	Introduction to Psychology <u>or</u>	3
SOC-114	Conflict Resolution in the Workplace	3
Program Total.....		64-66

**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

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# Agriculture, Modern Food Production and the Environment: Face to Face Pathway - Modern Food Production Certificate

---

This is the suggested pathway for students interested in completing their degree fully face-to-face.

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

\*The Modern Food Production Certificate can be earned one time.

## 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

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  
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# Agriculture, Modern Food Production and the Environment: Face to Face Pathway - Diploma

---

This is the suggested pathway for students interested in completing their degree fully face-to-face.

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.

\*The Modern Food Production Certificate can be earned one time.

\*The The Agriculture, Modern Food Production, and The Environment Diploma can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

MBA, St. Ambrose University

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
AGS-226 Beef Cattle Science	3
AGC-420 Issues in Agriculture	3
ENG-110 Writing for the Workplace	3
Program Total.....	32-32

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

Adam Raub  
 Professor  
 (319) 208-5000 ext. 5103  
[araub@scciowa.edu](mailto:araub@scciowa.edu)  
 BS, Western Illinois University

# Agriculture, Modern Food Production and the Environment: Face to Face Pathway - AAS

---

This is the suggested pathway for students interested in completing their degree fully face-to-face.

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.

\*The Modern Food Production Certificate can be earned one time.

\*The Modern Food Production Diploma can be earned one time.

## 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
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
AGN-130 Soil and Water Conservation	3
SOC-115 Social Problems	3
MAT-702 Introduction to Math Applications	3
Spring Semester II	Credit
AGN-244 Wildlife Management	3
AGM-203 Agricultural Welding	2
AGP-333 Precision Farming Systems	3
SOC-114 Conflict Resolution in the Workplace	3
HUM-287 Leadership Development Studies	3
Program Total.....	64-64

Agricultural Technicians  
Agricultural Inspectors  
Farm and Ranch Managers

### Instructor and Staff

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

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

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## Where will this take me?

First-Line Supervisors of Agricultural Crop and Horticultural Workers

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

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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 Modern Food Production Certificate can be earned one time.

## 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

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

Adam Raub  
Professor  
(319) 208-5000 ext. 5103  
araub@scciowa.edu  
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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 diploma 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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production, and The Environment Diploma can be earned one time.

## 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

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

Adam Raub  
Professor  
(319) 208-5000 ext. 5103  
araub@scciowa.edu  
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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.

\*Modern Food Production certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## 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
AGA-390 Introduction to Renewable Resources	3
AGB-437 Commodity Marketing	3
AGP-333 Precision Farming Systems	3
AGA-158 Soil Fertility	3
SOC-115 Social Problems	3

### Spring Semester II

	Credit
AGS-216 Equine Science	3
AGB-451 Agricultural Law	3
PSY-111 Introduction to Psychology	3
HUM-287 Leadership Development Studies	3
MAT-702 Introduction to Math Applications	3

Program Total.....65-65

## Instructor and Staff

Sabrina Pidgeon  
Instructor

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

Adam Raub  
Professor  
(319) 208-5000 ext. 5103  
araub@scciowa.edu  
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# Agriculture, Modern Food Production and the Environment: Agronomy and Row Crop Operations - Modern Food Production Certificate

---

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 Modern Food Production Certificate can be earned one time.

## 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

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

Adam Raub  
Professor  
(319) 208-5000 ext. 5103  
araub@scciova.edu  
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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 Diploma is awarded after successful completion of the first two semesters.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## 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

(319) 208-5000 ext. 5103

araub@scciowa.edu

BS, Western Illinois University

MBA, St. Ambrose University

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## 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

Assistant Professor

(319) 208-5000 ext. 5104

spidgeon@scciowa.edu

BS, Iowa State University

Adam Raub

Professor

# 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.

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## 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
SOC-115 Social Problems	3
MAT-702 Introduction to Math Applications	3

### Spring Semester II

	Credit
AGB-451 Agricultural Law	3
AGM-203 Agricultural Welding	2
AGP-333 Precision Farming Systems	3
SOC-114 Conflict Resolution in the Workplace	3
HUM-287 Leadership Development Studies	3

Program Total..... 64-64

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

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

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

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

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.

\*The Modern Food Production Certificate can be earned one time.

## 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

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

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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 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.

\*The [Modern Food Production Certificate](#) can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## 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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Assistant Professor  
(319) 208-5000 ext. 5104  
spidgeon@scciowa.edu  
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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 [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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## 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
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### Fall Semester II Credit

AGA-390	Introduction to Renewable Resources	3
AGS-319	Animal Nutrition (online)	3
AGS-331	Animal Reproduction (online)	3
SOC-115	Social Problems	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
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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Assistant Professor  
(319) 208-5000 ext. 5104  
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# Agriculture, Modern Food Production and the Environment: Agriculture Business Pathway - Modern Food Production Certificate

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

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.

\*The Modern Food Production Certificate can only be earned one time.

## 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

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

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

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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## 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

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## 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

# 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 [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.

\*The Modern Food Production Certificate can be earned one time.

\*The Modern Food Production Diploma can be earned one time.

## 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
SOC-115 Social Problems	3
MAT-702 Introduction to Math Applications	3
Spring Semester II	Credit
AGB-451 Agricultural Law	3
AGM-155 Farm Equipment Management	2
AGP-333 Precision Farming Systems	3
ECN-130 Principles of Microeconomics	3
SOC-114 Conflict Resolution in the Workplace	3
Program Total.....	64-64

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

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Professor  
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### Where will this take me?

Farm and Ranch Managers  
Agricultural Plant Manager

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

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

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

\*The [Modern Food Production Certificate](#) can be earned one time.

## 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

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Assistant Professor  
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spidgeon@scciowa.edu  
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# Agriculture, Modern Food Production and the Environment: Conservation and Natural Resources Pathway - Diploma

---

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

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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## 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

(319) 208-5000 ext. 5103

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

BS, Western Illinois University

MBA, St. Ambrose University

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## 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](mailto:spidgeon@scciowa.edu)  
 BS, Iowa State University

Adam Raub  
 Professor

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

Revised: 3/31/2021 2:35p.m.

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

---

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

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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production and the Environment Diploma can be earned one time.

## 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
SOC-115 Social Problems	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
HUM-287 Leadership Development Studies	3

Program Total..... 65-65

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

### Instructor and Staff

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## Where will this take me?

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

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

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

\*The Modern Food Production Certificate can be earned one time.

## 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  
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# 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 [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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production, and The Environment Diploma can be earned one time.

## 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

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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

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 Assistant Professor  
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 BS, Iowa State University

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 Professor  
 (319) 208-5000 ext. 5103  
[araub@scciowa.edu](mailto: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. Students in this pathway will complete an internship during the Summer and Fall II semesters.

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.

\*The Modern Food Production Certificate can be earned one time.

\*The Agriculture, Modern Food Production, and The Environment Diploma can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

	Credit
Fall Semester I	
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	
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	
AGC-936 Occupational Experience	3
Fall Semester II	
AGA-390 Introduction to Renewable Resources	3
AGN-130 Soil and Water Conservation	3
AGC-936 Occupational Experience	3
MAT-702 Introduction to Math Applications	3
SOC-115 Social Problems	3
Spring Semester II	
AGB-451 Agricultural Law	3
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.....	64-64

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

### Instructor and Staff

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Assistant Professor  
(319) 208-5000 ext. 5104  
spidgeon@scciova.edu  
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## Where will this take me?

# 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-100	Art Foundation for Animation	3
ANI-110	Introduction to 3D	3
ANI-120	Introduction to Animation	3
ART-133	Drawing	3
ENG-105	Composition I	3
Spring Semester I		Credit
ANI-111	Character Modeling and Sculpting	3
ANI-121	Character Animation 1	3
ANI-125	Story Development for Animation	3
ART-138	Figure Drawing	3
ENG-221	Creative Writing <u>or</u>	3
LIT-209	Forms of Literature: Film Adaptation	3
Summer Semester I		Credit
DRA-110	Introduction to Film	3
ANI-932	Internship <u>or</u>	3
WBL-107	Exploring Careers: Applied Digital, Visual, and Communication Arts	1
Fall Semester II		Credit
ANI-212	Character Rigging	3
ANI-222	Character Animation 2	3
ANI-230	Animation Pre-production	3
ART-120	2-D Design	3
MAT-712	Business Math	3
Spring Semester II		Credit
ANI-166	Capstone and Demo Reel for Animation	4
ANI-231	Animation Production	5
BUS-150	E-commerce	3
ART-143	Painting	3
Program Total.....		66-66

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

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## Where will this take me?

3-D Modeler  
Character Animator  
Effects Animator  
Filmmaker

# Automotive Collision Repair and Restoration - Auto Body Diploma

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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.

\*Diploma can be earned one time.

## West Burlington Campus

	Credit
Fall Semester	
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

	Credit
Spring Semester	
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

rwachter@sccciowa.edu  
AAS, Southeastern community College

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

*Southeastern Community College values diversity in all its forms. Please visit <https://www.sccciowa.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.sccciowa.edu/admissions/costaid/finaid/gainemp.aspx>*

## 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

# Automotive Collision Repair and Restoration - AAS

The Automotive 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.

\*Diploma can be earned one time.

## West Burlington Campus

### Fall Semester I

CRR-300	Preparation	Credit	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

CRR-120	MIG (GMAW) Welding	Credit	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

ART-133	Drawing	Credit	3
PHI-105	Introduction to Ethics <u>or</u>		3
HIS-251	US History: 1945 to Present		3
SOC-114	Conflict Resolution in the Workplace <u>or</u>		3
SOC-115	Social Problems		3

### Fall Semester II

CRR-201	Plastic Repair	Credit	2
CRR-575	Advanced Structural Repair		6
CRR-580	Advanced Frame Straightening		6
CRR-765	Computer Diagnosis for Auto Collision		5

### Spring Semester II

CRR-410	Full or Partial Body Panel Replacement	Credit	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

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

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## Where will this take me?

# Automotive Technology - Automotive Mechanics Diploma

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

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

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

\*Diploma can be earned one time.

## 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
WBL-110	Employability Skills	1
ELT-295	AC/DC Fundamentals	2
Program Total.....		37.5-37.5

GM and Ford Certified

Timothy Hunter

Instructor

(319) 208-5000 ext. 5108

thunter@scciowa.edu

AAS, Indian Hills Community College

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## 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

# Automotive Technology - AAS

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

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

The [Automotive Technology - Automotive Mechanics diploma](#) is awarded after successful completion of the first two semesters.

\*Diploma can be earned one time.

## 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
WBL-110	Employability Skills	1
ELT-295	AC/DC Fundamentals	2
Summer Semester		Credit
SOC-114	Conflict Resolution in the Workplace <u>or</u>	3
SOC-115	Social Problems	3
HUM-287	Leadership Development Studies <u>or</u>	3
HIS-251	US History: 1945 to Present <u>or</u>	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 <u>or</u>	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

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

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## Where will this take me?

Automotive Diagnostic Expert  
Automotive Parts Sales

# Automotive Technology-Management - AAS

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

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

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

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

\*Diploma can be earned one time.

## 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		
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
WBL-110	Employability Skills	1
Summer Semester		
SOC-114	Conflict Resolution in the Workplace <u>or</u>	3
SOC-115	Social Problems	3
PSY-111	Introduction to Psychology <u>or</u>	3
SOC-110	Introduction to Sociology	3
Fall Semester II		
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		
BUS-121	Business Communications	3
HUM-287	Leadership Development Studies	3
MKT-110	Principles of Marketing	3
MGT-130	Principles of Supervision <u>or</u>	3
MGT-170	Human Resource Management	3
Program Total.....		70.5-70.5

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

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## Where will this take me?

Repair shop manager  
[www.scciowa.edu](http://www.scciowa.edu) (319) 208-5000

Revised: 3/31/2021 2:35p.m.

# 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.

The following courses are required for the Biology Transfer Major: BIO-112, BIO-113, MAT-210, CHM-165, CHM-175, CHM-263, CHM-273, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington and Keokuk Campuses

Fall Semester I	Credit	BS, Western Washington University MS, Western Illinois University
ENG-105 Composition I	3	Forest Morrisett
CHM-165 General Chemistry I	4	Professor
PHY-162 College Physics I	4	(319) 208-5000 ext. 5237
SDV-108 The College Experience *	1	fmorrisett@scciowa.edu
SOC-110 Introduction to Sociology	3	BS, Arizona State University MS, Arizona State University
Spring Semester II	Credit	PhD, University of Arizona
ENG-106 Composition II	3	
CHM-175 General Chemistry II	4	Ugo Perego
SPC-112 Public Speaking	3	Instructor
PSY-111 Introduction to Psychology	3	(319) 524-3221 ext. 1991
PHY-172 College Physics II	4	uperego@scciowa.edu
Fall Semester II	Credit	BS, Brigham Young University MS, Brigham Young University
MAT-210 Calculus I	4	PhD, University of Pavia, Pavia, Italy
HIS-151 US History to 1877	3	
BIO-112 General Biology I	4	Cathy Ziglar
CHM-263 Organic Chemistry I	5	Professor
Spring Semester II	Credit	(319) 208-5000 ext. 5224 cziglar@scciowa.edu
PHI-105 Introduction to Ethics	3	AA, Southeastern Community College
CHM-273 Organic Chemistry II	5	BS, Western Illinois University
BIO-113 General Biology II	4	MS, Western Illinois University
HUM-114 Multicultural Perspectives	3	
Program Total.....	63-63	

## Instructor and Staff

Christopher Bassler  
Professor  
(319) 208-5000 ext. 5236  
cbassler@scciowa.edu  
BA, Simpson College  
PhD, Palmer College

Kristina Blanke  
Instructor  
(319) 208-5000 ext. 5238  
kblanke@scciowa.edu  
BS, Carroll University  
PhD, University of Wisconsin-Madison

Amber Ruskell-Lamer  
Professor  
(319) 524-3221 ext. 1957  
aruskell-lamer@scciowa.edu

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# Biomedical Electronics Technology Online Program - AAS

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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)

*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/costaidd/finaid/gainemp.aspx>*

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](mailto:admissions@scciowa.edu)

# Business Administration: Office Professional Diploma

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

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

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

\*Certificates and diploma can be earned one time.

## West Burlington Campus (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 Business Math	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1
Spring Semester I	Credit
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
HUM-287 Leadership Development Studies	3
PRL-284 Legal Ethics	2
SPC-101 Fundamentals of Oral Communication	3
Program Total.....	32-32

Renee Smith  
Professor  
(319) 208-5000 ext. 5194  
rsmith1@scciowa.edu  
AA & AAS, Southeastern Community College  
BA, Buena Vista University  
MBA, Grand Canyon University

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

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## Where will this take me?

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

## Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@scciowa.edu  
AA, Carl Sandburg College  
BA, Western Illinois University

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

# Business Administration - AAS

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

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

[Office 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.

[Management & Leadership Development certificate](#) awarded after ADM-188, BUS-131, MGT-170, SOC-114.

[Selling Strategies certificate](#) awarded after BUS- 138, BUS-180, MKT-140, SMM-108.

[Small Business Startup certificate](#) awarded after BUS-135, BUS-138, BUS-150, SMM-108.

[Coaching certificate](#) awarded after HUM-287, PEC-101, PEC-116, PEC-120, PET-105, and SPC-101

Fall 2 Course Options (See Student Success Advocate for best course grouping.)

Option 1: Take ACC-131 or BUS-135 and BUS-138

Option 2: Take ADM-186 and ADM-198

Option 3: Take SPT-101 and SPT-107

Option 4: Take ADM-120 or MKT-140, or ACC-142

Spring 2 Course Options (See Student Success Advocate for best course grouping.)

Option 1: Take ADM-172 and ADM-297 together

Option 2: ACC-142 or ACC-146

Option 3: ADM-180 or BUS-142

Option 4: LGL-173 or SPT-102

\*Certificates and diploma can only be earned one time.

## West Burlington campus and/or online (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 Business Math	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1

### Spring Semester I

	Credit
HUM-287 Leadership Development Studies	3
SPC-101 Fundamentals of Oral Communication	3
ADM-103 Office Technology <u>or</u>	2
BUS-124 Business Innovation <u>or</u>	3
PEC-101 Introduction to Coaching	3

### Spring Semester I

ADM-117 Keyboarding and Document Production <u>or</u>	3
BUS-130 Introduction to Entrepreneurship <u>or</u>	3
PEC-120 Body Structure and Function	1
BUS-180 Business Ethics <u>or</u>	3
PRL-284 Legal Ethics <u>or</u>	2
PEC-116 Athletic Development and Human Growth	2
ADM-181 Records and Database Management <u>or</u>	3
BUS-185 Business Law I <u>or</u>	3
PET-105 Basic Athletic Training	3

### Fall Semester II

	Credit
ADM-188 Project and Event Management	3
SMM-108 Social Media Engagement	3
SOC-114 Conflict Resolution in the Workplace	3
ACC-131 Principles of Accounting I <u>or</u>	4
BUS-135 Managing the Entrepreneurial Venture <u>or</u>	3
BUS-138 Small Business Marketing <u>or</u>	3

Fall Semester II	Credit	(319) 208-5000 ext. 5199
ADM-186 Legal Documents <u>or</u>	2	krosenberg@sccciowa.edu
ADM-198 Legal Terminology <u>or</u>	2	BBA, University of Iowa
SPT-101 Introduction to Sport Management <u>or</u>	3	MA, University of Iowa
SPT-107 Sport Promotion and Marketing	3	
ADM-120 Advanced Document Production <u>or</u>	3	Renee Smith
MKT-140 Principles of Selling <u>or</u>	3	Professor
ACC-142 Financial Accounting	3	(319) 208-5000 ext. 5194
		rsmith1@sccciowa.edu
Spring Semester II	Credit	AA & AAS, Southeastern Community College
ADM-172 Remote Office Management <u>or</u>	3	BA, Buena Vista University
ADM-297 Certification Preparation <u>or</u>	1	MBA, Grand Canyon University
ACC-142 Financial Accounting <u>or</u>	3	
ACC-146 Managerial Accounting	3	Stephani Smith
ADM-180 Administrative Management <u>or</u>	3	Assistant Professor
BUS-141 Small Business Start-up <u>or</u>	3	(319) 208-5000 ext. 5217
LGL-173 Legal Assistant Litigation <u>or</u>	3	ssmith2@sccciowa.edu
SPT-102 Contemporary Issues in Sport	3	BA, Iowa Wesleyan College
ADM-230 Integrated Office Projects <u>or</u>	3	MBA, Upper Iowa University
BUS-150 E-commerce <u>or</u>	3	
SPT-109 Safety and Risk Management	3	
BCA-152 Comprehensive Spreadsheets <u>or</u>	3	
BUS-131 Small Business Management Strategies <u>or</u>	3	
SPT-108 Sport Program Administration	3	
BUS-290 Employment Search/Workplace Success <u>or</u>	1	
BUS-932 Business Internship <u>or</u>	3	
MGT-170 Human Resource Management	3	
Program Total.....	61-69	

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### Where will this take me?

Administrative Professional  
 Corporate Secretary  
 Courthouse Assistant  
 Event Planning Coordinator  
 Executive Assistant  
 Legal Assistant/Paralegal  
 Legal Transcriptionist  
 Office Manager  
 Online Merchant  
 Records and Information Recorder School Secretary  
 Small Business Manager  
 Small Business Owner  
 Store Manager  
 Sport Promotion and Marketing Sport and Fitness Sales  
 Sport Retail  
 Recreation Programming Facilities Operations  
 Collegiate Athletics

### Instructor and Staff

Trisha Hopper  
 Assistant Professor  
 (319) 208-5000 ext. 5212  
 thopper@sccciowa.edu  
 AA, Carl Sandburg College  
 BA, Western Illinois University

Kevin Rosenberg  
 Professor

# Business Administration -Business Office Management Pathway: Office Support Certificate

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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. (Can only be earned one time.)

\*Certificates and diploma can only be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I	Credit	(319) 208-5000 ext. 5194
ADM-162 Office Procedures	3	rsmith1@sccciowa.edu
		AA & AAS, Southeastern Community College
		BA, Buena Vista University
		MBA, Grand Canyon University
Spring Semester I	Credit	Stephani Smith
ADM-181 Records and Database Management	3	Assistant Professor
		(319) 208-5000 ext. 5217
Fall Semester II	Credit	ssmith2@sccciowa.edu
ADM-120 Advanced Document Production	3	BA, Iowa Wesleyan College
		MBA, Upper Iowa University
Spring Semester II	Credit	
ADM-230 Integrated Office Projects	3	
Program Total.....	12-12	

## Where will this take me?

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

## Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@sccciowa.edu  
AA, Carl Sandburg College  
BA, Western Illinois University

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

Renee Smith  
Professor

www.sccciowa.edu (319) 208-5000

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# Business Administration - Business Office Management Pathway: Office Technology Certificate

---

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.

\*Certificate can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

	Credit
Spring Semester I	
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
Fall Semester II	
SMM-108 Social Media Engagement	3
Program Total.....	11-11

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

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## Where will this take me?

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

## Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@scciowa.edu  
AA, Carl Sandburg College  
BA, Western Illinois University

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

Renee Smith  
Professor  
(319) 208-5000 ext. 5194  
rsmith1@scciowa.edu  
AA & AAS, Southeastern Community College  
BA, Buena Vista University  
MBA, Grand Canyon University

# Business Administration - Business Office Management Pathway: Office Professional Diploma

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-I 17, 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.

\*Certificates and diploma can be earned one time.

## 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 Business Math	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1

Spring Semester I	Credit
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
HUM-287 Leadership Development Studies	3
PRL-284 Legal Ethics	2
SPC-101 Fundamentals of Oral Communication	3
Program Total.....	32-32

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

Renee Smith  
 Professor  
 (319) 208-5000 ext. 5194  
 rsmith1@scciowa.edu  
 AA & AAS, Southeastern Community College  
 BA, Buena Vista University  
 MBA, Grand Canyon University

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

## Where will this take me?

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

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## Instructor and Staff

Trisha Hopper  
 Assistant Professor  
 (319) 208-5000 ext. 5212  
 thopper@scciowa.edu  
 AA Carl Sandburg College  
 BA, Western Illinois University

Kevin Rosenberg

# Business Administration - Business Office Management Pathway: AAS

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

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

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

**Office Support certificate** awarded after 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.

\*Certificates and diploma can be earned one time.

**West Burlington Campus (Keokuk campus offers select courses)** Program Total..... 66-66

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 Business Math	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1

Spring Semester I	Credit
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
BUS-180 Business Ethics	3
HUM-287 Leadership Development Studies	3
SPC-101 Fundamentals of Oral Communication	3

Fall Semester II	Credit
ACC-131 Principles of Accounting I	4
ADM-120 Advanced Document Production	3
ADM-188 Project and Event Management	3
SMM-108 Social Media Engagement	3
SOC-114 Conflict Resolution in the Workplace	3

Spring Semester II	Credit
ADM-172 Remote Office Management	3
ADM-180 Administrative Management	3
ADM-230 Integrated Office Projects	3
ADM-297 Certification Preparation	1
BCA-152 Comprehensive Spreadsheets	3
BUS-290 Employment Search/Workplace Success	1
BUS-932 Business Internship	3

**Where will this take me?**  
 Office Manager  
 Administrative Professional  
 Executive Assistant  
 Event Planning Coordinator  
 Project Assistant  
 Records and Information Recorder  
 School Secretary

**Instructor and Staff**  
 Trisha Hopper  
 Assistant Professor  
 (319)208-5000 ext. 5212  
 thopper@scciowa.edu  
 AA Carl Sandburg College  
 BA, Western Illinois University

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

Renee Smith  
 Professor  
 (319) 208-5000 ext. 5194  
 rsmith1@scciowa.edu  
 AA & AAS, Southeastern Community College  
 BA, Buena Vista University  
 MBA, Grand Canyon University



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

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# Business Administration Entrepreneurship Pathway - Management & Leadership Development Certificate

---

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

Management & Leadership Development certificate awarded after ADM-188, BUS-131, MGT-170, SOC-114.

Selling Strategies certificate awarded after BUS-138, BUS-180, MKT-140, SMM-108.

Small Business Startup certificate awarded after BUS-135, BUS-138, BUS-150, SMM-108.

\*Certificates can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

Fall Semester II	Credit
ADM-188 Project and Event Management	3
SOC-114 Conflict Resolution in the Workplace	3
Spring Semester II	Credit
BUS-131 Small Business Management Strategies	3
MGT-170 Human Resource Management	3
Program Total.....	12-12

MBA, Grand Canyon University

Stephani Smith  
Instructor  
(319) 208-5000 ext. 5217  
ssmith2@scciova.edu

BA, Iowa Wesleyan College  
MBA, Upper Iowa University

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## Where will this take me?

Small Business Owner  
Small Business Manager  
Online Merchant  
Store Manager

## Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@scciova.edu  
AA Carl Sandburg College  
BA, Western Illinois University

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Professor  
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krosenberg@scciova.edu  
BBA, University of Iowa  
MA, University of Iowa

Renee Smith  
Associate Professor  
(319) 208-5000 ext. 5194  
rsmith1@scciova.edu  
AA & AAS, Southeastern Community College  
BA, Buena Vista University

# Business Administration Entrepreneurship Pathway - Small Business Startup Certificate

---

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

Small Business Startup certificate awarded after BUS-135, BUS-138, BUS-150, SMM-108.

\*Certificate can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

	Credit
Fall Semester II	
BUS-135 Managing the Entrepreneurial Venture	3
BUS-138 Small Business Marketing	3
SMM-108 Social Media Engagement	3
Spring Semester II	
BUS-150 E-commerce	3
Program Total.....	12-12

ssmith2@scciowa.edu  
BA, Iowa Wesleyan College  
MBA, Upper Iowa University

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## Where will this take me?

Small Business Owner  
Small Business Manager  
Online Merchant  
Store Manager

## Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@scciowa.edu  
AA Carl Sandburg College  
BA, Western Illinois University

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krosenberg@scciowa.edu  
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rsmith1@scciowa.edu  
AA & AAS, Southeastern Community College  
BA, Buena Vista University  
MBA, Grand Canyon University

Stephani Smith  
Instructor  
(319) 208-5000 ext. 5217  
[www.scciowa.edu](http://www.scciowa.edu) (319) 208-5000

# Business Administration Entrepreneurship Pathway - Selling Strategies Certificate

---

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

Management & Leadership Development certificate awarded after ADM-188, BUS-131, MGT-170, SOC-114.

Selling Strategies certificate awarded after BUS-138, BUS-180, MKT-140, SMM-108.

Small Business Startup certificate awarded after BUS-135, BUS-138, BUS-150, SMM-108.

\*Certificates can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

Spring Semester I	Credit
BUS-180 Business Ethics	3
Fall Semester II	Credit
BUS-138 Small Business Marketing	3
MKT-140 Principles of Selling	3
SMM-108 Social Media Engagement	3
Program Total.....	12-12

MBA, Grand Canyon University

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

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## Where will this take me?

- Small Business Owner
- Small Business Manager
- Online Merchant
- Store Manager

## Instructor and Staff

Trisha Hopper  
 Assistant Professor  
 (319) 208-5000 ext. 5212  
 thopper@scciowa.edu  
 AA Carl Sandburg College  
 BA, Western Illinois University

Kevin Rosenberg  
 Professor  
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 krosenberg@scciowa.edu  
 BBA, University of Iowa  
 MA, University of Iowa

Renee Smith  
 Associate Professor  
 (319) 208-5000 ext. 5194  
 rsmith1@scciowa.edu  
 AA & AAS, Southeastern Community College  
 BA, Buena Vista University

# Business Administration Entrepreneurship Pathway - AAS

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

**Management & Leadership Development certificate** awarded after ADM-188, BUS-131, MGT-170, SOC-114.

**Selling Strategies certificate** awarded after BUS-138, BUS-180, MKT-140, SMM-108.

**Small Business Startup certificate** awarded after BUS-135, BUS-138, BUS-150, SMM-108.

\*Certificates can be earned one time.

## 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	Business Math	3
WBL-155	Job Shadowing: Business, Finance, Marketing, and Management	1
Spring Semester I		Credit
BUS-124	Business Innovation	3
BUS-130	Introduction to Entrepreneurship	3
BUS-180	Business Ethics	3
BUS-185	Business Law I	3
HUM-287	Leadership Development Studies	3
SPC-101	Fundamentals of Oral Communication	3
Fall Semester II		Credit
ADM-188	Project and Event Management	3
BUS-135	Managing the Entrepreneurial Venture	3
BUS-138	Small Business Marketing	3
MKT-140	Principles of Selling	3
SMM-108	Social Media Engagement	3
SOC-114	Conflict Resolution in the Workplace	3
Spring Semester II		Credit
ACC-142	Financial Accounting	3
BUS-131	Small Business Management Strategies	3
BUS-141	Small Business Start-up	3
BUS-150	E-commerce	3
MGT-170	Human Resource Management	3
Program Total.....		67-67

Online Merchant Store Manager

### Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@sccciowa.edu  
AA Carl Sandburg College  
BA, Western Illinois University

Kevin Rosenberg  
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MBA, Grand Canyon University

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

## Where will this take me?

Small Business Owner  
Small Business Manager

www.sccciowa.edu (319) 208-5000

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# Business Administration - Legal Office Management Pathway: Office Technology Certificate

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

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

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

\*Certificate can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

	Credit
Spring Semester I	
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
Fall Semester II	
SMM-108 Social Media Engagement	3
Program Total.....	11-11

(319) 208-5000 ext. 5217

ssmith2@scciowa.edu

BA, Iowa Wesleyan College

MBA, Upper Iowa University

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## Where will this take me?

Human Resource Manager

Marketing, Advertising & Public Relations Manager

Office Manager

## Instructor and Staff

Trisha Hopper

Assistant Professor

(319) 208-5000 ext. 5212

thopper@scciowa.edu

AA Carl Sandburg College

BA, Western Illinois University

Kevin Rosenberg

Professor

(319) 208-5000 ext. 5199

krosenberg@scciowa.edu

BBA, University of Iowa

MA, University of Iowa

Renee Smith

Professor

(319) 208-5000 ext. 5194

rsmith1@scciowa.edu

AA & AAS, Southeastern Community College

BA, Buena Vista University

MBA, Grand Canyon University

Stephani Smith

Assistant Professor

86

# Business Administration - Legal Office Management Pathway: Office Support 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.

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.

\*Certificates can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I	Credit
ADM-162 Office Procedures	3
Spring Semester I	Credit
ADM-181 Records and Database Management	3
Fall Semester II	Credit
ADM-120 Advanced Document Production	3
Spring Semester II	Credit
ADM-230 Integrated Office Projects	3
Program Total.....	12-12

AA & AAS, Southeastern Community College  
BA, Buena Vista University  
MBA, Grand Canyon University

Stephani Smith  
Assistant Professor  
(319) 208-5000 ext. 5217  
ssmith2@scciova.edu

BA, Iowa Wesleyan College  
MBA, Upper Iowa University

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## Where will this take me?

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

## Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@scciova.edu  
AA Carl Sandburg College  
BA, Western Illinois University

Kevin Rosenberg  
Professor  
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Renee Smith  
Professor  
(319) 208-5000 ext. 5194  
rsmith1@scciova.edu

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

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# Business Administration - Legal Office Management Pathway: 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.

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.

\*Certificate and diploma can be earned one time.

## 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 Business Math	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1

### Spring Semester I

	Credit
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
HUM-287 Leadership Development Studies	3
PRL-284 Legal Ethics	2
SPC-101 Fundamentals of Oral Communication	3
Program Total.....	32-32

(319) 208-5000 ext. 5199

krosenberg@sccciowa.edu

BBA, University of Iowa

MA, University of Iowa

Renee Smith

Professor

(319) 208-5000 ext. 5194

rsmith1@sccciowa.edu

AA & AAS, Southeastern Community College

BA, Buena Vista University

MBA, Grand Canyon University

Stephani Smith

Assistant Professor

(319) 208-5000 ext. 5217

ssmith2@sccciowa.edu

BA, Iowa Wesleyan College

MBA, Upper Iowa University

## Where will this take me?

Human Resource Manager

Marketing, Advertising & Public Relations Manager

Office Manager

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## Instructor and Staff

Trisha Hopper

Assistant Professor

(319) 208-5000 ext. 5212

thopper@sccciowa.edu

AA Carl Sandburg College

BA, Western Illinois University

Kevin Rosenberg

Professor



# Business Administration - Legal Office Management

## Pathway: AAS

---

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

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

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

**Office Support certificate** awarded after 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.

\*Certificates and diploma can be earned one time.

### West Burlington Campus (Keokuk campus offers select courses)

	Credit
Fall Semester I	
ADM-162 Office Procedures	3
BUS-102 Introduction to Business	3
CSC-110 Introduction to Computers	3
ENG-131 Business English	3
MAT-712 Business Math	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1
Spring Semester I	
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
HUM-287 Leadership Development Studies	3
PRL-284 Legal Ethics	2
SPC-101 Fundamentals of Oral Communication	3
Fall Semester II	
ADM-120 Advanced Document Production	3
ADM-186 Legal Documents	2
ADM-188 Project and Event Management	3
ADM-198 Legal Terminology	2
SMM-108 Social Media Engagement	3
SOC-114 Conflict Resolution in the Workplace	3
Spring Semester II	
ADM-172 Remote Office Management	3
ADM-230 Integrated Office Projects	3
ADM-297 Certification Preparation	1
BCA-152 Comprehensive Spreadsheets	3
BUS-932 Business Internship	3
LGL-173 Legal Assistant Litigation	3
BUS-290 Employment Search/Workplace Success	1
Program Total.....	65-65

### Where will this take me?

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

### Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@sccciowa.edu  
AA Carl Sandburg College  
BA, Western Illinois University

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

Renee Smith  
Professor  
(319) 208-5000 ext. 5194  
rsmith1@sccciowa.edu  
AA & AAS, Southeastern Community College  
BA, Buena Vista University  
MBA, Grand Canyon University

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

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# Business Administration - Sport Management Pathway: Coaching Certificate

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

Students will complete the courses required to apply to the Board of Educational Examiners to obtain the Iowa Coaching Authorization which will allow an individual to serve as a coach within the public school setting of Iowa. These courses include PEC-101, PEC-116, PET-105, and PEC-120.

Students will earn the Coaching Certificate after completing the PEC-116, PEC-101, SPC-101, PEC-120, PET-105, and HUM-287.

\*Certificate can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

	Credit
Spring Semester I	
HUM-287 Leadership Development Studies	3
PEC-101 Introduction to Coaching	3
PEC-116 Athletic Development and Human Growth	2
PEC-120 Body Structure and Function	1
PET-105 Basic Athletic Training	3
SPC-101 Fundamentals of Oral Communication	3
Program Total.....	15-15

rsmith1@sccciowa.edu  
 AA & AAS, Southeastern Community College  
 BA, Buena Vista University  
 MBA, Grand Canyon University  
 Stephani Smith  
 Assistant Professor  
 (319) 208-5000 ext. 5217  
 ssmith2@sccciowa.edu  
 BA, Iowa Wesleyan College  
 MBA, Upper Iowa University

## Where will this take me?

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

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## Instructor and Staff

Trisha Hopper  
 Assistant Professor  
 (319) 208-5000 ext. 5212  
 thopper@sccciowa.edu  
 AA Carl Sandburg College  
 BA, Western Illinois University

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

Renee Smith  
 Professor  
 (319) 208-5000 ext. 5194

# Business Administration - Sport Management

## Pathway: AAS

---

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

Students will complete the courses required to apply to the Board of Educational Examiners to obtain the Iowa Coaching Authorization which will allow an individual to serve as a coach within the public school setting of Iowa. These courses include PEC-101, PEC-116, PET-105, and PEC-120.

Students will earn the [Coaching Certificate](#) after completing the PEC-116, PEC-101, SPC-101, PEC-120, PET-105, and HUM-287.

\*Certificate can be earned one time.

### West Burlington Campus (Keokuk campus offers select courses)

	Credit
Fall Semester I	
ADM-162 Office Procedures	3
BUS-102 Introduction to Business	3
CSC-110 Introduction to Computers	3
ENG-131 Business English	3
MAT-712 Business Math	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1

	Credit
Spring Semester I	
HUM-287 Leadership Development Studies	3
PEC-101 Introduction to Coaching	3
PEC-116 Athletic Development and Human Growth	2
PEC-120 Body Structure and Function	1
PET-105 Basic Athletic Training	3
SPC-101 Fundamentals of Oral Communication	3

	Credit
Fall Semester II	
ACC-142 Financial Accounting	3
ADM-188 Project and Event Management	3
SMM-108 Social Media Engagement	3
SOC-114 Conflict Resolution in the Workplace	3
SPT-101 Introduction to Sport Management	3
SPT-107 Sport Promotion and Marketing	3

	Credit
Spring Semester II	
ACC-146 Managerial Accounting	3
BUS-290 Employment Search/Workplace Success	1
BUS-932 Business Internship	3
SPT-102 Contemporary Issues in Sport	3
SPT-108 Sport Program Administration	3
SPT-109 Safety and Risk Management	3

Program Total..... 65-65

### Where will this take me?

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

### Instructor and Staff

Trisha Hopper  
Assistant Professor  
(319) 208-5000 ext. 5212  
thopper@scciowa.edu  
AA Carl Sandburg College  
BA, Western Illinois University

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

Renee Smith  
Professor  
(319) 208-5000 ext. 5194  
rsmith1@scciowa.edu  
AA & AAS, Southeastern Community College  
BA, Buena Vista University  
MBA, Grand Canyon University

Stephani Smith  
Assistant Professor  
(319) 208-5000 ext. 5217  
ssmith2@scciowa.edu

BA, Iowa Wesleyan College  
MBA, Upper Iowa University

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# 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.

The following courses are required for the Business Transfer Major: ECN-120, ECN-130, CSC-116, ACC-142, ACC-146, BUS-185, MAT-140, MAT-156, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

\*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

SDV-108	The College Experience *	Credit	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

ENG-106	Composition II	Credit	3
MAT-156	Statistics		3
ECN-120	Principles of Macroeconomics		3
ACC-142	Financial Accounting		3
BIO-105	Introductory Biology		4

### Fall Semester II

SPC-112	Public Speaking	Credit	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

HIS-211	Modern Asian History	Credit	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

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

Renee Smith  
 Professor  
 (319) 208-5000 ext. 5194

rsmith1@scciowa.edu  
 AA & AS, Southeastern Community College  
 BA, Buena Vista University  
 MBA, Grand Canyon University

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

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

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# Chemistry Transfer Major - AS

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The Chemistry Transfer Major at SCC provides a well-rounded two year program for students who plan to continue their education as a chemistry major at a four year college or university. This 61 semester-hour program includes those chemistry courses typically taken during the first two years of college (General Chemistry I & II and Organic Chemistry I & II) along with the necessary math courses (Calculus I & II) and physics courses (Classical Physics I & II). 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 1) communication, 2) critical thinking, 3) cultural awareness, 4) civic awareness, and 5) quantitative and scientific reasoning.

The following courses are required for the Chemistry Transfer Major: CHM-165, CHM-175, CHM-263, CHM-273, MAT-210, MAT-216, PHY-212, PHY-222, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington 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

Alisa Winsauer  
Instructor  
(319) 208-5000 ext. 5192  
awinsauer@scciowa.edu  
BS, Michigan Technological University  
MS, North Dakota State University

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# Communication Transfer Major - AA

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

The following courses are required for the Communication Transfer Major: SPC-112, SPC-122, COM-140, SPC-120, SPC-132, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I	Credit
SDV-108 The College Experience *	1
ENG-105 Composition I	3
COM-140 Introduction to Mass Media	3
PSY-111 Introduction to Psychology	3
SPC-112 Public Speaking	3
DRA-101 Introduction to Theatre	3

Spring Semester I	Credit
ENG-106 Composition II	3
HIS-152 US History Since 1877	3
BIO-105 Introductory Biology	4
MAT-120 College Algebra	3
SPC-122 Interpersonal Communication	3

Fall Semester II	Credit
SMM-108 Social Media Engagement	3
SPC-120 Intercultural Communications	3
ENV-111 Environmental Science	4
HUM-145 Language and Society	3
SOC-110 Introduction to Sociology	3

Spring Semester II	Credit
SOC-120 Marriage and Family	3
SPC-132 Group Communication	3
MKT-110 Principles of Marketing	3
HIS-211 Modern Asian History	3

Program Total..... 60-60

## Instructor and Staff

Jennifer Neumann  
 Professor  
 (319) 208-5000 ext. 5234  
 jneumann@sccciowa.edu  
 BA, University of Northern Iowa  
 MA, University of Northern Iowa

Jenna Dunlap  
 Associate Professor  
 (319) 524-3221 ext. 1939  
 jdunlap@sccciowa.edu  
 BA, Western Illinois University  
 MS/MA, Western Illinois University

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# Computer Aided Design Technology - AAS

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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 Fall 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 <u>or</u>	3
MAT-134 Trigonometry and Analytic Geometry <u>or</u>	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 <u>or</u>	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 <u>or</u>	3
EGT-400 PLTW - Introduction to Engineering Design	3
ANI-101 Animation Software I <u>or</u>	3
CON-270 Mechanical Systems <u>or</u>	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 <u>or</u>	3
ENG-110 Writing for the Workplace	3

Program Total..... 60-61

## Where will this take me?

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

## Instructor and Staff

Jonathan Gaddis

Associate Professor

(319) 208-5000 ext. 5258

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

AAS, Southeastern Community College

BA, Iowa Wesleyan College

MBA, St. Ambrose University

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# Construction Technology - Carpentry - Building Construction Certificate

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

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

\*Certificate can be earned one time.

## 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

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# 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.

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 <u>or</u>	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

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# Construction Technology - Carpentry - AAS

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

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

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

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

The [Building Construction certificate](#) is awarded after successful completion of first semester courses.

The [Building Construction diploma](#) is awarded after successful completion of the first three semesters.

\*Certificates and diploma can be earned one time.

## West Burlington Campus

### Fall Semester I

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

### Spring Semester I

CAD-101	Introduction to Cad	Credit	3
CON-113	Construction Printreading		2
CON-148	Carpentry II		6
CON-252	Construction Electricity		3
ENG-105	Composition I <u>or</u>		3
ENG-110	Writing for the Workplace		3

### Summer Semester

CON-350	Internship	Credit	5
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### Fall Semester II

CON-149	Carpentry III	Credit	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

CON-128	Construction Management Estimating	Credit	3
CON-262	Commercial Carpentry II		6
CON-345	Soils and Concrete		3
SOC-115	Social Problems		3
ART-133	Drawing <u>or</u>		3
SPC-112	Public Speaking		3

Program Total.....67-67

## Where will this take me?

Carpenter  
100

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

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# Construction Technology - Construction Management Option - AAS

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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 <u>or</u>	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 <u>or</u>	3
SPC-112	Public Speaking	3

Program Total..... 64-64

## Where will this take me?

Job Site Superintendent  
Supervisory Managing Positions

## Instructor and Staff

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

BA, Iowa Wesleyan College

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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.

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

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

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

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

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

	Credit
<b>Fall Semester I</b>	
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
<b>Spring Semester I</b>	
CRJ-130 Criminal Law	3
ENG-106 Composition II	3
MAT-156 Statistics	3
SCI-123 Forensic Science	4
SOC-240 Criminology	3
<b>Fall Semester II</b>	
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
<b>Spring Semester II</b>	
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

## Where will this take me?

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

## Instructor and Staff

Cindy Shireman  
 Professor  
 (319) 208-5000 ext. 5232  
 cshireman@scciowa.edu  
 BA, University of Iowa  
 MA, University of Iowa  
 MS, Kaplan University

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# Early Childhood Education - Parent Educator Certificate

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The Early Childhood Education program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. Students may elect to complete either the Educator Licensure/Transfer Pathway or the Child Care Management Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See [http://www.cdacouncil.org/storage/documents/TransitionGuide\\_1-3-13.pdf](http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf) for additional CDA Credential requirements by the Council.

\*Certificate can be earned one time.

See [Program Handbook](#) for Additional Information.

## 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

Beth Ash  
Education Program Director & Adjunct Faculty  
(319) 208-5000 ext. 5242  
bash@scciowa.edu  
MA, University of Tulsa

Amy Drew  
Instructor  
(319) 208-5000 ext. 5135  
adrew@scciowa.edu  
BA, Iowa Wesleyan  
MA, Walden University

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# Early Childhood Education - Child Development Infant/Toddler Certificate

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The [Early Childhood Education](#) program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. Students may elect to complete either the Educator Licensure/Transfer Pathway or the Child Care Management Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See [http://www.cdacouncil.org/storage/documents/TransitionGuide\\_1-3-13.pdf](http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf) for additional CDA Credential requirements by the Council.

\*Certificate can be earned one time.

See [Program Handbook](#) for Additional Information.

## 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

Beth Ash  
Education Program Director & Adjunct Faculty  
(319) 208-5000 ext. 5242  
[bash@scciowa.edu](mailto:bash@scciowa.edu)  
MA, University of Tulsa

Amy Drew  
Instructor  
(319) 208-5000 ext. 5135  
[adrew@scciowa.edu](mailto:adrew@scciowa.edu)  
BA, Iowa Wesleyan  
MA, Walden University

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# Early Childhood Education - Child Development Preschool Certificate

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The [Early Childhood Education](#) program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. Students may elect to complete either the Educator Licensure/Transfer Pathway or the Child Care Management Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See [http://www.cdacouncil.org/storage/documents/TransitionGuide\\_1-3-13.pdf](http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf) for additional CDA Credential requirements by the Council.

\*Certificate can be earned one time.

See [Program Handbook](#) for Additional Information.

## 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

Beth Ash  
Education Program Director Adjunct Faculty  
(319) 208-5000 ext. 5242  
bash@scciowa.edu  
MA, University of Tulsa

Amy Drew  
Instructor  
(319) 208-5000 ext. 5135  
adrew@scciowa.edu  
BA, Iowa Wesleyan  
MA, Walden University

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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](http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf) for additional CDA Credential requirements by the Council.

\*Diploma can be earned one time.

See [Program Handbook](#) for Additional Information.

## West Burlington Campus (Keokuk campus offers select courses)

*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>*

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 <u>or</u>	2
PHI-105	Introduction to Ethics	3
EDU-121	Behavior Management <u>or</u>	2
MUS-100	Music Appreciation	3
EDU-122	Roles and Responsibilities <u>or</u>	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 <u>or</u>	3
ART-133	Drawing	3
ECE-287	Exceptional Learner <u>or</u>	3
EDU-247	Teaching Exceptional Learners	3.5
Program Total.....		33-36.5

## Instructor and Staff

Beth Ash  
 Education Program Director & Adjunct Faculty  
 (319) 208-5000 ext. 5242  
 bash@scciowa.edu  
 MA, University of Tulsa

Amy Drew  
 Instructor  
 (319) 208-5000 ext. 5135  
 adrew@scciowa.edu  
 BA, Iowa Wesleyan  
 MA, Walden University

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# Early Childhood Education - AAS

The Early Childhood Education program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as child care centers, preschools, child development homes, or public and private schools. Students may elect to complete either the Educator Licensure/Transfer Pathway or the Child Care Management Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See [http://www.cdacouncil.org/storage/documents/TransitionGuide\\_1-3-13.pdf](http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf) for additional CDA Credential requirements by the Council.

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

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.

See [Program Handbook](#) for Additional Information.

## West Burlington Campus (Keokuk campus offers select courses)

		Spring Semester	Credit
Fall Semester		EDU-255 Technology in the Classroom	3
ECE-103	Introduction to Early Childhood Education	SPC-112 Public Speaking	3
EDU-212	Educational Foundations	ECE-290 Early Childhood Program Administration <u>or</u>	3
EDU-920	Field Experience	ECE-140 Early Childhood Curriculum Planning	3
SDV-108	The College Experience *	ECE-932 Internship <u>or</u>	2
EDU-120	Communication, Ethics, and Confidentiality <u>or</u>	ECE-284 Field Experience II	2
PHI-105	Introduction to Ethics	MAT-113 Math for Elementary Teachers II <u>or</u>	3
EDU-121	Behavior Management <u>or</u>	ECE-123 Family, Teacher, and Community Interaction	3
MUS-100	Music Appreciation	Program Total.....	65-69.5
EDU-122	Roles and Responsibilities <u>or</u>		
SOC-110	Introduction to Sociology		
Spring Semester		<b>Instructor and Staff</b>	
ECE-158	Early Childhood Curriculum I	Beth Ash	
ECE-133	Child Health, Safety and Nutrition	Education Program Director & Adjunct Faculty	
ECE-170	Child Growth and Development	(319) 208-5000 ext. 5242	
ENG-105	Composition I	bash@scciova.edu	
ECE-221	Infant/Toddler Care and Education <u>or</u>	MA, University of Tulsa	
ART-133	Drawing	Amy Drew	
ECE-287	Exceptional Learner <u>or</u>	Instructor	
EDU-247	Teaching Exceptional Learners	(319) 208-5000 ext. 5135	
Fall Semester		adrew@scciova.edu	
PSY-121	Developmental Psychology	BA, Iowa Wesleyan	
EDU-235	Children's Literature	MA, Walden University	
HIS-152	US History Since 1877		
MAT-112	Math for Elementary Teachers I		
ECE-159	Early Childhood Curriculum II <u>or</u>		
BIO-105	Introductory Biology		
ECE-243	Early Childhood Guidance <u>or</u>		
ENG-106	Composition II		

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# Early Childhood Education - Childcare Management Pathway AAS

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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](#).

See [Program Handbook](#) for Additional Information.

## 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

### Instructor and Staff

Beth Ash

Education Program Director & Adjunct Faculty

(319) 208-5000 ext. 242

[bash@sccciowa.edu](mailto:bash@sccciowa.edu)

MA, University of Tulsa

Amy Drew

Instructor

(319) 208-5000 ext. 5135

[adrew@sccciowa.edu](mailto:adrew@sccciowa.edu)

BA, Iowa Wesleyan

MA, Walden University

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*information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>*

# Early Childhood Education - Bridge to Educator Licensure

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The Early Childhood Education Bridge to Licensure will allow a student who completes the [Early Childhood Education - Child Care Management Pathway](#) an opportunity to complete additional general education courses that will then allow a student to continue onto a university to 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.

See [Program Handbook](#) for Additional Information.

## 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

Beth Ash  
Education Program Director & Adjunct Faculty  
(319) 208-5000 ext. 5242  
bash@scciowa.edu  
MA, University of Tulsa

Amy Drew  
Instructor  
(319) 208-5000 ext. 5135  
adrew@scciowa.edu  
BA, Iowa Wesleyan  
MA, Walden University

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# Early Childhood Education - Educator Licensure/ Transfer Pathway AAS

The [Early Childhood Education](#) program is designed to prepare students to secure one of the many careers available in early childhood education. Graduates of the program may work with children from birth to eight years of age in a variety of settings such as childcare centers, preschools, child development homes, or public and private schools. Students may elect to complete the Educator Licensure/Transfer Pathway of the Early Childhood Education AAS. Students who intend to teach in a Pre-K through third-grade setting will need to transfer to a teacher licensure institution. In addition, this program addresses the competencies and functional areas necessary for students to begin the assessment and testing process for the Child Development Associate (CDA) Credential administered by the Council for Early Childhood Professional Recognition. See [http://www.cdacouncil.org/storage/documents/TransitionGuide\\_1-3-13.pdf](http://www.cdacouncil.org/storage/documents/TransitionGuide_1-3-13.pdf) for additional CDA Credential requirements by the Council.

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

The [Early Childhood Education diploma](#) is awarded to students who successfully complete the first year of the program.

\*Diploma can be earned one time.

See [Program Handbook](#) for Additional Information.

## 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

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

Spring Semester		Credit
EDU-255	Technology in the Classroom	3
SPC-112	Public Speaking	3
Program Total.....		69.5-69.5

## Instructor and Staff

Beth Ash  
Education Program Director & Adjunct Faculty  
(319) 208-5000 ext. 242  
bash@scciowa.edu  
MA, University of Tulsa

Amy Drew  
Instructor  
(319) 208-5000 ext. 5135  
adrew@scciowa.edu  
BA, Iowa Wesleyan  
MA, Walden University

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Revised: 3/31/2021 2:35p.m.

# 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.

The following courses are required for the Elementary Education Transfer Major: EDU-212, EDU-920, EDU-240, EDU-235, EDU-247, MAT-112, MAT-113, PSY-121, EDU-255, HIS-151, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

See [Program Handbook](#) for Additional Information.

## 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

Beth Ash  
Education Program Director Adjunct Faculty  
(319) 208-5000 ext. 5242

bash@scciowa.edu  
BA, Oral Roberts University  
MA, University of Tulsa

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# Emergency Medical Services - Emergency Medical Technician Certificate

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

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

## 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

James Steffen  
Assistant Professor/Program Coordinator  
(319) 208-5000 ext. 5253  
jsteffen@scciowa.edu  
AAS, Paramedic, Southeastern Community College  
BA, Bellevue University

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# Emergency Medical Services - Paramedic Certificate

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

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

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

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

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

James Steffen  
Assistant Professor/Program Coordinator  
(319) 208-5000 ext. 5253  
jsteffen@scciowa.edu  
AAS, Paramedic, Southeastern Community College  
BA, Bellevue University

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# Emergency Medical Services - Paramedic AAS

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

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

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

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

Paramedic Certificate awarded after completion of EMS-665.

## West Burlington Campus

*information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>*

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

James Steffen  
Assistant Professor/Program Coordinator  
(319) 208-5000 ext. 5253  
[jsteffen@scciowa.edu](mailto:jsteffen@scciowa.edu)  
AAS, Paramedic, Southeastern Community College  
BA, Bellevue University

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# English Transfer Major

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

The following courses are required for the English Transfer Major: LIT-101, LIT-150, LIT-151, ENG-221, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
SDV-108	The College Experience *	1
ENG-105	Composition I	3
LIT-101	Introduction to Literature	3
PSY-111	Introduction to Psychology	3
BIO-105	Introductory Biology	4
DRA-101	Introduction to Theatre	3
Spring Semester I		Credit
ENG-106	Composition II	3
LIT-150	World Literature I	3
MAT-156	Statistics	3
SOC-110	Introduction to Sociology	3
LIT-121	American Short Story	3
Fall Semester II		Credit
SPC-112	Public Speaking	3
LIT-151	World Literature II	3
ENG-221	Creative Writing	3
ART-203	Art History I	3
HIS-152	US History Since 1877	3
Spring Semester II		Credit
LIT-209	Forms of Literature: Film Adaptation	3
ENV-111	Environmental Science	4
HUM-145	Language and Society	3
HIS-211	Modern Asian History	3
Program Total.....		60-60

Jodi Cook  
Professor  
(319) 524-3221 ext. 1950  
jcook@scciowa.edu  
AA, Southeastern Community College  
BA, Western Illinois University  
MA, Western Illinois University

Susan Reid  
Instructor  
(319) 208-5000 ext. 5221  
sreid@scciowa.edu  
BA, Iowa Wesleyan College  
MA, Western Illinois University

Sara Beth Tyler  
Instructor  
(319) 208-5000 ext. 1949  
sbtyler@scciowa.edu  
AS, Jackson State Community College  
BA, University of Memphis  
MA, University of Memphis

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## Instructor and Staff

Charles Burm  
Professor  
(319) 208-5000 ext. 5230  
cburm@scciowa.edu  
AS, Monroe Community College  
BS, State University of New York at Brockport  
MFA, New York University

Chad Menke  
Professor  
(319) 208-5000 ext. 5164  
cmenke@scciowa.edu  
AA, Southeastern Community College  
BA, Iowa Wesleyan College  
MA, Western Illinois University

# Exercise Science and Kinesiology Transfer Major - AA

The Exercise Science and Kinesiology Transfer Major Associate of Arts Degree and Associate of Science Degree are designed for students transferring to Iowa Regents Universities to study a variety of related undergraduate majors.

Students who pursue this major will have the opportunity to learn the necessary content and skills for upper-level classes at the transfer institution and to be successful in their desired field after graduation.

Possible undergraduate majors and Bachelor's degree options:

- Athletic Training
- Diet and Exercise
- Exercise Science
- Exercise Trainer/Fitness Trainer
- Kinesiology
- Health and Human Performance
- Nutrition
- Public Health and Wellness
- Strength and Conditioning
- Athletic Coach/Scout
- Health Education Specialist

Students should become familiar with the specific course requirements of the four-year institution to which they plan to transfer as institutions vary.

The following courses are required for the Exercise Science Associate of Arts Transfer Major: BIO-151, BIO-168, BIO-173, MAT-156, BIO-105, PHY-162, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington Campus (Keokuk campus offers select courses)

Fall Semester I		Credit
SDV-108	The College Experience *	1
ENG-105	Composition I	3
SPC-112	Public Speaking	3
PHI-105	Introduction to Ethics	3
SOC-110	Introduction to Sociology	3
BIO-105	Introductory Biology	4

Spring Semester I		Credit
ENG-106	Composition II	3
MAT-156	Statistics	3
BIO-151	Nutrition	3
PHI-101	Introduction to Philosophy	3
PET-105	Basic Athletic Training	3

Fall Semester II		Credit
BIO-168	Human Anatomy and Physiology I	4
PSY-111	Introduction to Psychology	3
PHY-162	College Physics I	4
ART-133	Drawing	3
PET-230	Care and Prevention of Athletic Injuries	3

Spring Semester II		Credit
BIO-173	Human Anatomy and Physiology II	4

Spring Semester II		Credit
PSY-121	Developmental Psychology	3
POL-111	American National Government	3
HUM-114	Multicultural Perspectives <u>or</u>	3
SOC-212	Diversity	3
Program Total.....		62-62

## Instructor and Staff

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# Exercise Science and Kinesiology Transfer Major - AS

The Exercise Science and Kinesiology Transfer Major Associate of Arts Degree and Associate of Science Degree are designed for students transferring to Iowa Regents Universities to study a variety of related undergraduate majors.

Students who pursue this major will have the opportunity to learn the necessary content and skills for upper-level classes at the transfer institution and to be successful in their desired field after graduation.

Possible undergraduate majors and Bachelor's degree options:

- Athletic Training
- Diet and Exercise
- Exercise Science
- Exercise Trainer/Fitness Trainer
- Kinesiology
- Health and Human Performance
- Nutrition
- Public Health and Wellness
- Strength and Conditioning
- Athletic Coach/Scout
- Health Education Specialist

Students should become familiar with the specific course requirements of the four-year institution to which they plan to transfer as institutions vary.

The following courses are required for the Exercise Science Associate of Science Transfer Major: BIO-151, BIO-168, BIO-173, MAT-156, BIO-105 (or BIO-157), PHY-162, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington Campus (Keokuk campus offers select courses)

		Spring Semester II		Credit
Fall Semester I		BIO-173	Human Anatomy and Physiology II	4
SDV-108	The College Experience *	PSY-121	Developmental Psychology	3
ENG-105	Composition I	CHM-165	General Chemistry I <u>or</u>	4
SPC-112	Public Speaking	CHM-122	Introduction to General Chemistry	4
PEH-142	First Aid	HUM-114	Multicultural Perspectives <u>or</u>	3
PET-102		SOC-212	Diversity	3
BIO-105	Introductory Biology <u>or</u>	Program Total.....		60-60
BIO-157	Human Biology	<b>Instructor and Staff</b>		
Spring Semester I		<i>Southeastern Community College values diversity in all its forms. Please visit <a href="https://www.scciowa.edu/non-discrimination-statement.aspx">https://www.scciowa.edu/non-discrimination-statement.aspx</a> 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 <a href="http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx">http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx</a></i>		
ENG-106	Composition II			
MAT-156	Statistics			
BIO-151	Nutrition			
PHI-101	Introduction to Philosophy			
PET-105	Basic Athletic Training			
Fall Semester II				
BIO-168	Human Anatomy and Physiology I			
PSY-111	Introduction to Psychology			
PHY-162	College Physics I			
ART-133	Drawing			
PET-230	Care and Prevention of Athletic Injuries			

# Industrial Maintenance Technology - Electrical Maintenance Technology Certificate

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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.

\*Certificates and diploma can be earned one time.

## Keokuk Campus

information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>

	Credit
Fall Semester	
WBL-110 Employability Skills	1
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.....	14-14

## Where will this take me?

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

## Instructor and Staff

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

Paul Volkl  
 Instructor  
 (319) 524-3221 ext. ext. 1937  
[pvolkl@scciowa.edu](mailto:pvolkl@scciowa.edu)  
 AAS, Muscatine Community College  
 BS, Orion Technical College

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# Industrial Maintenance Technology - 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.

\*Certificates and diploma can be earned one time.

## 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 <u>or</u>	3
PSY-111 Introduction to Psychology <u>or</u>	3
SOC-110 Introduction to Sociology	3
Program Total.....	16-16

pvolkl@scciowa.edu

AAS-Muscatine Community College  
BS, Orion Technical College

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## Where will this take me?

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

## Instructor and Staff

Jason Radel  
Instructor  
(319) 524-3221 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

Paul Volkl  
Instructor  
(319) 524-3221 ext. ext. 1937



# Industrial Maintenance Technology Diploma

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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.

\*Certificates and diploma can be earned one time.

## Keokuk Campus

### First Semester

	Credit
WBL-110 Employability Skills	1
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 <u>or</u>	3
PSY-111 Introduction to Psychology <u>or</u>	3
SOC-110 Introduction to Sociology	3

Program Total..... 30-30

## Where will this take me?

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

## Instructor and Staff

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

Paul Volkl  
 Instructor  
 (319) 524-3221 ext. ext. 1934  
 www.scciowa.edu (319) 208-5000

pvolkl@scciowa.edu

AAS, Muscatine Community College  
 BS, Orion Technical College

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# 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.

\*Certificates and diploma can be earned one time.

## Keokuk Campus

### First Semester

	Credit
WBL-110 Employability Skills	1
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 <u>or</u>	3
PSY-111 Introduction to Psychology <u>or</u>	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 <u>or</u>	3
HIS-152 US History Since 1877 <u>or</u>	3

### Fourth Semester

	Credit
PHI-101 Introduction to Philosophy <u>or</u>	3
PHI-105 Introduction to Ethics	3
BIO-105 Introductory Biology <u>or</u>	4
ENV-111 Environmental Science <u>or</u>	4
PHS-151 Introduction to Astronomy	3
Program Total.....	61-62

### Where will this take me?

- Industrial Engineering Technologist
  - Industrial Engineering Technician
  - Industrial Engineer
  - Industrial Safety & Health
- Instructor and Staff**
- Jason Radel  
 Instructor  
 (319) 524-3221 ext. 1990  
 jradel@scciova.edu  
 AAS-Electrical Technology, Northwest Iowa Community College
- AAS-Biomedical Electronics, Southeastern Community College  
 RS Logix 5000 and Control Logix Certified

- Paul Volkl  
 Instructor  
 (319) 524-3221 ext. ext. 1937  
 pvolkl@scciova.edu  
 AAS, Muscatine Community College  
 BS, Orion Technical College

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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

## Marketing Manager

### 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 <u>or</u>	3
MAT-156 Statistics	3

### 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

### 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 <u>or</u>	3
ART-186 Digital Photography	3

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### 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 <u>or</u>	3
SOC-115 Social Problems <u>or</u>	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

## 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

# IT Management - IT Technician Diploma

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This program offers hands-on experience and practical application of installation maintenance and administration of computer networks in a business atmosphere. Students will spend time working on how to manage a department, including create a budget, handling conflicts, and managing projects.

Students graduating from this program should be capable of managing a department and have excellent IT skills. Students will also take the CompTIA IT Fundamentals Certification at the end of the Spring I semester.

The IT Technician Diploma is awarded after successful completion of the second semester.

See [Program Handbook](#) for additional information.

\*Diploma can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

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	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
SOC-114	Conflict Resolution in the Workplace	3
Program Total.....		38-38

## Instructor and Staff

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

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# IT Management - AAS

---

This program offers hands-on experience and practical application of installation maintenance and administration of computer networks in a business atmosphere. Students will spend time working on how to manage a department, including create a budget, handling conflicts, and managing projects.

Students graduating from this program should be capable of managing a department and have excellent IT skills. Students will also take the CompTIA IT Fundamentals Certification at the end of the Spring I semester.

The [IT Technician Diploma](#) is awarded after successful completion of the second semester.

See [Program Handbook](#) for more information.

\*Diploma can be earned one time.

## West Burlington Campus (Keokuk campus offers select courses)

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 <u>or</u>	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
SOC-114	Conflict Resolution in the Workplace	3

Fall Semester II		Credit
BUS-203	Professional Development	2
BUS-180	Business Ethics	3
ACC-142	Financial Accounting	3
CSC-116	Information Computing	3
MGT-101	Principles of Management	3
ADM-103	Office Technology	2

Spring Semester II		Credit
WBL-156	Job Shadowing: Information Solutions	1
HUM-114	Multicultural Perspectives	3
ENG-106	Composition II	3
PSY-111	Introduction to Psychology	3
SPC-112	Public Speaking	3

Program Total..... 64-64

## Instructor and Staff

Brenda Wamsley  
 Associate Professor  
 (319) 208-5000 ext. 5195  
 bwamsley@scciowa.edu  
 AAS, Southeastern Community College

BGS, Western Illinois University  
 MS, Western Governors University

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# Math Transfer Major - AS

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

The following courses are required for the Mathematics Transfer Major: MAT-210, MAT-216, MAT-219, MAT-156, MAT-227, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington 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

mpolley@scciowa.edu

BS, Iowa State University

MSM, Iowa State University

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## 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



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

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# Medical Coding and Billing - Medical Billing Certificate

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Our medical coding and billing program provides the latest information related to medical coding, chart auditing and insurance reimbursement. Students in our medical coding classes learn the theory of medical coding, gain an understanding of medical coding fundamentals and incorporate this by using a laboratory practicum to work medical coding reports.

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

\*Certificate can be earned one time.

## 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
Program Total.....		21.5-21.5

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## 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  
mmassner@scciowa.edu  
Diploma, Southeastern Community College

Anne Abel  
Instructor  
(319) 208-5000 ext. 5293  
aable@scciowa.edu  
CPC, Certification of American Academy of Professional Coders  
CPC-I, Certification of American Academy of Professional Coders

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

# Medical Coding and Billing-Patient Access Associate Certificate

---

You've got great people skills and enjoy working in the healthcare registration setting. You will have a basic understanding of patient check in, assisting with insurance information, scheduling appointments, and helping people with their healthcare access needs.

The Patient Access Associate program prepares students for the front line of healthcare services for patients entering a hospital or clinic. Students will learn customer service skills, medical terminology, registration and scheduling skills, specifics of revenue cycle, basic computing skills, and use of electronic health records, HIPPA training and other standards of care, and different types of insurance offerings. The Patient Access Associate will assist patients to effectively navigate health appointments with providers or services. Upon successful completion of the four courses contained in the program the student will earn the Patient Access Associate Certificate.

## West Burlington Campus

Fall Semester I	Credit
HSC-114 Medical Terminology	3
MAP-401 Medical Law and Ethics	1
MAP-431 Human Relations	1
CPC-170 Patient Access to Healthcare	2
Program Total.....	7-7

## Instructor and Staff

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

Anne Abel  
Instructor  
(319) 208-5000 ext. 5293  
aable@scciowa.edu  
CPC, Certification of American Academy of Professional Coders  
CPC-I, Certification of American Academy of Professional Coders

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

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# Medical Coding and Billing-Provider Emphasis - Diploma

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Our medical coding and billing program provides the latest information related to medical coding, chart auditing and insurance reimbursement. Students in our medical coding classes learn the theory of medical coding, gain an understanding of medical coding fundamentals and incorporate this by using a laboratory practicum to work medical coding reports.

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

[Patient Access Associate Certificate](#)  
[Medical Billing Certificate](#)

\*Certificates can be earned one time.

## West Burlington Campus

Prerequisite		Credit	Instructor
BIO-163	Essentials of Anatomy and Physiology	4	(319) 208-5000 ext. 5293 aable@scciowa.edu
Fall Semester I		Credit	CPC, Certification of American Academy of Professional Coders
CPC-110	Essentials of Medical Coding and Billing	2	CPC-I, Certification of American Academy of Professional Coders
CPC-121	Introduction to Medical Procedural Coding	5.5	
CPC-126	Diagnostic Coding	4	Deb Shaffer
CPC-128	Introduction to Medical Insurance & Billing	3	Instructor
HSC-114	Medical Terminology	3	(319) 208-5000 ext. 5213 dshaffer@scciowa.edu
Spring Semester I		Credit	AAS, Mt. St. Clare College
CPC-131	Medical Insurance and Billing II	3	ADN, Southeastern Community College
CPC-151	Medical Procedural Coding	4	
CPC-160	Applications of Procedural Coding	2	<i>Southeastern Community College values diversity in all its forms. Please visit <a href="https://www.scciowa.edu/non-discrimination-statement.aspx">https://www.scciowa.edu/non-discrimination-statement.aspx</a> 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 <a href="http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx">http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx</a></i>
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  
 mmassner@scciowa.edu  
 Diploma, Southeastern Community College

Anne Abel  
[www.scciowa.edu](http://www.scciowa.edu) (319) 208-5000

# Network Administration & Cyber Security - IT Technician Diploma

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The Networking Administration and Cybersecurity program offers hands-on experience with installation, maintenance, and administration of PC networks. Students will spend time working on security principles and router, switch, and firewall configuration. The program offers the latest equipment and software, plus experience with Microsoft and Linux operating systems. Students will leave with the skills and knowledge industry requires.

During the second semester, students will take NET-101 IT Fundamentals, where they have the opportunity to earn CompTIA IT Fundamentals certification.

The IT Technician Diploma is awarded after successful completion of the second semester.

See [Program Handbook](#) for additional information.

\*Diploma can be earned one time.

## 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 <u>or</u>	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 <u>or</u>	3
SOC-114	Conflict Resolution in the Workplace	3
Program Total.....		35-35

BGS, Western Illinois University  
MS, Western Governors University

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## Where will this take me?

Network Administrator  
Network Technician  
Network Installer

## Instructor and Staff

Brenda Wamsley  
Associate Professor  
(319) 208-5000 ext. 5195  
[bwamsley@scciowa.edu](mailto:bwamsley@scciowa.edu)  
Diploma, Indian Hills Community College  
AAS, Southeastern Community College

# 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.

See [Program Handbook](#) for additional information.

\*Diploma can be earned one time.

## West Burlington Campus

		Spring Semester II	Credit
Fall Semester I		SPC-112 Public Speaking	3
CIS-125	Introduction to Programming Logic with Language	Program Total.....	63-63
NET-122	Computer Hardware Basics	<b>Where will this take me?</b>	
NET-142	Network Essentials	Network Administrator	
NET-442	Linux Operating System	Network Technician	
ENG-105	Composition I	Network Installer	
MAT-702	Introduction to Math Applications <u>or</u>	<b>Instructor and Staff</b>	
MAT-772	Applied Math (online)	Brenda Wamsley	
Spring Semester I		Associate Professor	
CIS-504	Structured Systems Analysis	(319) 208-5000 ext. 5195	
NET-101	IT Fundamentals	bwamsley@scciova.edu	
NET-310	Virtual Machines	Diploma, Indian Hills Community College	
NET-314	Windows Server	AAS, Southeastern Community College	
NET-637	Network Intrusion Investigation	BGS, Western Illinois University	
HUM-287	Leadership Development Studies <u>or</u>	MS, Western Governors University	
SOC-114	Conflict Resolution in the Workplace		
Fall Semester II		<i>Southeastern Community College values diversity in all its forms. Please visit <a href="https://www.scciova.edu/non-discrimination-statement.aspx">https://www.scciova.edu/non-discrimination-statement.aspx</a> 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 <a href="http://www.scciova.edu/admissions/costaid/finaid/gainemp.aspx">http://www.scciova.edu/admissions/costaid/finaid/gainemp.aspx</a></i>	
BUS-203	Professional Development	Credit	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 <u>or</u>		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

# Nurse Aide Certificate

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This course is comprised of the state approved curriculum and laboratory module with the skills component. The class includes 32 hours of clinical training in a long-term care facility, 20 lab hours, and 36 hours lecture. Students must attend a minimum of 30 clinical hours and 15 lab hours in order to pass the class. The course also includes a module on confidentiality, professionalism, and communications. Clinical schedule will be arranged by the instructor and dates given to the students on the first day of class and may include weekend hours.

## 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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# Practical Nursing - Diploma

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Admission Criteria for Nursing Programs (#317) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

## Admission Requirements

- High school diploma or equivalency.
- Current Iowa Certification as a Certified Nursing Assistant\*\*.
- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
    - English: 17
    - OR Composite of 20
  - SAT
    - Reading/Writing: 330
    - Math: 510
    - OR Composite of 1040
  - Next-Gen ACCUPLACER:
    - Reading: 248
    - Writing: 260
  - ALEKS:
    - Math: 14
- Complete the following classes with a grade of C or better:
  - BIO-168 Human Anatomy and Physiology I
  - BIO-173 Human Anatomy and Physiology II
  - BIO-186 Microbiology

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 a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met. See a Student Success Advocate for further information or assistance with these requirements.

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

Prerequisite		Credit	ADN, Southeastern Community College
BIO-168	Human Anatomy and Physiology I	4	BSN, Western Governors University
BIO-173	Human Anatomy and Physiology II	4	MSN Ed., Western Governors University
BIO-186	Microbiology	4	CEN, Certified Emergency Nurse Certification
<b>Summer Semester</b>			<b>Credit</b>
ENG-105	Composition I	3	Deanna Kline
PNN-160	Introduction to Nursing Practice	2	Professor-Nursing
PNN-220	Pharmacology I	2	(319) 524-3221 ext. 1980
			dbkline@scciowa.edu
			BSN, University of Nebraska Medical Center
<b>Fall Semester</b>			<b>Credit</b>
PNN-534	Nursing I	12.5	MSN Ed., Walden University
PSY-121	Developmental Psychology	3	CCRN, Critical Care Registered Nurse Certification
<b>Spring Semester</b>			<b>Credit</b>
PNN-311	PN Issues and Trends	1	Tamika Miller
PNN-535	Nursing II	12	Assistant Professor-Nursing
			(319) 208-5000 ext. 5264
			tmiller@scciowa.edu
Program Total.....		47.5-47.5	ADN, Southeastern Community College

**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

Tiffany West  
 Clinical Coordinator-Nursing  
 (319) 208-5000 ext. 5218  
 twest@scciowa.edu  
 BA, Luther College  
 BSN, Western Governors University  
 MSN Ed., Western Governors University  
 CHSE, Certified Healthcare Simulation Educator

Diane Aliprandi  
 Instructor-Nursing  
 (319) 524-3221 ext. 1978  
 daliprandi@scciowa.edu  
 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

Kimberly Hinson  
 Associate Professor-Nursing  
 (319) 208-5000 ext. 5267  
 khinson@scciowa.edu

MSN Ed., University of Phoenix

Nancy Roed  
 Associate Professor-Nursing  
 (319) 208-5000 ext. 5223  
 nroed@scciowa.edu  
 LPN, Southwestern Community College  
 ADN, Southeastern Community College  
 BSN, Iowa Wesleyan College  
 MSN Ed., Walden University

Trisha Thomann  
 Professor-Nursing  
 (319) 208-5000 ext. 5206  
 tthomann@scciowa.edu  
 BSN, St. Francis Medical Center College of Nursing  
 MSN Ed., Walden University

Jeanie Titus  
 Professor-Nursing  
 (319) 208-5000 ext. 5260  
 jtitus@scciowa.edu  
 ADN, Carl Sandburg College  
 BSN, Iowa Wesleyan College  
 MSN Ed., Clarkson College

Kali Watson  
 Instructor-Nursing  
 (319) 524-3221 ext. 1981  
 kwatson@scciowa.edu  
 RN, Indian Hills  
 BSN, Kaplan University  
 MSN Ed., Western Governor's University

Jami Genkinger  
 Instructor-Nursing  
 (319) 208-5000 ext. 5131  
 jgenkinger@scciowa.edu  
 ADN, Southeastern Community College  
 BSN, Jacksonville University



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# Associate Degree Nursing - AAS

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Admission Criteria for Nursing Programs (#317) applies to this program. Below is a summary of the guidelines for convenience and is subject to change. Application deadlines apply to this program. *Please contact Enrollment Services for more details.*

## Admission Requirements

- Current Iowa Certification as a Licensed Practical Nurse\*\*.
- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
  - ACT
    - Reading: 19
    - Math: 19
    - English: 17
    - OR Composite of 20
  - SAT
    - Reading/Writing: 330
    - Math: 510
    - OR Composite of 1040
  - Next-Gen ACCUPLACER:
    - Reading: 248
    - Writing: 260
  - ALEKS:
    - Math: 14
- Complete the following classes with a grade of C or better:
  - BIO-168 Human Anatomy and Physiology I
  - BIO-173 Human Anatomy and Physiology II
  - BIO-186 Microbiology

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 a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met. See a Student Success Advocate for more information or to help obtain any further information regarding these requirements.

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

Prerequisite		Credit	(319) 524-3221 ext. 1978
BIO-168	Human Anatomy and Physiology I	4	daliprandi@scciowa.edu
BIO-173	Human Anatomy and Physiology II	4	ADN, Southeastern Community College
BIO-186	Microbiology	4	BSN, Jacksonville University
Summer Semester 1		Credit	MSN Ed., Western Governors University
ENG-105	Composition I	3	CCRN, Critical Care Registered Nurse Certification
PNN-160	Introduction to Nursing Practice	2	NR-EMT, Nationally Registered Emergency Medical Technician
PNN-220	Pharmacology I	2	
Fall Semester 1		Credit	Kimberly Hinson
PNN-534	Nursing I	12.5	Associate Professor-Nursing
PSY-121	Developmental Psychology	3	(319) 208-5000 ext. 5267
Spring Semester 1		Credit	khinson@scciowa.edu
PNN-311	PN Issues and Trends	1	ADN, Southeastern Community College
PNN-535	Nursing II	12	BSN, Western Governors University
Summer Semester 2		Credit	MSN Ed., Western Governors University
ADN-145	Role Transition	1	CEN, Certified Emergency Nurse Certification
ADN-221	Pharmacology II	2	
PSY-111	Introduction to Psychology	3	Deanna Kline
Fall Semester 2		Credit	Professor-Nursing
ADN-641	Nursing III	14.5	(319) 524-3221 ext. 1980
SOC-110	Introduction to Sociology	3	dbkline@scciowa.edu
Spring Semester 2		Credit	BSN, University of Nebraska Medical Center
ADN-311	RN Issues and Trends	1	MSN Ed., Walden University
ADN-642	Nursing IV	14	CCRN, Critical Care Registered Nurse Certification
Program Total.....		86-86	

**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

Tiffany West  
 Clinical Coordinator-Nursing  
 (319) 208-5000 ext. 5218  
 twest@scciowa.edu  
 BA, Luther College  
 BSN, Western Governors University  
 MSN Ed., Western Governors University  
 CHSE, Certified Healthcare Simulation Educator

Diane Aliprandi  
 Instructor-Nursing

Nancy Roed  
 Associate Professor-Nursing  
 (319) 208-5000 ext. 5223  
 nroed@scciowa.edu  
 LPN, Southwestern Community College  
 ADN, Southeastern Community College  
 BSN, Iowa Wesleyan College  
 MSN Ed., Walden University

Trisha Thomann  
 Professor-Nursing  
 (319) 208-5000 ext. 5206  
 tthomann@scciowa.edu  
 BSN, St. Francis Medical Center College of Nursing  
 MSN Ed., Walden University

Jeanie Titus  
 Professor-Nursing  
 (319) 208-5000 ext. 5260  
 jtitus@scciowa.edu  
 ADN, Carl Sandburg College  
 BSN, Iowa Wesleyan College  
 MSN Ed., Clarkson College

Kali Watson  
 Instructor-Nursing  
 (319) 524-3221 ext. 1981

kwatson@scciowa.edu  
RN, Indian Hills  
BSN, Kaplan University  
MSN Ed., Western Governor's University

Jami Genkinger  
Instructor-Nursing  
(319) 208-5000 ext. 5131  
jgenkinger@scciowa.edu  
BA, Luther College  
BSN, Western Governors University  
MSN Ed., Western Governors University

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# 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.

<b>West Burlington and Online (select courses at Indian Hills Community College)</b>		Term 5		Credit
		MAT-140	Finite Math <u>or</u>	3
		MAT-156	Statistics <u>or</u>	3
Term 1		MAT-210	Calculus I <u>or</u>	4
BIO-168	Human Anatomy and Physiology I	MAT-216	Calculus II <u>or</u>	4
CSC-110	Introduction to Computers	MAT-219	Calculus III	4
HSC-114	Medical Terminology			
OTA-106	Trends In OTA (Indian Hills CC Course)	Term 6		Credit
PSY-111	Introduction to Psychology	OTA-210	Professional Issues in OT (Indian Hills CC Course)	2
		OTA-831	OTA Level IIA Fieldwork (Indian Hills CC Course)	6
Term 2				
BIO-173	Human Anatomy and Physiology II	Term 7		Credit
ENG-105	Composition I	OTA-220	Clinical Reasoning for the OTA (Indian Hills CC Course)	2
OTA-121	Principles of OT (Indian Hills CC Course)	OTA-841	OTA Level IIB Fieldwork (Indian Hills CC Course)	6
PSY-121	Developmental Psychology			
Term 3				
OTA-131	Pediatric Practice for the OTA (Indian Hills CC Course)			
OTA-141	Therapeutic Medicine in OT (Indian Hills CC Course)	Program Total.....	83-84	
OTA-212	Functional Kinesiology (Indian Hills CC Course)			
OTA-801	OTA Level IA Fieldwork (Indian Hills CC Course)			
		<b>Where will this take me?</b>		
		Occupational Therapy Aide		
		Occupational Therapy Assistant		
		<b>Instructor and Staff</b>		
Term 4		Deb Shaffer		
HSC-212	Pathophysiology (Indian Hills CC Course)	Instructor/Coordinator		
OTA-151	Adult Physical Disability Practice for the OTA (Indian Hills CC Course)	(319) 208-5213		
OTA-161	Traditional and Emerging Practice in OT (Indian Hills CC Course)	dshaffer@scciowa.edu		
OTA-811	OTA Level IB Fieldwork (Indian Hills CC Course)	AAS, Mt. St. Clare College		
SPC-112	Public Speaking	ADN, Southeastern Community College		
Term 5				
OTA-171	Psychosocial Practice for the OTA (Indian Hills CC Course)			
OTA-821	OTA Level IC Fieldwork (Indian Hills CC Course)			
SOC-110	Introduction to Sociology			
HSC-226	Health Society and Aging (Indian Hills CC Course)			
MAT-110	Math for Liberal Arts <u>or</u>			
MAT-128	Precalculus <u>or</u>			

# Physics Transfer Major - AA

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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.

The following courses are required for the Physics Transfer Major: MAT-210, MAT-216, MAT-219, PHY-212, PHY-222, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

## West Burlington 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  
Assistant Professor  
(319) 208-5000 ext. 5294  
rrahmat@scciowa.edu  
BS, University of Indonesia  
MS, University of Oregon  
PhD, University of Oregon

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# Precision Machining & CNC Technology - AAS

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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)

	Credit
Fall Semester I	
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	
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	
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	
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 <u>or</u>	3
ENG-110 Writing for the Workplace	3
Program Total.....	64-64

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

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## 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

# 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.

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

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

## West Burlington, Keokuk, and Online

	Credit
Fall Semester I	
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

PhD, Southern Illinois University-Carbondale

Lee Skeens  
 Professor  
 (319) 208-5000 ext. 5233  
 lskeens@scciowa.edu  
 AS, Community College of the Air Force  
 BA, Southwest Texas State University  
 MA, Webster University  
 PhD, Capella University

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## Instructor and Staff

Polly Falcon  
 Professor  
 (319) 524-3221 ext. 1944  
 pfalcon@scciowa.edu  
 BS, Texas A&M University  
 MS, University of North Texas

Lori Henderson  
 Professor  
 (319) 208-5000 ext. 5227  
 lhenderson@scciowa.edu  
 BS, Western Illinois University  
 MS, Western Illinois University  
 144



# Respiratory Care - AAS

Admission standards apply to this program. Please contact Student Success Center 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: 262
  - 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 a Student Success Advocate for the appropriate courses and dates to obtain these certifications.

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

A) Students will be required to obtain clearance on criminal and adult/child abuse screening.

\*\*Certifications may be obtained at Southeastern Community College. Students should work with an Student Success Advocate 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

		Fall Semester I		Credit
Prerequisites		RCP-233	Introduction to Clinical Practice	3
BIO-186	Microbiology	Spring Semester I		Credit
CHM-122	Introduction to General Chemistry	RCP-331	Respiratory Care II	3
HSC-114	Medical Terminology	RCP-332	Respiratory Care Modalities II	1
Fall Semester I		RCP-333	Cardiopulmonary Pharmacology	2
BIO-163	Essentials of Anatomy and Physiology	RCP-350	Pulmonary Pathology	3
ENG-105	Composition I	RCP-751	Respiratory Care Clinic I	5
RCP-231	Introduction to Respiratory Care	SPC-101	Fundamentals of Oral Communication	3
RCP-232	Respiratory Care Modalities			1.5

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

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# Secondary Education Transfer Major - AA

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

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

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

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

## 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  
(319) 208-5000 ext. 5242  
bash@scciowa.edu  
BA, Oral Roberts University  
MA, University of Tulsa

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# 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

The following courses are required for the Sociology Transfer Major: SOC-110, SOC-115, SOC-120, MAT-156, PSY-111, PSY-251, POL-111, SDV-108, ENG-105, and ENG-106. The other courses are suggested and may be substituted; please consult with a Student Success Advocate.

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

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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  
 Assistant Professor  
 (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.

\*Certificates and diploma can be earned one time.

## West Burlington Campus

	Credit
Fall Semester I	
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

## AWS Certified Welding Inspector (CWI)

Bill (William) White, Days  
Assistant Professor  
(319) 208-5000 ext. 5132  
bwhite@scciowa.edu  
AWS Certified Associate Welding Inspector (CAWI)

## Where will this take me?

Construction Welder  
Industrial Welder  
Maintenance Welder  
Pipe Welder

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## Instructor and Staff

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

# 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.

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

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

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

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

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

The [Welding AAS degree](#) is awarded after successful completion of all five semesters.

\*Certificates and diploma can be earned one time.

## 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

## 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  
Assistant Professor  
(319) 208-5000 ext. 5132  
bwhite@scciowa.edu  
AWS Certified Associate Welding Inspector (CAWI)

## Where will this take me?

Construction Welder  
Industrial Welder  
Maintenance Welder  
Pipe Welder

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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.

\*Certificates and diploma can be earned one time.

## West Burlington Campus

		Spring Semester II	Credit
		WEL-235 Layout and Fabrication	4
		WEL-720 Introduction to Robotic Arc Welding	2
		Program Total.....	46-46
<b>Where will this take me?</b>			
		Construction Welder	
		Industrial Welder	
		Maintenance Welder	
		Pipe Welder	
<b>Instructor and Staff</b>			
		Mike Kaczinski, Evening	
		Assistant Professor	
		(319) 208-5000 ext. 5130	
		mkaczinski@scciova.edu	
		AWS Certified Welding Educator (CWE)	
		AWS Certified Welding Inspector (CWI)	
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		

Bill (William) White, Days  
Assistant Professor  
(319) 208-5000 ext. 5132  
bwhite@scciowa.edu  
AWS Certified Associate Welding Inspector (CAWI)

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# Welding - Diploma

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

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

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

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

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

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

The [Welding AAS degree](#) is awarded after successful completion of all five semesters.

\*Certificates and diploma can be earned one time.

## 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

## 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  
Assistant Professor  
(319) 208-5000 ext. 5132  
bwhite@scciowa.edu  
AWS Certified Associate Welding Inspector (CAWI)

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## Where will this take me?

Construction Welder  
Industrial Welder  
Maintenance Welder  
Pipe Welder

# Welding - AAS

---

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

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

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

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

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

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

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

The [Welding AAS degree](#) is awarded after successful completion of all five semesters.

\*Certificates and diploma can be earned one time.

## West Burlington Campus

		Fall Semester I		Fall Semester II		Credit
Fall Semester I			Credit	WEL-182	Flux Cored Arc Welding	2
MAT-702	Introduction to Math Applications	3		WEL-198	Advanced Gas Metal Arc Welding - Aluminum	2
WEL-111	Welding Blueprint Reading	3		WEL-292	Pipe Welding/SMAW - Uphill	4
WEL-160	Arc Welding I (SMAW)	5		Spring Semester II		Credit
WEL-186	Gas Metal Arc Welding	4		MGT-130	Principles of Supervision	3
WEL-192	Gas Tungsten Arc Welding	4		PSY-102	Human and Work Relations	3
Spring Semester I			Credit	WEL-235	Layout and Fabrication	4
ENG-110	Writing for the Workplace	3		WEL-720	Introduction to Robotic Arc Welding	2
WEL-130	Oxyacetylene Welding	2		Program Total.....		65-65
WEL-164	Arc Welding II (SMAW)	4		<b>Where will this take me?</b>		
WEL-172	Advanced Shielded Metal Arc Welding II	4		Construction Welder		
WEL-197	Gas Tungsten Arc Welding - Tube	3		Industrial Welder		
Summer Semester			Credit	Maintenance Welder		
SOC-115	Social Problems	3		Pipe Welder		
Fall Semester II			Credit	<b>Instructor and Staff</b>		
DRF-113	Fundamentals of Technical Drafting	3		Mike Kaczinski, Evening		
SDV-125	Workplace Readiness	1		Assistant Professor		
SOC-114	Conflict Resolution in the Workplace	3				

(319) 208-5000 ext. 5130  
mkaczinski@scciowa.edu  
AWS Certified Welding Educator (CWE)  
AWS Certified Welding Inspector (CWI)

Bill (William) White, Days  
Assistant Professor  
(319) 208-5000 ext. 5132  
bwhite@scciowa.edu  
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>*

# Continuing Education Program - Truck Driving

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The truck driving industry is vital to the economic structure of our nation, and it is currently experiencing a critical shortage of qualified drivers. The Center for Business at Southeastern Community College offers convenient, streamlined, CDL training programs designed to get you on the road quickly

## Truck Driving Certification Program overview:

Classroom and hands-on instruction with tailored training programs to fit your needs. We have a solid reputation and have trained drivers from across the U.S. (Books, DOT physical, drug screen, CDL permits and license fees are included in tuition).

## Class A CDL Course overview (160 Hours):

Class A CDL is the heaviest weight class, with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,001 pounds. Vehicles requiring a Class A CDL license are primarily tractor trailers (also known as Semi, Big Rig or 18-wheeler) driving long distances. Examples include truck and trailer combinations, tanker vehicles, livestock carriers, and flatbeds.

### Class B CDL Course overview (120 Hours):

Class B CDL is the second heaviest weight class, with a (GVWR) of 26,001 pounds or more and trailers weighing less than 10,000 pounds that are not hitched to a trailer. Examples include straight trucks, large buses, cement mixers, box trucks, dump trucks, and food service trucks

## CDL Permit class

A CDL Permit must be obtained prior to registration. If assistance is needed to get signed up for the testing or to help pass the written test at the DOT for the CDL permit, please contact CBIZ. 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

Program Total..... 0-0

information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>

## 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

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

Center for Business and Industry  
CBIZ  
(319) 208-5375  
cbiz@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.

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**Course Prerequisites**

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

**Course Offerings**

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

# Accounting (ACC)

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**ACC-111**

## **INTRODUCTION TO ACCOUNTING**

**Lec 3                      Credit 3**

An introduction to financial accounting theory and practice, with an emphasis on the accounting cycle and computer application thereof. This course is designed for non-business majors.

**ACC-131**

## **PRINCIPLES OF ACCOUNTING I**

**Lec 4                      Credit 4**

This first course covering the principles of accounting introduces the basic terms, concepts, and procedures of accounting. The course is intended for students who will major in accounting or have chosen a career which requires extensive use of accounting information. During the course, the focus will be on the completion of the accounting cycle, including the preparation of journal entries, posting to the ledger, and the preparation of adjusting entries, financial statements, and closing entries at the end of the accounting period. Special attention will also be given to special journals and subsidiary ledgers, the information needed to account for merchandising businesses, and the special accounting procedures related to cash, receivables, payables, and systems of control.

**ACC-132**

## **PRINCIPLES OF ACCOUNTING II**

**Lec 4                      Credit 4**

The second course in the Principles of Accounting continues to study the terms, concepts, principles, and procedures of financial accounting. This course will begin with a continuation of the first semester's focus upon the accounting methods required by specific accounting problems. Later in the semester, the focus will change to consider the different accounting methods prescribed for partnerships or corporations and to the analysis of financial statements. Prerequisite: ACC-131.

**ACC-142**

## **FINANCIAL ACCOUNTING**

**Lec 3                      Credit 3**

An introduction to financial accounting theory and practice with emphasis on the use and interpretation of financial statements.

**ACC-146**

## **MANAGERIAL ACCOUNTING**

**Lec 3                      Credit 3**

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**

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## **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

# Administrative Professional (ADM)

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**ADM-103**

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## **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**

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### **Lec 3                      Credit 3**

This course provides an understanding of the concepts, skills, procedures, and professional image needed for employment in an office environment. Introductory topics include operational and supervisory functions, telephone and teleconference procedures, scheduling, travel arrangements, meeting and event planning, mail and shipping procedures, and ethics and professionalism. Students use problem solving techniques and decision making experiences in a team environment.

### **ADM-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-172 REMOTE OFFICE MANAGEMENT**

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

This course practices concepts and skills needed for remote office management. The course will focus on the roles and responsibilities of both the remote employee and the remote manager. Topics learned include virtual meeting management, mobile communications, and time management. The technical aspects of the course includes the use of secure cloud storage, online collaboration, and production of ADA compliant documents and fillable forms.

### **ADM-180 ADMINISTRATIVE MANAGEMENT**

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

This course is a study of administrative management including organization, site location, office layout, environment, communication processes, job analysis, job evaluation, salary administration, performance appraisal, and employer/employee relations. The concepts and practices in this course are designed for students interested in office management or employee supervision.

### **ADM-181 RECORDS AND DATABASE MANAGEMENT**

#### **Lec 2                      Lab 2                      Credit 3**

This class emphasizes the principles and practices of effective records handling. Management of records is performed according to the Generally Accepted Recordkeeping Principles of ARMA International. The record life cycle is covered including creation, storage, retrieval, maintenance, and disposition of both manual and computerized database systems.

### **ADM-186 LEGAL DOCUMENTS**

#### **Lec 1                      Lab 2                      Credit 2**

This is a specialized course in which legal documents are studied. Emphasis is on creating and completing legal documents electronically. Transcription skills are refined with a concentration on legal documents. Legal terminology is applied throughout the course. Prerequisites: ADM-120.

### **ADM-188 PROJECT AND EVENT MANAGEMENT**

*Revised: 3/31/2021 2:35p.m.*

**Lec 2            Lab 2            Credit 3**

Using a project-based approach, this course is designed for business and management/marketing majors, entrepreneurs, administrative staff, and those that are organized, resourceful, and enjoy multitasking. Project management, business/event promotion, and critical thinking skills will be developed.

Technology will be used to coordinate essential activities including travel and event logistics, budgeting, video conferencing, scheduling, and the creation of promotional materials.

**ADM-198  
LEGAL TERMINOLOGY**

**Lec 1            Lab 2            Credit 2**

This course is a study of the basic terminology used in a legal office. Emphasis will be placed on legal terminology definitions and on a study of court cases that pertain to the topics being covered.

**ADM-204  
LEGAL OFFICE PROCEDURES**

**Lec 3            Credit 3**

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

**ADM-230  
INTEGRATED OFFICE PROJECTS**

**Lec 1            Lab 4            Credit 3**

This course is designed to enhance and reinforce software skills through project-based activities by extensive use of integrating applications. Students complete projects that represent what is required in an actual business environment. This class will develop teamwork, creativity, decision making and critical thinking skills as will be experienced in the office setting. Software used includes Microsoft Word, Excel, Access, PowerPoint, Publisher and the Internet. Continued emphasis on proper keyboarding technique, accuracy and speed building. 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

**ADM-297  
CERTIFICATION PREPARATION**

**Lec 0            Lab 2            Credit 1**

Students will prepare for certification in Microsoft Office applications using online tutorials and practice designed to simulate the certification process. Certification exams will be offered as part of this class.

# Associate Degree Nursing (ADN)

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**ADN-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)**

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**AGA-158  
SOIL FERTILITY**

**Lec 3                            Credit 3**

This course explains the phenomena involved in making and keeping a soil in its most economical, productive state. Students learn why soils must be managed differently due to differences in origin and make up. Prerequisite: AGA-154 or AGA-182

**AGA-181  
INTRODUCTION TO CROP SCIENCE**

**Lec 3                            Credit 3**

Basic structure and function of plants, origin and classification, growth and development. Fundamentals of photosynthesis, plant water use, plant nutrition and genetics that regulate plant growth, development and responses to the environment.

**AGA-182  
INTRODUCTION TO SOIL SCIENCE**

**Lec 3                            Credit 3**

Introduce students to the mysterious world of soils. It is designed for students in agriculture and related sciences. The course provides a broad viewpoint to match the varied backgrounds and interest of students. Its coverage is made so broad to meet the needs of students who will take only one course in soils, as well as those who will use it as a base for more advanced study of specialized areas in soil science.

**AGA-376  
INTEGRATED PEST MANAGEMENT**

**Lec 2            Lab 2                            Credit 3**

Course describes the basics of field scouting for corn and soybean crops for weeds, insects, diseases and disorders, as well as, a variety of management practices to manage those ailments.

**AGA-390  
INTRODUCTION TO RENEWABLE RESOURCES**

**Lec 3                            Credit 3**

This course will provide an overview of soil, water, plants, and animals as renewable natural resources in an ecosystem context. This history and organization of resource management and concepts of integrated resource management will be covered.

## **Farm Management Business (AGB)**

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**AGB-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-451  
AGRICULTURAL LAW**

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

This course explores the body of federal and state laws and regulations governing agriculture-related operations. The course specifically addresses legal issues that students will likely face in agriculture-related careers. The course pulls from a wide body of substantive law, including case law, statutory law, and administrative law. A primary focus of the course will be to review the legal framework governing agriculture-related decision-making by firms, families, and individuals from a real-world perspective. The course begins with a general review of the legal system and instruction on how to find legal materials as it pertains to the agricultural industry.

**AGB-466**  
**AGRICULTURAL FINANCE (ONLINE)****Lec 3** **Credit 3**

This course is a study of the terminology and tools of agricultural finance. It emphasizes the preparation of financial statements, cash flows, budgets and bookkeeping principles. It also discusses financial risk strategies and credit costs.

**AGB-930**  
**AGRICULTURE SEMINAR****Lec 1** **Credit 1**

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

## Agricultural Miscellaneous (AGC)

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**AGC-216**  
**CAREER SEMINAR****Lec 2** **Credit 2**

This course is designed to help students explore and discover the many opportunities that are available in the profession of agriculture and related industries both nationally and internationally.

**AGC-420**  
**ISSUES IN AGRICULTURE****Lec 3** **Credit 3**

This course provides students the opportunity to collect, discuss, interpret, and defend current economic, environmental and social issues that affect the production of agricultural commodities.

**AGC-936**  
**OCCUPATIONAL EXPERIENCE****Lec 0** **OJT 12** **Credit 3**

An "on-the-job" experience at a local business. The business will provide a training sponsor in cooperation with an instructor/coordinator from the college staff. Hands-on experience in observing and demonstrating the knowledge and skills developed in the classroom. Course may be repeated once for a maximum of 6 credit hours.

## Horticulture (AGH)

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**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.

## Agricultural Mechanics (AGM)

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**AGM-151**  
**FARM EQUIPMENT ADJUSTMENT****Lec 0** **Lab 4** **Credit 2**

Students will utilize the operator's manual to find information concerning the operation, lubrication and adjustment sections. Combine operations will be addressed as follows: perform initial calibration settings for wheat, corn and soybeans; determine type and amount of losses of grain and make adjustments to minimize those losses; and utilize the GPS unit to create GIS referenced yield data.

**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**

This course provides an introduction to welding technology with an emphasis on safety, operating procedures, and assessment of MIG and arc welds and oxyacetylene cuts.

## Natural Resources (AGN)

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**AGN-130**  
**SOIL AND WATER CONSERVATION****Lec 2** **Lab 2** **Credit 3**

Emphasis will be on environmental practices as they relate to conservation management of our natural resources. Students will discuss soil erosion, water quality, and soil and water management. Lab work required. Prerequisite: AGA-154 or AGA-182

**AGN-244**  
**WILDLIFE MANAGEMENT**

**Lec 2                      Lab 2                      Credit 3**

Students learn proper wildlife management through carefully planned and maintained reserves, preserves and refuges. Management techniques presented include those for game, non-game and aquatic animals.

## **Precision Agriculture (AGP)**

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**AGP-333  
PRECISION FARMING SYSTEMS**

**Lec 3                      Credit 3**

Provides an overview of precision farming concepts and the tools of precision farming (OPS, GIS and VRT). Introduces the use of each of these tools within the processes of a precision farming system. Provides hands-on activities in the use of these tools. Discusses economic and environmental benefits.

**AGP-340  
FOUNDATIONS OF GIS AND GPS**

**Lec 2                      Lab 2                      Credit 3**

This course will enable the students to use and demonstrate the principles of GPS, GIS, remote sensing and precision application equipment. Soil sampling, farm mapping, combine yield monitoring, and developing Geographic Information System databases will be explored. Students will be exposed to computers and the use of precision agriculture software. Laboratory work will be used to increase the understanding of key concepts.

**AGP-421  
APPLICATIONS OF GIS**

**Lec 1                      Lab 2                      Credit 2**

The course will take students into advanced concepts in GIS and give hands on experience in the practical applications of a geographical information systems. Students will be enrolled in selected GIS short courses online and required to design a GIS project from scratch. They will setup the parameters for the project, collect the data, and format the final project. The project should be related to their career field.

## **Animal Science (AGS)**

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**AGS-113  
SURVEY OF THE ANIMAL INDUSTRY**

**Lec 3                      Credit 3**

Course studies ways domestic animals serve the basic needs of humans for food, shelter, protection, fuel, and emotional well-being. Terminology, basic structures of the industries surrounding the production, care, and marketing of domestic animals in the U.S. will also be studied.

**AGS-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.

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

**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)**

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**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

*Revised: 3/31/2021 2:35p.m.*

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pre-harvest through post-processing, consumption and potential threats by class of agents.

# Animation (ANI)

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## ANI-100

### ART FOUNDATION FOR ANIMATION

**Lec 2                      Lab 2                      Credit 3**

This course will provide students with knowledge of foundational art topics with a focus on how they are applied to animation. Concepts focusing on form, design, perspective, value, composition, and color will be combined with lectures that explore the foundations of drawing fully realized characters and creating compelling environment compositions. This course is designed to introduce concepts that will help students become better artists through demos, exercises, lectures, and in-class critiques.

## 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-104

### ANIMATION SOFTWARE IV

**Lec 2                      Lab 2                      Credit 3**

This course will provide students with an understanding of the visual effects and compositing workflows in animation. Students will create realistic visual effects using various simulation tools and techniques such as texture effects, particles and dynamics, motion tracking and match moving. Students will gain deeper knowledge of rendering to combine separate layers into a final image. Students will also learn advanced design principles as well as the social impact capable with motion graphics.

Prerequisite: ANI-103.

## ANI-110

### INTRODUCTION TO 3D

**Lec 2                      Lab 2                      Credit 3**

This course focuses on 3D modeling, texturing, lighting, and rendering to introduce and help students develop foundational skills in 3D computer graphics. Lectures and projects cover applications and tools used in the animation, film, and game industries to prepare students to face both artistic and technical challenges when creating 3D works of art.

## ANI-111

### CHARACTER MODELING AND SCULPTING

**Lec 2                      Lab 2                      Credit 3**

This course will provide students with knowledge of foundational art topics with a focus on how they are applied to animation. Concepts focusing on form, design, perspective, value, composition, and color will be combined with lectures that explore the foundations of drawing fully realized characters and creating compelling environment compositions. This course is designed to introduce concepts that will help students become

better artists through demos, exercises, lectures, and in-class critiques. Prerequisites: ANI-100, ANI-110

## ANI-118

### DESIGN FOR ANIMATION

**Lec 2                      Lab 2                      Credit 3**

This course will provide students with an advanced knowledge of animation design topics including prop, environment, background, and character design. Concepts focusing on form, design, perspective, value, and color will be combined with lectures on workflow techniques and troubleshooting. This course is designed to help students become better artists through demos, exercises, lectures, and in-class critiques centered on resolving pipeline and design issues that may occur during the creation process.

## ANI-120

### INTRODUCTION TO ANIMATION

**Lec 2                      Lab 2                      Credit 3**

This course will provide students with an applied knowledge of the 12 principles of animation, namely: squash/stretch, anticipation, staging, straight ahead/pose to pose, follow through/overlapping action, slow in/out, arcs, secondary action, timing, exaggeration, solid drawing, and appeal. Students will use a variety of techniques to help prepare them for animating in any medium. This course will be divided into demos, exercises, lectures, and in-class critique to help students develop an understanding of Animation Principles and Techniques.

## ANI-121

### CHARACTER ANIMATION 1

**Lec 2                      Lab 2                      Credit 3**

This course covers the processes and techniques used to animate believable and appealing body mechanics. Students will gain skills in the art of character animation while focusing on the application of the 12 principles of animation. Production workflows and techniques will be explored through practicing fundamentals while focusing on strong body and weight mechanics as well as good posing for animation. This course will be divided into demos, exercises, lectures, and in-class critiques. Prerequisites: ANI-111, ANI-110, ANI-120

## ANI-125

### STORY DEVELOPMENT FOR ANIMATION

**Lec 2                      Lab 2                      Credit 3**

The purpose of this course is to introduce students to screenplay and story development for animation. The student will be introduced to the heroic myth, its story structure, and learn to relate it to modern screenplay construction through watching and analyzing screenplays. Fundamentals of cinema including framing, angles, cutting, camera movement, and creating clear transitions will be explored as students are provided the opportunity to develop their own story ideas and learn the stages of a typical story development pipeline in animation. Upon completion of this course, students will have developed an individual story project through the animatic phase. Prerequisites: ANI-100, ANI-120

## ANI-166

### CAPSTONE AND DEMO REEL FOR ANIMATION

**Lec 2            Lab 4            Credit 4**

Following successful completion of animation core coursework, this course will provide the student with guidance in promoting their skills as an artist and entering the industry. Students will work to refine previously created projects or work on new projects to build a stronger, more professional body of work. By the end of this course students will have created a demo reel and an electronic portfolio that showcases their unique abilities. Prerequisites: ANI-212, ANI-222, ANI-230

**ANI-212  
CHARACTER RIGGING**

**Lec 2            Lab 2            Credit 3**

This course will serve as a step-by-step introduction to character rigging. Emphasis is placed on creating character rigs through exploring bone creation and placement, setting up constraints, working with inverse and forward kinematics, skinning meshes to bones, and creating controls for animation. Lectures include a mixture of rigging demonstrations and techniques to help students create rigs that will allow them to successfully animate characters. Prerequisites: ANI-111, ANI-121

**ANI-222  
CHARACTER ANIMATION 2**

**Lec 2            Lab 2            Credit 3**

In this course, students will learn how to bring a character to life through the exploration of pantomime acting and animating dialogue. Lectures and demonstrations cover topics including acting for animators, facial animation, and lip-sync techniques. This course will be divided into demos, exercises, lectures, and in-class critique to help students develop a better understanding of the subtleties of good animation while working towards producing demo reel-quality scenes. Prerequisites: ANI-111, ANI-121, ANI-125

**ANI-230  
ANIMATION PRE-PRODUCTION**

**Lec 2            Lab 2            Credit 3**

In this course students will complete the pre-production phase of their animation project(s). Students will work as individuals or as a team to craft engaging stories and develop assets including props, characters, and environments for their animation projects. Emphasis is placed on the identification and utilization of individual strengths in the context of a production environment. Prerequisites: ANI-111, ANI-121, AN-1125

**ANI-231  
ANIMATION PRODUCTION**

**Lec 2            Lab 6            Credit 5**

In this course students will complete the production and post-production stages of their animation(s). Character animation, effects, props, environments, and audio will be finalized to bring stories to life. Through an exploration of the production process, students will continue to develop and deliver content. Through the exploration of the post production process, students focus on rendering, compositing, and editing their final animation(s) to achieve polished pieces. Emphasis is placed on the identification and utilization of individual strengths in the context of a production environment. Prerequisites: ANI-212, ANI-222, ANI-230

**ANI-932**

**INTERNSHIP**

**Lec 0            OJT 12            Credit 3**

This course is designed to provide the student with a practical experience in computer animation prior to completion of the Associate of Applied Science degree. The internship is supervised by the program coordinator. This course is also designed to help students develop materials and skills necessary to obtain and maintain employment. Prerequisite: ANI-111, ANI-121, ANI-125, ART-138, ENG-221, LIT-209

**ANI-941  
ANIMATION STUDIO PRACTICUM**

**Lec 0            OJT 12            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. The internship is supervised by the program coordinator. This course is also designed to help students develop materials and skills necessary to obtain and maintain employment. Prerequisites: ANI-111, ANI-121, ANI-125, ANI-138, ENG-221 or LIT-209.

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## Architectural (ARC)

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**ARC-113  
ARCHITECTURAL DRAFTING I**

**Lec 2            Lab 4            Credit 4**

A course designed to provide a knowledge of residential house construction and house plans. The students are required to draw architectural plans that include foundations, floor plans, electrical plans, elevations, details and perspectives. 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.

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## Art (ART)

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**ART-101  
ART APPRECIATION**

**Lec 3            Credit 3**

This course is a study of aesthetics as related to human expression, especially within the visual arts of painting, sculpture and architecture. This is a humanities-oriented course where art principles are examined as they relate to the production and interpretation of Western art in both historical and cultural contexts covering the Renaissance through post-modern periods. Students will form personal opinions about art by looking at art and evaluating art with methods taught in class.

**ART-109  
NON-WESTERN ART**

**Lec 3            Credit 3**

A survey of art history from prehistoric to modern times of locations outside of Western civilization. Both period style and

personal styles will be compared to the lifestyles of the area. Geographical emphases will be in Africa, Eastern and Southern Asia, Central and Native North America, South America and Australia. Class work will consist of discussion of art using slides, prints, videos, hands-on activities and field trips.

**ART-120**  
**2-D DESIGN**

**Lec 2                      Lab 2                      Credit 3**

This beginning level course for either non-art or art majors allows the student to explore a variety of two dimensional media such as pencil, ink, pastel, watercolor, acrylics, etc., applied on paper and other types of surfaces. A variety of design styles and methods will be introduced using the various elements and principles of design.

**ART-123**  
**3-D DESIGN**

**Lec 2                      Lab 2                      Credit 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)**

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#### **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)**

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#### **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)

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**BCA-152**

**COMPREHENSIVE SPREADSHEETS**

**Lec 2            Lab 2            Credit 3**

This course covers concepts of spreadsheets and their applications to business. Introductory topics include spreadsheet creation, data manipulation, file sharing and protection, formatting, use of functions and formulas, and charts. Advanced topics will include creating macros, filtering, importing and exporting data, and numerical and trend analysis. Application to business situations will be emphasized. Prerequisite: CSC-110

**BCA-157**

**INTERMEDIATE SPREADSHEETS**

**Lec 2            Lab 2            Credit 3**

This advanced course in electronic spreadsheets emphasizes the use of advanced features of a leading electronic spreadsheet software package in a Microsoft Windows environment. Topics to be covered include spreadsheet editing, working with multiple worksheets, creating a Web page from a spreadsheet, developing spreadsheet applications, creating and using macros, using data tables and scenario management, importing data, and enhancing a spreadsheet with Visual Basic for Applications. Prerequisite: Grade of "C-" or higher in CSC-110 or CSC-140..

# Biology (BIO)

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**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)**

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### **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-124 BUSINESS INNOVATION**

**Lec 3                      Credit 3**

This course is designed to help students get in touch with the innovative business mindset required for success in the 21st century. Students learn to be contributors, catalysts, and thinkers within the innovation process. They develop skills as individuals and the team skills needed to collaborate, using available creative resources to leverage ideas and concepts throughout the innovation process.

### **BUS-130 INTRODUCTION TO ENTREPRENEURSHIP**

**Lec 3                      Credit 3**

Emphasizes organizational development and human resource concepts and their applications to small business operations.

Leadership development, management styles and decision making strategies are stressed.

### **BUS-131 SMALL BUSINESS MANAGEMENT STRATEGIES**

**Lec 3                      Credit 3**

This course emphasizes organizational development and human resource concepts and their applications to small business operations. Leadership development, management styles and decision making strategies are stressed.

### **BUS-135 MANAGING THE ENTREPRENEURIAL VENTURE**

**Lec 3                      Credit 3**

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

keeping and risk management contribute to entrepreneurial success.

### **BUS-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 START-UP**

**Lec 3                      Credit 3**

This course focuses on information, examples, forms and activities needed for a business startup and for development of a successful business operation. Topics include market research and assessment, naming a business, finding a location, determining asset needs and forecasting sales, identifying job tasks and determining human resource needs, and writing a business plan. 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 [www.scciova.edu](http://www.scciova.edu) (319) 208-5000

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)

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

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

An introduction to computer aided design and drafting. Actual hands-on experience in designing, drawing, and dimensioning using CAD micro-based CAD software. The course presents logical step-by-step instruction about the CAD commands, mode settings, drawing aids, shortcuts and other valuable characteristics of CAD. Finished copies of the students' work will be made on a printer or plotter.

**CAD-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. Prerequisites: CAD-101 and CAD-277.

**CAD-172**  
**INTRODUCTION TO CAD: AUTO CAD (ONLINE)**

**Lec 1**                      **Lab 2**                      **Credit 2**

An introduction to computer aided design and drafting. Actual hands-on experience in designing, drawing, and dimensioning using AutoCAD micro-based CAD software. The course presents logical step-by-step instruction about the AutoCAD

commands, mode settings, drawing aids, shortcuts and other valuable characteristics of AutoCAD. Finished copies of the students' work will be made on a printer or plotter.

### **CAD-248**

#### **PARAMETRIC CAD II**

**Lec 1                  Lab 4                  Credit 3**

A continuation of computer aided design (CAD) using SolidWorks software. The student will learn to create and print parametric solids as well as how to use SolidWorks to analyze objects. Prerequisite: CAD-140.

### **CAD-277**

#### **3-D DIMENSIONAL (3-D) MODELING I**

**Lec 1                  Lab 4                  Credit 3**

This course teaches parametric solid model CAD basics. Three-dimensional parametric concepts with design intent and solid CAD models will be built and edited. This course builds on previous basic drafting skills and focuses on using parametric solid modeling design software to develop technical drawings. Topics include patterns of features, editing, adding dimensions and creating simple assemblies. Prerequisite: CAD-101.

## **Computer Forensics (CFR)**

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### **CFR-100**

#### **INTRODUCTION TO COMPUTER FORENSICS**

**Lec 2                  Lab 2                  Credit 3**

This course deals with the preservation, identification, extraction, documentation and interpretation of computer data. Special computer skills and tools will be introduced. Legal concerns and ethical conduct will be emphasized. Knowledge in Linux OS and report writing required. Prerequisites: NET-142, NET-314, NET-442, ENG-105 or with instructor approval.

## **Chemistry (CHM)**

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### **CHM-115**

#### **CHEMISTRY IN CONTEXT**

**Lec 3                  Lab 2                  Credit 4**

Students will learn basic general chemistry in the context of studying aspects of chemistry visible to a non-scientist in our society. Selected areas of chemistry such as water, fire, and our environment will be included, with an emphasis on the interface between chemistry and human everyday experiences. Prerequisite: 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**

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### **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)**

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### **CIS-125**

#### **INTRODUCTION TO PROGRAMMING LOGIC WITH LANGUAGE**

**Lec 2                  Lab 2                  Credit 3**

Introduction to computer programming with structured program development and module designs emphasized. Write programs related to several areas, including input/output, numerical computation, iteration, recursion, data manipulation, and interactive procedures.

### **CIS-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 provide an opportunity to apply concepts in project management. Prerequisites: NET-122, NET-142, NET-442, CIS-125, ENG-105 with instructor approval.

**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)

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**COM-102**

## COMMUNICATION SKILLS

**Lec 3                            Credit 3**

This course is structured to develop the fundamentals of acceptable communication and technical expression relevant to the students' career requirements: reading, writing, listening, and speaking. Prerequisites: Meet minimum placement test score requirement or a minimum grade of C- in ENG-061.

**COM-140**

## INTRODUCTION TO MASS MEDIA

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

**Lec 3**

**Credit 3**

See [www.iowaconline.org](http://www.iowaconline.org) for more information.

# Construction (CON)

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**CON-113**

## CONSTRUCTION PRINTREADING

**Lec 1            Lab 2            Credit 2**

Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of line, development and arrangement of views, dimensioning practices, and invisible edges. Practical problems from prints suited to the particular trade will be incorporated.

**CON-128**

## CONSTRUCTION MANAGEMENT ESTIMATING

**Lec 2            Lab 2            Credit 3**

Interpretation of construction drawings and specifications. Introduction to estimating quantities, cost of materials, and labor costs. Work methods, job planning, project scheduling and control, field administration and management procedures of contracting will be covered.

**CON-147**

## CARPENTRY I

**Lec 3            Lab 6            Credit 6**

This is a course designed to enable students to develop basic skills and knowledge in carpentry. Included in this course is the study of construction techniques with emphasis on basic safety, basic math, introduction to hand and power tools, basic rigging, fasteners, wood building materials, floor and wall systems, site preparation, concrete and reinforcement materials, concrete handling, and forming foundations and flatwork. This course will introduce the national OSHA safety standards for general construction and upon completion of this course students will receive the OSHA 10 hour General Construction certification.

**CON-148**

## CARPENTRY II

**Lec 3            Lab 6            Credit 6**

A course designed to further enable students to develop carpentry skills with emphasis on special floor, wall and roof systems, reading plans and elevations, field engineering principles, forming and water and damp proofing. Prerequisite: CON-147.

**CON-149**

## CARPENTRY III

**Lec 3            Lab 6            Credit 6**

A continuation of carpentry skills with emphasis on stair construction, reinforcing concrete, patented forms, interior finish: ceiling systems, exterior wall finishes, roofing applications and installation of cornices, gutters and downspouts. Prerequisite: CON-148.

**CON-252**

## CONSTRUCTION ELECTRICITY

**Lec 1            Lab 4            Credit 3**

This course introduces the requirements for and installation of residential and light commercial electrical systems. Emphasis will be placed on local and national Electrical Codes. Hands-on experience will include such activities as basic wiring of

*Revised: 3/31/2021 2:35p.m.*

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)**

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### **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, 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-170**

#### **PATIENT ACCESS TO HEALTHCARE**

**Lec 32                      Credit 2**

This course prepares the student for the front line of healthcare services for patients entering a hospital or clinic. This course places an emphasis on customer service skills, patient registration, patient scheduling, the fundamentals of the revenue cycle, billing and reimbursement, HIPAA, and practical experience and understanding of electronic health records. Prerequisites: HSC-114, MAP-401, MAP-431

### **CPC-810**

#### **MEDICAL CODING AND BILLING EXTERNSHIP**

**Lec 0                      OJT 10                      Credit 2.5**

The student will complete an online series of modules to get real-world coding experience and test medical coding proficiency using real, redacted medical record cases from multiple specialties. Prerequisites: CPC-110, CPC-121, CPC-126, CPC-128, CPC-131, CPC-151, CPC-160, HSC-114, MAP-401, MAP-431, MAP-532, BIO-163, ENG-131. 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)**

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### **CRJ-100**

#### **INTRODUCTION TO CRIMINAL JUSTICE**

**Lec 3                      Credit 3**

An introductory course in criminal justice designed to provide a philosophical and historical account of American criminal justice with emphasis on constitutional limitation.

### **CRJ-111**

#### **POLICE AND SOCIETY**

**Lec 3                      Credit 3**

An examination of the role of the police and corrections in American society, and a discussion of prominent issues. The course will examine the various eras of policing and correctional agencies. The structure and style of various policing and correctional agencies will also be covered. Agency application of internal and ethical issues including use of force will be examined. Strategies and policies to improve policing and the correctional work environment will also be discussed.

### **CRJ-120**

#### **INTRODUCTION TO CORRECTIONS**

**Lec 3                      Credit 3**

Trace the history of corrections and describe the various methods society has used to deal with people who violate its rules. The course will show the relationship of corrections and agencies to the overall criminal justice system.

### **CRJ-128**

#### **VICTIMOLOGY**

**Lec 3                      Credit 3**

In this course, we will examine the field of victimology, including its scope and development, review the problems associated with victimization, examine the relationship between the victim and the offender, the victim and the criminal justice system, and the victim and society. We will also discuss various practical applications and policies that have resulted from society's increasing concern about victims.

### **CRJ-130**

#### **CRIMINAL LAW**

**Lec 3                      Credit 3**

A study of the history, development and classification of substantive and procedural aspects of criminal law, defenses and criminal responsibility.

### **CRJ-132**

#### **CONSTITUTIONAL LAW**

**Lec 3                      Credit 3**

An analysis of the relationships between state legislations and the Bill of Rights. Includes the effect of the due process clause of the 14th Amendment on the application of the Bill of Rights to these states and Supreme Court decisions regarding the various state challenges.

### **CRJ-141**

#### **CRIMINAL INVESTIGATION**

**Lec 3                      Credit 3**

Fundamental methods of investigation, crime scene search, recording, collection and preservation of evidence, interview and interrogation, and case follow-up.

### **CRJ-932**

#### **INTERNSHIP**

**Lec 0                      OJT 12                      Credit 3**

A practical work experience under professional supervision in a criminal justice agency. Prerequisite: Completion of Criminal Justice core or permission of instructor.

# Collision Repair and Refinishing (CRR)

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## **CRR-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**

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Revised: 3/31/2021 2:35p.m.

**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.

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## Computer Science (CSC)

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**CSC-110****INTRODUCTION TO COMPUTERS****Lec 3            Credit 3**

This course provides an introduction to computer concepts. The student will use the Windows operating system, presentation software, electronic spreadsheet software, database management software and word processing software. Microcomputer hardware and software as well as the processing concepts [www.scciova.edu](http://www.scciova.edu) (319) 208-5000

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.

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## Film and Theatre (DRA)

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**DRA-101****INTRODUCTION TO THEATRE****Lec 3            Credit 3**

Orientation to the theatre, including a study of dramatic structure through selected play readings and through research in the basic theories of theatre.

**DRA-110****INTRODUCTION TO FILM****Lec 3            Credit 3**

This course introduces students to the various language systems of film, including film-making techniques, creators, genres, narratives, ideology, and film theory/criticism. Students will explore the cultural importance of cinema as art by analyzing selected movies and clips which demonstrate artistic excellence.

**DRA-141****THEATRE AND SPEECH PARTICIPATION I****Lec 0            Lab 2            Credit 1**

A concentrated laboratory course in specific areas of speech or theatre projects. Supervised participation involving the research, analysis and preparation of a specific speech or theatre project. Students will perform or demonstrate their skills at speech contests, community organization programs, or public performances sponsored by the College. The student must arrange for the area of participation prior to enrollment. May be repeated to a maximum of 4 semester hours.

**DRA-142****THEATRE AND SPEECH PARTICIPATION II****Lec 0            Lab 4            Credit 2**

A more extensive application of DRA-141. The student elects to participate in more than one area of speech or theatre programs, or assumes a major role in assisting with speech or theatre performance. The student must arrange for the areas of

participation prior to enrollment. May be repeated to a maximum of 4 semester hours.

### **DRA-165 STAGECRAFT**

**Lec 2                      Lab 2                      Credit 3**

This hands-on course will introduce students to scenery, costume, and property construction along with lighting and sound design. Included are stage development, theater safety and basic techniques involved in producing a live performance. Participation outside of class on a current production (either for SCC or a community production) is required.

## **Drafting (DRF)**

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### **DRF-113 FUNDAMENTALS OF TECHNICAL DRAFTING**

**Lec 1                      Lab 4                      Credit 3**

Fundamentals of drawing techniques conveyed using free hand sketching. Emphasis is placed on the ability to visualize in three dimensions, neatness, accuracy, legibility, speed and use of computer graphics in the solution of graphic problems.

## **Early Childhood Education (ECE)**

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### **ECE-103 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

**Lec 3                      Credit 3**

This course is an overview of early childhood programs and curricula, historical and present, and an examination of qualities and skills necessary for working with young children.

### **ECE-123 FAMILY, TEACHER, AND COMMUNITY INTERACTION**

**Lec 3                      Credit 3**

This course will provide an introduction to the family systems and parenting in a changing society. Principles of child development with family relationships applied to group and individual work with parents will be covered. This course will assist providers in developing skills that will help them effectively relate to parents. Topics will include: communication techniques, children's fears, discipline, nutrition, diversity, children's play and discovery as learning opportunities, and school/community resources.

### **ECE-133 CHILD HEALTH, SAFETY AND NUTRITION**

**Lec 3                      Credit 3**

This course focuses on evidence-based concepts in the fields of health, safety, and nutrition and their relationship to the growth and development of the young child ages birth to eight. The course blends current theory with problem solving, practical applications, and assessments. The course includes collaboration with families and assesses the role of culture, language, and ability on health, safety, and nutrition decisions in early childhood settings.

### **ECE-140**

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### **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)**

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#### **ECN-110**

##### **INTRODUCTION TO ECONOMICS**

**Lec 3                      Credit 3**

An introductory economics course. Lessons will include both micro and macro economies. Competencies will include supply, demand, market structures, unemployment and international trade.

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#### **ECN-120**

##### **PRINCIPLES OF MACROECONOMICS**

**Lec 3                      Credit 3**

An introductory course in economics emphasizing macroeconomic theory and policy. The major topics will include economic systems, national income, national output, fiscal and monetary policy, unemployment, inflation, and, as time permits, international trade.

#### **ECN-130**

##### **PRINCIPLES OF MICROECONOMICS**

**Lec 3                      Credit 3**

An introductory course in economics emphasizing micro-economic theory and contemporary problems. The major topics will include a description of the United States economy; demand and supply, price, output, and wage determination; domestic problems; international economics and the world economy.

## **Education (EDU)**

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#### **EDU-120**

##### **COMMUNICATION, ETHICS, AND CONFIDENTIALITY**

**Lec 2                      Credit 2**

This is the first course in preparation for the Para-Educator Certificate. In this course, the student will develop skills and strategies to enhance communication and examine situations where professionalism, ethical standards, and confidentiality will guide correct course of action when working with colleagues, students, parents, and others.

#### **EDU-121**

##### **BEHAVIOR MANAGEMENT**

**Lec 2                      Credit 2**

This is the third course in the Para-Educator Certificate program. The student will gain knowledge, skills, and strategies to assist, support, and maintain the positive social, emotional, and behavioral development of children. 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**

*Revised: 3/31/2021 2:35p.m.*

## **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)**

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**EGR-420**

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## **DIGITAL ELECTRONICS**

**Lec 2                      Lab 2                      Credit 3**

This course is an introduction to fundamental digital circuits and systems is presented by study of integrated circuit logic modules. Emphasis is placed on troubleshooting techniques and tools.

## **Engineering Technology (EGT)**

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### **EGT-108**

#### **PRINCIPLES OF ENGINEERING**

**Lec 3                      Credit 3**

This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

### **EGT-116**

#### **CONTINUOUS QUALITY MANAGEMENT**

**Lec 3                      Credit 3**

This introductory course will lead the student into the world of quality and the quality process. Students will be exposed to the basic principles of lean manufacturing and quality control inspection tools. Students will analyze the performance of a production process, formulate process adjustments or improvements, and carry out the strategies for process adjustment and/or improvement.

### **EGT-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)

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**ELE-116**

**BLUEPRINT READING**

**Lec 1            Credit 1**

This course discusses the specific data that is drawn on a blueprint and explains how to read and interpret the drawing format. Students will learn orthographic and isometric drawings to understand shapes, sizes, and dimensions. Students will study building terms and construction features of carpentry, masonry, electrical, mechanical and plumbing trades.

**ELE-127**

**TROUBLESHOOTING**

**Lec 0.5            Lab 1            Credit 1**

This course introduces students to the fundamental sequence of steps that can be applied when attempting to locate and repair problems in electrical and mechanical equipment. Students will learn how to use proper testing equipment to assist in finding faulty components. Students will learn how to plan a course of action for troubleshooting and repairs of equipment.

**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)

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**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)

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**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-239****ADVANCED EMERGENCY MEDICAL TECHNICIAN****Lec 5 Lab 2 Clinical 3 Credit 7**

This course will provide the student with roles and responsibilities of the EMS provider; well-being including injury prevention and infectious disease; an overview of human

systems; pharmacology; venous access; airway management; training for management of medical and trauma emergencies; special considerations of the obstetric; neonatal, pediatric, and geriatric patients; and focus on assessment-based management. This course will also provide the student the opportunity to apply past and current cognitive knowledge and psychomotor skills in a supervised clinical or field setting. Students must have current Iowa EMT certification. Prerequisites: Healthcare provider CPR, current EMT Certificate. Prerequisites: EMS-201

**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)

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## ENG-013

### BASIC WRITING IN ENGLISH

**Lec 2                      Lab 2                      Credit 3**

This course provides group instruction in basic writing skills: practice in all stages of the writing process; developing the skills to write a variety of focused, developed, and organized sentences, paragraphs, and short essays; writing to communicate with the reader; proofreading for spelling, grammar, and punctuation errors. Students in this course should not have previous or concurrent enrollment in 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)

186

## 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)

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## ENV-111

### ENVIRONMENTAL SCIENCE

**Lec 3                      Lab 2                      Credit 4**

An interdisciplinary approach to the problems of the environment. An examination and evaluation will be made of man's impact on the environment. Specific topics that may be covered include, but are not limited to: population issues, atmospheric issues, water issues, energy issues, resource issues, wildlife issues, and food issues.

## ENV-145

### CONSERVATION BIOLOGY

**Lec 3                      Lab 2                      Credit 4**

This course examines the ecological principles used in the preservation of biological diversity. Some topics explored are population dynamics, conservation genetics, island biogeography, mathematical modeling of ecological systems, disturbance ecology, Geographic Information Systems (GIS), reserve theory and wildlife corridors. Laboratories will involve fieldwork, data analysis, computer work and research. Prerequisite: ENV-111

## **Intensive English as a Supplemental Language (ESI)**

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**ESI-010  
PHONETICS AND PRONUNCIATION**

**Lec 3                      Credit 3**

The study of English segments and intonation for non-native speakers. Emphasizes the use of phonetic alphabet. Focuses on using segmentations and intonation in informal language settings. Prerequisites: ESL-013, 015, 018, or minimum placement test score requirement.

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

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**ESL-002  
CULTURAL ORIENTATION**

**Lec 0                      Lab 2                      Credit 1**

This course introduces new international students to American life, the educational system and the Burlington community. It covers such topics as culture shock, academic honesty, personal safety, driving in Iowa, etc. This course will be taken on a Pass/No Pass basis only.

**ESL-006  
GRAMMAR IN CULTURAL CONTEXT**

**Lec 2                      Credit 2**

Communicative grammar course for non-native speakers of English. Includes studying the usage of different grammatical structures and their application in various areas of interaction. Exposes students to English culture and cultural expectations.

**ESL-008  
COMMUNICATION IN CULTURAL CONTEXT**

**Lec 2                      Credit 2**

Communication course for non-native speakers of English. Includes usage of listening and speaking skills across various areas of interaction: idioms and slang, small talk and business interviews. Exposes students to English culture and cultural expectations in conversations and oral interaction. This course

is recommended to be taken in conjunction with ESL-006 Grammar in Cultural Context.

**ESL-013  
LISTENING/SPEAKING I**

**Lec 4                      Credit 4**

This is a listening/speaking course for non-native speakers of English. The course helps students develop basic speech competencies through integrated language skills. Students focus on language: pronunciation, word forms, word domains, idiomatic expressions, analogies using semantic context. It is recommended to take the course concurrently with ESL 015 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. Speaking skills 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 059 Grammar 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 of oral language as spoken by native English speakers. Students will practice pronunciation in academic discourse. The course will help develop skills in applying idiomatic expressions in negotiating and reducing miscommunication. 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

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## **Finance (FIN)**

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**FIN-121**  
**PERSONAL FINANCE (ONLINE)**

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

A study and evaluation of financial problems which individuals and families encounter within their personal affairs. The topics covered are budgeting, saving, consumer credit, personal insurance, renting or owning a home, investments, transportation and taxes.

**FIN-130**  
**PRINCIPLES OF FINANCE (ONLINE)**

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

An examination of the tools and techniques used in the world of finance. This course will introduce the student to basic financial concepts such as time value of money, asset valuation, risk analysis and return on investment. Evaluation and decision-making techniques will be used as they pertain to financial management in various business situations. Prerequisites: ACC-142, ACC-146 and ECN-120.

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## **Foreign Language-Spanish (FLS)**

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**FLS-141**  
**ELEMENTARY SPANISH I (ONLINE)**

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

This is an introductory course for those with no prior background in Spanish. Student is introduced to language skills of understanding, speaking, reading and writing with emphasis given to the first two skills. Related lab activities.

**FLS-142**  
**ELEMENTARY SPANISH II (ONLINE)**

**Lec 3                      Lab 2                      Credit 4**

A continuation of FLS-141 emphasizing all four language skills with special attention to further development of conversational skills. Cultural readings and lab activities. Prerequisite: FLS-141 or C grade on Proficiency Test, or permission of instructor.

**FLS-231  
INTERMEDIATE SPANISH I (ONLINE)**

**Lec 3                      Credit 3**

A review of the fundamentals of grammar, emphasizes oral communication among students. It also aims at increasing students' reading comprehension, vocabulary and a better understanding of Hispanic culture. Prerequisite: FLS-142 or C grade on Proficiency Test or permission of instructor.

**FLS-232  
INTERMEDIATE SPANISH II (ONLINE)**

**Lec 3                      Credit 3**

A continuation of Intermediate Spanish I, reviews the fundamentals of grammar while emphasizing oral communication among students. It also aims at increasing students' reading comprehension, vocabulary and a better understanding of Hispanic culture. Prerequisite: FLS-231 or C grade on Proficiency Test or permission of instructor.

## Finance (Fin)

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**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)

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**GEO-121  
WORLD REGIONAL GEOGRAPHY**

**Lec 3                      Credit 3**

The study and analysis of the major physical and cultural elements of the world. Emphasis on processes of acquiring, treating, and evaluating related information. For those with little or no prior background in the study of geography.

**GEO-126  
CULTURAL GEOGRAPHY**

**Lec 3                      Credit 3**

This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

## Graphic Communications (GRA)

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**GRA-116  
DIGITAL PREFLIGHT PRODUCTION**

**Lec 2                      Lab 2                      Credit 3**

The main focus of this course is in preflighting techniques and color control. Advanced graphic design, color management skills, and printing technologies will be used in complex projects. The importance of communication between printer/pressroom and the graphic designer is also emphasized. This course integrates all facets of the graphic communications coursework and should be taken during the student's final semester. 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)**

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### **HEQ-131**

#### **SAFETY AND INTRODUCTION TO HEAVY EQUIPMENT**

**Lec 2                      Lab 2                      Credit 3**

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

## **History (HIS)**

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### **HIS-110**

#### **WESTERN CIVILIZATION: ANCIENT TO EARLY MODERN**

**Lec 3    Credit 3**

Traces the Western tradition from the earliest times through the Modern sixteenth century. Emphasizes the process of change and the dynamics and interrelationships of events of the major societies, governance, and cultures of the Ancient, Medieval, and Renaissance.

### **HIS-111**

#### **WESTERN CIVILIZATION: EARLY MODERN TO PRESENT**

**Lec 3    Credit 3**

Surveys Western history from the age of European exploration to the present.

### **HIS-131**

#### **WORLD CIVILIZATION I**

**Lec 3    Credit 3**

This course is an economic, social, political and cultural survey of world civilization from earliest times to 1300, as these areas relate to contemporary civilization. Areas covered include: history of primitive, ancient, medieval religions, government and law; far Eastern and ancient European philosophy; primitive and ancient medieval fine arts.

### **HIS-132**

## **WORLD CIVILIZATION II**

**Lec 3                      Credit 3**

This course is an economic, social, political and cultural survey of development of world civilization from 1300 to the present. It is a continuation of HIS-131. However, students may enter during any semester.

## **HIS-151**

### **US HISTORY TO 1877**

**Lec 3                      Credit 3**

A survey of American social, political, economic and intellectual developments from the Colonial period to 1877.

## **HIS-152**

### **US HISTORY SINCE 1877**

**Lec 3                      Credit 3**

A survey of American social, political, economic and intellectual developments since 1877.

## **HIS-211**

### **MODERN ASIAN HISTORY**

**Lec 3                      Credit 3**

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

## **HIS-231**

### **CONTEMPORARY WORLD AFFAIRS**

**Lec 3                      Credit 3**

This course deals with the immediate problems facing the world from 1945 to the present, efforts to establish peace, the decline of colonialism, developments in the Third World, the Cold War, conflicting ideologies of the twentieth century and their interpretation in conflicting international economics and power struggles.

## **HIS-251**

### **US HISTORY: 1945 TO PRESENT**

**Lec 3                      Credit 3**

An intensive study of the history of the United States since 1945, with an emphasis upon America's national and international problems during this period.

## **HIS-257**

### **AFRICAN AMERICAN HISTORY**

**Lec 3                      Credit 3**

A study of African American people from their African origins through the contemporary civil rights movement in the United States. This survey includes the study of slavery before the Civil War, the examination of the role of the African American during the war and Reconstruction period, growth of segregation, and the fight for civil rights culminating in the current position of the African American in the United States.

## **HIS-266**

### **THE CIVIL WAR**

**Lec 3                      Credit 3**

A study of the United States during the Civil War. A study of the political, social, economic, military, and diplomatic history of the United States from 1850 to 1877. A look at the causes of the Civil War, the War and its impact on US society, and the aftermath of the war.

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## **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)**

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## **HIT-211**

### **BASIC MEDICAL INSURANCE AND CODING**

**Lec 2                      Lab 2                      Credit 3**

This course is designed to assist students in understanding the complexities of current insurance procedures encountered in today's medical facilities. The student will be familiarized with 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)**

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## **HSC-114**

### **MEDICAL TERMINOLOGY**

**Lec 2                      Lab 2                      Credit 3**

This course is designed to study the basic language related to medical science with emphasis on word analysis, construction, definitions, pronunciations, spelling and standard abbreviations.

## **HSC-168**

### **NURSE AIDE**

**Lec 2.25      Lab 1.3      Clinical 2      Credit 3.5**

This course is comprised of the state approved curriculum and laboratory module with the skills component. The class includes 32 hours of clinical training in a long term facility, 20 lab hours, and 36 hours lecture. Students must attend a minimum of 30 clinical hours and 15 lab hours in order to pass the class. The course also includes a module on confidentiality, professionalism, and communications. Clinical schedule will be arranged by the instructor and dates given the students on the first day of class and may include weekend hours.

### **HSC-181**

#### **FIRST AID/CPR FOR NON-HEALTH CARE WORKERS**

**Lec 1                      Lab 1                      Credit 1.5**

This course follows the American heart Association Basic Life Support (CPR) Heart Saver for the Lay Person. It includes AED and basic first aid. This course is not for health care workers.

### **HSC-212**

#### **PATHOPHYSIOLOGY (INDIAN HILLS CC COURSE)**

**Lec 3                                      Credit 3**

The nature, cause, and treatment of disease are the focus of pathophysiology. The characteristics and etiology of diseases are presented using appropriate medical terminology to help students understand the relationship between clinical signs and disease processes.

### **HSC-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.

## **Humanities (HUM)**

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### **HUM-101**

#### **INTRODUCTION TO HUMANITIES**

**Lec 3                                      Credit 3**

This class introduces students to the various branches of the humanities: history, visual and performing arts, literature, language, music, religion, and philosophy. The general focus of this class is to help students explore and understand the humanities by researching the human experience. This class has several themes that will incorporate multiple disciplines in the humanities to give a well-rounded and representative understanding of each subject.

### **HUM-114**

#### **MULTICULTURAL PERSPECTIVES**

**Lec 3                                      Credit 3**

Selected readings from the critical perspectives of race, class and gender will provide the theoretical framework for class discussions. At the same time, films and works of literature from different cultural points of view will help students reach a new understanding of their own and other cultures and will open themselves up for a multicultural understanding of society.

### **HUM-145**

#### **LANGUAGE AND SOCIETY**

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### **Lec 3**

**Credit 3**

This course is an introduction to sociolinguistics exploring the relationship between social and linguistic behavior. Analyzes factors influencing the choice of sounds, grammatical elements, and vocabulary; it codes the social function of a language. Focuses on the history of the language, various dialects, jargon, slang and differences between male and female language.

### **HUM-287**

#### **LEADERSHIP DEVELOPMENT STUDIES**

**Lec 3                                      Credit 3**

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films/videos and contemporary readings on leadership.

### **HUM-290**

#### **A CALL TO LEAD**

**Lec 3                                      Credit 3**

This course is designed to put leadership into practice by exploring the concept of self-leadership and servant leadership. The curriculum of this class will improve and expand on current leadership skills by building a strong foundation in values clarification, communication skills, group development, conflict management, and diversity education.

## **Industrial Technology (IND)**

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### **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)**

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**LGL-173  
LEGAL ASSISTANT LITIGATION**

**Lec 3                      Credit 3**

This course prepares legal administrative assistant students to aid an attorney in litigation procedures. Students receive instruction regarding the detail necessary for trial preparation from the instant the dispute requires the services of an attorney.

**LGL-280  
LEGAL CASE STUDIES**

**Lec 2                      Lab 2                      Credit 3**

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

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to each case. Research, ethics, confidentiality, deadlines, and accuracy will be emphasized. Prerequisite: LGL-173 Legal Assistant Litigation.

## **Literature (LIT)**

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**LIT-101  
INTRODUCTION TO LITERATURE**

**Lec 3                      Credit 3**

Designed to promote an appreciation of excellence in literature through illustrative types of short fiction, poetry, and drama. Emphasis is placed on the reader's interpretive skills in examining an author's craft, intent, and format.

**LIT-120  
AMERICAN NOVEL**

**Lec 3                      Credit 3**

A survey of the American novel with emphasis on 20th century works.

**LIT-121  
AMERICAN SHORT STORY**

**Lec 3                      Credit 3**

A survey of the American short story from Edgar Allen Poe to the present.

**LIT-131  
NATIVE AMERICAN LITERATURE**

**Lec 3                      Credit 3**

A survey of all genres, fiction and non-fiction, produced by Native Americans. Elements of study include the oral tradition influences, regional folklore, and autobiographical and historical materials created by contemporary and historical Native American authors. Off-campus visits to centers of Native American study will be conducted whenever possible.

**LIT-150  
WORLD LITERATURE I**

**Lec 3                      Credit 3**

A survey of important works of literature from the ancient world through the Renaissance. This will include selections of prose, poetry, and drama that represent the spirit of the times in which they were written.

**LIT-151  
WORLD LITERATURE II**

**Lec 3                      Credit 3**

A survey of important works of literature from the Renaissance to the present. This will include selections of prose, poetry, and drama that represent the spirit of the times in which they were written.

**LIT-184  
YOUNG ADULT LITERATURE**

**Lec 3                      Credit 3**

A discussion and evaluation of the literature written for adolescents. Types of literature for this age group and methods of utilizing this literature in school and home are addressed. Course concerns focus on the study of various Young Adult Literature genres, the reading/writing connection, authors' styles and themes and censorship.

**LIT-209**

*Revised: 3/31/2021 2:35p.m.*

## 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)

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## 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 fundamental principles related to human relations. Basic psychological and developmental theorists, factors that influence behavior, professional attitudes and behavior, self-improvement, and communication in the health care setting are emphasized.

## MAP-532

### HUMAN BODY: HEALTH AND DISEASE

#### Lec 3 Credit 3

This course is designed to acquaint the student with the basic concepts and characteristics of disease processes, to impart basic knowledge of the etiology of the disease and to enable the student to understand the relationship between clinical signs and the disease process. Diagnostic tests 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)

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## MAT-016 ALGEBRA LAB

**Lec 0            Lab 4            Credit 2**

Algebra Lab provides lessons in the underlying skills and concepts required for better understanding in the co-requisite Intermediate Algebra course. Topics will include algebraic vocabulary, operations with real numbers, polynomials, solving equations, and more. This lab will also provide for more practice time and opportunity to receive assistance from the instructor in a face-to-face setting. It is mandatory for anyone enrolled in Intermediate Algebra who did not earn a qualifying math placement score. Co-requisite: MAT-092

## MAT-052 PRE-ALGEBRA

**Lec 2            Lab 2            Credit 3**

Designed for students who have not mastered the basic skills of arithmetic or for students who need to review arithmetic. Topics studied include operations on whole numbers, fractions, decimals, percents, measurement, basic statistics, beginning geometry and beginning algebra. These topics are similar to those topics covered in Math Skills I and II with an emphasis on problem solving techniques. 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

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## INTERMEDIATE ALGEBRA

**Lec 3            Lab 2            Credit 4**

This course is recommended for students with at least one year of high school algebra or equivalent. It serves as a foundation for many other math, science, and business courses. Students will learn to apply algebraic models and standard solution methods to applied and theoretical problems, using technology when appropriate. Topics include a review of factoring polynomials, performing math operations on functions, solving rational equations, solving radical equations, solving and graphing quadratic functions, solving and graphing logarithmic and exponential equations. Prerequisite: Minimum placement testing requirements or Co-requisite: Enrollment in MAT-016 if minimum placement score is not met.

## MAT-094 INDEPENDENT STUDY - MATH

**Lec 0            Lab 2            Credit 1**

This course is designed to provide the student an opportunity to select a specific mathematical area to explore in greater depth than is possible in other available courses. Independent Study topics will be determined by consultation between the student and instructor. Typical topics could include geometry, trigonometry, estimating, carpentry/mechanical/electrical preparation, etc. Credit earned in this course will not count toward the A.A., A.S., or A.A.S. degree requirements.

## MAT-099 COMBINED ALGEBRA

**Lec 5            Credit 5**

This course is designed as a combined beginning and intermediate level algebra course. It serves as a foundation for many other math, science, and business courses. Students will learn to apply algebraic models and standard solution methods to applied and theoretical problems, using technology when appropriate. Topics include linear equations and inequalities in one and two variables, systems of linear equations, exponents, polynomials, functions, rational equations, radical equations, quadratic functions, and exponential/logarithmic equations. Prerequisite: MAT-052 or equivalent with a minimum grade of C- or 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 grade of C-.

**MAT-702  
INTRODUCTION TO MATH APPLICATIONS**

**Lec 2                      Lab 2                      Credit 3**

This course is offered to students who can profit from an applied course in mathematics and will prepare students who need to develop skills for MAT-704. It is designed as an introductory level algebra course recommended for students with one year of high school algebra. Emphasis is on the building of basic algebra skills and the application of these mathematical techniques. The course studies the relationship of geometry and algebra as they apply to various fields. This course will also cover whole numbers/decimals, integers, fractions/percents, direct measurement, basic geometric concepts/relationships, linear equations, and right-triangle trigonometry. Prerequisite: MAT-052 or meet minimum placement 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-712  
BUSINESS MATH**

**Lec 3                      Credit 3**

This course provides a study of math fundamentals and their application to business situations. Topics covered include banking procedures, payroll and taxes, weights and measurements, fractions and percentages, commissions, discounts, mark-ups/mark-downs, borrowing and interest, and insurance copays and deductibles. Microsoft Excel and traditional methods will be used to make common business decisions.

**MAT-772  
APPLIED MATH (ONLINE)**

**Lec 3                      Credit 3**

This course covers all fundamental arithmetic concepts and more routine algebraic operations. Arithmetic concepts are fractions, percentages, graphing, decimals, ratios, word problems, metrics, areas, and volumes. Algebraic work includes solving simpler equations, proportions, and formula rearrangement. Appropriate CPT score on math assessment or prerequisite course.

## **Manufacturing (MFG)**

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**MFG-142  
GEOMETRIC DIMENSIONING TOLERANCING**

**Lec 3                      Credit 3**

This course introduces the student to the use of Geometric Dimensioning and Tolerancing. It consists primarily of learning the names, meanings and applications of the symbols used on engineering drawings that include GD&T. 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)

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**MGT-101****PRINCIPLES OF MANAGEMENT****Lec 3            Credit 3**

This course provides an intensive examination of the basic fundamentals of organization and management underlying the solution to management problems.

**MGT-130****PRINCIPLES OF SUPERVISION****Lec 3            Credit 3**

This course provides an overview of the principles involved in supervision, including planning, organizing, motivating, staffing and appraising. Also covered are interpersonal skills including communication, decision making, conflict and team work.

**MGT-165****PRINCIPLES OF QUALITY****Lec 3            Credit 3**

This course is designed to assist the student in acquiring the knowledge to create and develop successful teams in the workplace. The team concept has proven to be successful in improving productivity, quality, customer satisfaction, and coworker morale. It has also reduced labor costs and helped organizations operate more lean and efficiently. The challenge can be transforming the workforce from individuals into a successful team. We will also cover the principles of success factors for Quality Improvement that focus on the skills and knowledge needed to lead quality improvement within a work group. Philosophies, concepts, and improvement actions pertaining to quality will be covered in detail. Standards and Certification programs will be discussed and class members will prepare a Quality Improvement Plan for their work groups.

**MGT-170****HUMAN RESOURCE MANAGEMENT****Lec 3            Credit 3**

This course provides an overview of the principles involved in human resources management including strategy, legal environment, EEO, and job analysis and job design. Also

covered are acquiring human resources, training and developing employees, compensation issues, and labor relations.

## Marketing (MKT)

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### MKT-110 PRINCIPLES OF MARKETING

Lec 3                      Credit 3

This introductory class uses the managerial approach to study a market-directed system of marketing. The emphasis is on market strategy planning from the viewpoint of the marketing manager. The "4 Ps" -product, place, price, and promotion-provide the structure underlying the organization of this course.

### MKT-121 DIGITAL MARKETING

Lec 2                      Lab 2                      Credit 3

A complete overview of how to promote a business online, this course covers the basics of traditional marketing before going on to explore how these core concepts can be specifically applied to digital media. Students will learn the role that websites, social media, search engine placement, email and mobile marketing play in their overall marketing strategy and how best to take advantage of each.

### MKT-140 PRINCIPLES OF SELLING

Lec 3                      Credit 3

Fundamental terminology, principles and techniques of direct and indirect selling as well as promotional methods. Emphasis on human behavior and the motivation, rewards, duties, and qualifications of a person in sales. This course is designed for an individual preparing for initial or improved employment.

### MKT-150 PRINCIPLES OF ADVERTISING

Lec 3                      Credit 3

A detailed look into the study and practice of advertising with special emphasis placed on allowing students to plan and think more strategically, evaluate alternative courses of action, develop more creative solutions to problems, analyze why people behave the way they do, express themselves and their ideas, and persuade others to their point of view by using advertising terms, concepts, and procedures. Prerequisite: MKT-110 or MKT-121.

### MKT-160 PRINCIPLES OF RETAILING

Lec 3                      Credit 3

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

## Mass Media (MMS)

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### 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,

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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)

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### MTR-158 INTRODUCTION TO MEDICAL SCRIBE

Lec 2                      Lab 6                      OJT 8                      Credit 7

This course is designed to prepare students to create a patient care record under the direct supervision of a physician. Students will learn to recognize and obtain a chief complaint, history of present illness, past medical, social and family histories, review of systems, and physical exam. Medical procedures, lab results, and other pertinent patient information for a patient visit will also be covered. Practical experience will include transcription/editing of history and physical reports, consultation reports, SOAP notes, progress notes, and office notes. Students will obtain knowledge in classification of drugs, normal routes of administration, usage, and generic and brand names. Routine patient encounters, management of chronic diseases, and characteristics of disease processes will be discussed. Students will identify the importance and challenges of medical documentation, including guidelines for evaluation and management of visits.

## Applied Music (MUA)

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### MUA-101 APPLIED VOICE

Lec 1                      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

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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)**

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**MUS-100**  
**MUSIC APPRECIATION**

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

This is a general overview course which includes basic music concepts and elements of the art, a general historical look, and critical approach. Music as it has evolved from the beginning to present-day is studied. This involves listening to musical examples.

**MUS-102**  
**MUSIC FUNDAMENTALS**

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

This course is designed for students who wish to learn how to read music for either further study as a major or for personal reasons. It is open to all students and is recommended for elementary education majors.

**MUS-120**  
**MUSIC THEORY I**

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

This course is offered to students who wish to increase their musicianship through better understanding of the materials and structure of music and to those who plan to major or minor in music. The general purpose of the course is to help the student gain the necessary basic concepts of music fundamentals and harmony which will support more advanced theoretical instruction. Prerequisite: MUS-102 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  
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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.

### **MUS-306**

#### **DIGITAL MUSIC PRODUCTION I**

**Lec 3                      Credit 3**

Digital Audio Production I introduces students to basic theories and techniques of digital audio recording, editing, and mixing. Instruction utilizes current industry software digital audio workstation and covers the fundamentals of the operation of the software, as well as audio and MIDI recording and editing. This course provides students with real-world examples and frequent hands-on assignments, that will provide a solid foundation in all aspects of audio production. Prerequisites: MUS-185 or MUS-120. Co-requisites: If pre-req not met then MUS-185 must be taken as a co-req.

## **Computer Networking (NET)**

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### **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  
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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-637, ENG-105 or with instructor approval.

**NET-637**  
**NETWORK INTRUSION INVESTIGATION**

**Lec 2                      Lab 2                      Credit 3**

This course enables students to use penetration-testing tools and techniques that ethical hackers and security testers utilize to protect computer networks. Skills and techniques include footprinting, social engineering, port scanning, enumeration and cryptography. This course incorporates a lab component in which students practice skills designed to secure network connections and prevent attacks. Prerequisites: NET-142, NET-314, NET-442, or ENG-105, or with instructor approval.

**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)

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## **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 MEDICINE 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 THE 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 IB 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 IC 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

servicing 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)**

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## **PEA-187 PE ACTIVITY - WEIGHT TRAINING I**

**Lec 0                    Lab 2                    Credit 1**

Participation emphasizing physical conditioning, personal habits conducive to physical fitness, individual and team games and hygienic practices with a view toward carry-over value in future leisure time activities. A maximum of 4 semester hours may be earned.

# **Coaching/Officiating (PEC)**

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## **PEC-101 INTRODUCTION TO COACHING**

**Lec 3                    Credit 3**

Introduction to Coaching consists of a four-part course that includes coaching theory, sports medicine, sports psychology, and sports physiology. It leads to coaching authorization for the State of Iowa as a junior high or senior high coach.

## **PEC-116 ATHLETIC DEVELOPMENT AND HUMAN GROWTH**

**Lec 2                    Credit 2**

A study of the physical, cognitive, and psychosocial stages of development during middle childhood and adolescence and how these stages impact the coaching profession. This is one of the

four courses leading to the coaching and authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

**PEC-120**  
**BODY STRUCTURE AND FUNCTION**

**Lec 1**                      **Credit 1**

An introduction to the physiological processes and anatomical features of the human body which are related to and affected by physical activity and training. This is one of the four courses leading to the coaching and authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

## **General Physical Education and Health (PEH)**

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**PEH-102**  
**HEALTH**

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

A survey of individual problems and community health problems. Aspects of mental illnesses; communicable, infectious, congenital, degenerative and vitamin deficiency diseases; hormone imbalance and harmful effects of narcotic drugs and alcohol are stressed. Measures involving the preventing, controlling and promoting of better mental health and physical health in general are emphasized. Designed to stimulate the formation of desirable attitudes toward the health of the individual and the community.

**PEH-142**  
**FIRST AID**

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

A study in theory and practice to develop an understanding of the principles and procedures of emergency care in the case of accidents, sudden illness, or disaster; and to develop basic skills of handling these cases until the services of a physician are available. The three-credit component of First Aid will involve creation of a functional first aid kit. (ICCOG)

**PEH-161**  
**INTRODUCTION TO PHYSICAL EDUCATION**

**Lec 2**                      **Credit 2**

Orientation and exploration in the physical education field, career opportunities, responsibilities to the profession, ethical sports practices, historical background and social forces that act upon organized as well as informal sports.

## **Physical Education Training (PET)**

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**PET-105**  
**BASIC ATHLETIC TRAINING**

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

This course serves as an introduction to the profession of athletic training. Students will be instructed in basic skills and theories of the profession including: measurement of vital signs, taping, wrapping, and immobilization. Students will become familiar with the roles, functions, and professional preparation of an athletic trainer as well as the history of the profession and its governing structures.

**PET-140**  
**ATHLETIC TRAINING PRACTICUM I**

**Lec 0**                      **Lab 2**                      **Credit 1**

Athletic training skills instruction for the beginning student athletic trainer. Practical examinations cover material taught during scheduled meeting times and observation hours. Observation of athletic training skills and techniques used concurrent with athletic events. The purpose of this class is to provide students with clinical rotations during their freshman year. The rotation will be at multiple sites and sports with supervision from the Certified Athletic Trainer. Students will be expected to attend practices and games as assigned. At this time they will practice and demonstrate skills taught in the classroom. They will be in charge of a daily journal of activities and hours. Prerequisite: PET-105.

**PET-230**  
**CARE AND PREVENTION OF ATHLETIC INJURIES**

**Lec 2**                      **Lab 2**                      **Credit 3**

This course will introduce the student to athletic injuries, assessment, and treatment. This course includes laboratory instruction in athletic taping and basic athletic training skills. The course also involves a directed observation requirement. Prerequisite: PET-105.

## **Intercollegiate Physical Education (PEV)**

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**PEV-115**  
**VARSITY BASEBALL**

**Lec 0**                      **Lab 2**                      **Credit 1**

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-133**

**VARSITY TRACK AND FIELD**

**Lec 0                      Lab 2                      Credit 1-4**

This course provides credit for PEV varsity sports earned by participating as a regular member of the 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 credits.

**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**

206

**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.

## Philosophy (PHI)

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**PHI-101**

**INTRODUCTION TO PHILOSOPHY**

**Lec 3                      Credit 3**

A topical introduction to the major areas of philosophical inquiry.

**PHI-105**

**INTRODUCTION TO ETHICS**

**Lec 3                      Credit 3**

A survey of the major ethical emphases from ancient to modern times with pertinent reading in the works of representative philosophers.

## Pharmacy Technician (PHR)

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**PHR-100**

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

**Lec 3                      Credit 3**

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

**PHR-110**

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

**Lec 3                      Credit 3**

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

**PHR-115**

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

**Lec 4                      Lab 1                      Credit 5**

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

**PHR-130**

## PHARMACEUTICAL CALCULATIONS (INDIAN HILLS CC COURSE)

**Lec 1**                      **Credit 1**

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

## PHR-141 PHARMACY OPERATIONS (INDIAN HILLS CC COURSE)

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

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

## PHR-145 PHARMACY SIMULATION I (INDIAN HILLS CC COURSE)

**Lec 0**                      **Lab 2**                      **Credit 1**

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

## PHR-148 PHARMACY SIMULATION II (INDIAN HILLS CC COURSE)

**Lec 0**                      **Lab 2**                      **Credit 1**

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

## PHR-150 PHARMACY TECHNICIAN PRACTICUM (INDIAN HILLS CC COURSE)

**Lec 0**                      **Clinical 6**                      **Credit 2**

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

# Physical Science (PHS)

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## PHS-120 EXPLORING PHYSICAL SCIENCE

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

This is 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  
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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)

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## PHY-106 SURVEY OF PHYSICS

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

This class is designed as an introduction to the basic concepts of physics. Measurement, the scientific method, motion, forces, work and energy, simple machines, temperature and heat plus electricity and magnetism will be covered. Lab will be an integral part with activities augmenting the lecture concepts.

## PHY-162 COLLEGE PHYSICS I

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

This course is designed to provide a working knowledge of physics for those who need physics but do not need the rigor of a calculus-based physics course. The topics covered will include motion, force, energy, work, power, torque, linear momentum, rotational motion, angular momentum and thermodynamics. The conservation laws will be stressed. Topics in thermodynamics are covered as time permits. Solving practical problems will be a major emphasis.

## 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.

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## 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)

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### PNN-160

#### INTRODUCTION TO NURSING PRACTICE

**Lec 2                                      Credit 2**

This course provides the student with an introduction to nursing concepts and principles. From a historical perspective, the student will explore the roles and challenges of the nurse in the health care continuum. The 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 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. Prerequisites: BIO-168, BIO-173, BIO-186 with a minimum grade of C or higher. Corequisite: PNN-160 and ENG-105.

### PNN-311

#### PN ISSUES AND TRENDS

**Lec 1                                      Credit 1**

This course is an overview of the role of the licensed practical nurse. Ethical and legal responsibilities of the nurse are identified. Levels of practice, licensure, career opportunities, and beginning the job-seeking skills are addressed. Opportunities for professional growth are explored. Prerequisite: PNN-534. Corequisite: BIO-186.

### PNN-534

#### NURSING I

**Lec 8                      Lab 2                      Clinical                      Credit 12.5**  
**10.5**

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)

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### POL-110

#### INTRODUCTION TO POLITICAL SCIENCE

**Lec 3                                      Credit 3**

An introduction to the field of political science by illustrating the kind of contemporary issues political scientists deal with, the diversity of approaches they make and the significant results they hope to achieve. It will also acquaint students with the complex and vitally important subject of contemporary government and politics.

### POL-111

#### AMERICAN NATIONAL GOVERNMENT

**Lec 3                                      Credit 3**

A survey of the American federal system of government which includes a description and analysis of interest groups, political parties, public opinion, the presidency, the Congress, the court system and foreign policy making.

## Paralegal (PRL)

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### PRL-284

#### LEGAL ETHICS

**Lec 2                                      Credit 2**

This course covers legal ethics with an emphasis on how the rules affect legal administrative assistants. Students learn about the regulation of the legal profession, including the rules of conduct that govern both attorneys and legal administrative assistants. Topics include the meaning and importance of the unauthorized practice of law, the attorney-client privilege and its related work product doctrine, confidentiality, the rules governing conflicts of interest, and other topics relative to ethics in law. Prerequisites: ADM-198, ADM-162.

## Psychology (PSY)

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### PSY-102

#### HUMAN AND WORK RELATIONS



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

This is a course that includes the understanding of the applications of psychological principles, theory, and research related to the work setting.

**PSY-111**  
**INTRODUCTION TO PSYCHOLOGY**

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

A basic course in the understanding of behavior, designed to give the student a scientific background in the fundamental problems and techniques covered in the field of psychology.

**PSY-121**  
**DEVELOPMENTAL PSYCHOLOGY**

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

A systematic study of life-span development. Individual differences in behavior as well as cultural norms are considered in relation to heredity and environment.

**PSY-211**  
**PSYCHOLOGY OF ADJUSTMENT**

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

A study of the adjusting/coping behavior of the individual in various aspects of life situations. Prerequisite: PSY-111.

**PSY-226**  
**PSYCHOLOGY OF AGING**

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

This course will examine the physical, cognitive, social, and psychological changes that occur across the adult years and the factors influencing development in each area. Individual differences in the aging process will be emphasized with attention to the factors contributing to individual differences and the relevance of individual differences in addressing aging issues. The influence of society and societal attitudes toward older adults and the aging process will also be addressed. Additional learning opportunities will include interactions with older adults in various situations including those in nursing homes, assisted living homes, retirement homes, and living independently in the community.

**PSY-228**  
**DEATH AND DYING**

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

This course will introduce students to the study of death and dying and the cultural, social, biological, and psychological aspects of death and dying. Topics to be covered include the reality and definition of death, the grief process, care of the dying, cultural customs related to death and dying, views and attitudes toward death and dying, and the scientific, legal, and ethical issues surrounding death and dying. Exploration of one's own views and attitudes concerning death and dying will be encouraged. In addition, opportunities to visit death-related industries such as funeral homes and cemeteries and to interact with professionals in the field such as hospice 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

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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)

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**RCP-231**  
**INTRODUCTION TO RESPIRATORY CARE**

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

An introduction to the respiratory care profession. Topics include respiratory care and the healthcare system; the economics, 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**

*Revised: 3/31/2021 2:35p.m.*

**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 life-threatening cardiac dysrhythmias. Includes a review of basic life support, use of mechanical aids to establish an airway and maintain ventilation, ECG monitoring and recognition of life-threatening dysrhythmias, cardiac defibrillation and initiating appropriate cardiac drug therapy.

Prerequisites: RCP-331, RCP-332, RCP-333, RCP-350, 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 explored. 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)

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**RDG-045  
KEYS TO READING**

**Lec 2                      Lab 2                      Credit 3**

A beginning course designed to build basic reading skills: identifying topics and main ideas, identifying supporting details, making inferences and recognizing patterns in paragraphs. A pretest will determine the student's appropriate level for vocabulary skill building, and students will work on vocabulary development at the appropriate level.

## Religion (REL)

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**REL-101  
SURVEY OF WORLD RELIGIONS**

**Lec 3                      Credit 3**

A survey of the major religions of the eastern and western world. Each religion is placed in its historical context, and its major tenets are explored. This course includes a general understanding of the various religions studied, some specific insights into each religion's belief structures and discussion of the general function of religion in human experience.

## Science (SCI)

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**SCI-115  
BASIC ELECTRICITY**

**Lec 1                      Lab 2                      Credit 2**

An introduction to basic electricity and magnetism. A study of the relationship between voltage, current, and resistance.

Power generation, power transfer and their applications. A basic understanding of the applied electrical circuits.

**SCI-123  
FORENSIC SCIENCE**

**Lec 3                      Lab 2                      Credit 4**

Explores forensic science and its impact on science, society and the criminal justice system. Focuses on basic concepts in selected areas of chemistry, biochemistry, cell and molecular biology, and anatomy and physiology. This course is designed to educate liberal arts students about basic sciences, and the realities and limitations of scientific methods when applied specifically to criminal investigation.

**SCI-928  
INDEPENDENT STUDY**

**Lec 0                      Lab 2-6                      Credit 1-3**

Individual study in a science area determined by consultation between the student and the department instructional staff. Study to be based in interest of student and capabilities of college facilities. Prerequisite: 12 hours of science work.

## Student Development (SDV)

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**SDV-108  
THE COLLEGE EXPERIENCE \***

**Lec 1                      Credit 1**

This course is designed to empower new students to successfully transition to college. Students will learn academic success skills, strategies for personal development and exploration, college culture and expectations, and how to access college resources and services.

**SDV-125  
WORKPLACE READINESS**

**Lec 1                      Credit 1**

This course is designed to assist students in obtaining and maintaining employment. Topics include making career decisions, using labor market information, developing a portfolio and demonstrating positive attitudes and behaviors in the workplace.

**SDV-130  
CAREER EXPLORATION**

**Lec 1                      Credit 1**

This course is designed for students in developing an awareness of and skillfulness in career development process emphasizing self-assessment, occupational exploration and job placement.

**SDV-148  
EDUCATIONAL PROGRAM EXPLORATION**

**Lec 1                      Credit 1**

This class assists students in examining post-secondary educational programs as they relate to career choices. The focus is on technical programs, transfer programs, course requirements, career awareness, and educational awareness as they relate to the process of career choices. Self-assessment instruments and/or field trips and/or job shadowing will help

identify tentative educational plans and programs to assist students in designing an individualized career plan.

### **SDV-153**

#### **PRE-EMPLOYMENT STRATEGIES**

**Lec 2                      Credit 2**

This course is designed to aid students in developing the materials and skills necessary to obtain and maintain employment. Topics include character development associated with job success, job seeking skills, the application & hiring process, communication, teamwork skills and leadership skills.

### **SDV-812**

#### **EXPERIENTIAL CREDITS**

**Lec 0                      OJT 12-36                      Credit 3-9**

This supervised internship is designed to provide participation in a living and learning experience through an approved business establishment. This course may not be substituted for program specific internships. The course can be repeated for up to a total of 9 credits.

## **Social Media Marketing (SMM)**

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### **SMM-108**

#### **SOCIAL MEDIA ENGAGEMENT**

**Lec 2                      Lab 2                      Credit 3**

This course explores the history of social networks and introduces students to social media for organizations. It provides students opportunities to implement the use of social media tools as part of a marketing strategy and work with social media analytic tools.

### **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)**

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### **SOC-110**

#### **INTRODUCTION TO SOCIOLOGY**

**Lec 3                      Credit 3**

An analysis of social organization (or the social order). This course deals with the nature of sociology as a science, the original nature of man, the socialization of the individual, the development of groups and group behavior, the nature of culture and culture patterns, the organization of institutions, the nature of social order, the organization of human stratification and examination of major social processes. Special emphasis is placed upon the American cultural patterns.

### **SOC-114**

#### **CONFLICT RESOLUTION IN THE WORKPLACE**

212

*Revised: 3/31/2021 2:35p.m.*

### **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)**

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### **SPC-101**

#### **FUNDAMENTALS OF ORAL COMMUNICATION**

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

Explores communication in a variety of contexts including interpersonal relationships, the workplace, small groups, and public speaking. Emphasis on the application and practice of communication theories and skills, particularly public speaking.

### **SPC-112**

#### **PUBLIC SPEAKING**

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

This course examines both the theoretical and practical basis of speech communication, particularly public speaking. Emphasis is on speech preparation, organization, support, delivery, and audience analysis.

### **SPC-120**

#### **INTERCULTURAL 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

## **Sport Management (SPT)**

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### **SPT-101**

#### **INTRODUCTION TO SPORT MANAGEMENT**

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

As an introduction to the field of sport management, this course examines various facets of sport management as they relate to the ever-changing and expanding sport industry. Topics such as basic principles of sport management, marketing, law, finance, and ethics will be introduced. This course will also explore career opportunities available in the field of sport management.

### **SPT-102**

#### **CONTEMPORARY ISSUES IN SPORT**

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

This course exposes students to an extensive array of contemporary issues relevant to the sport industry. Current global, national, and regional issues will be explored that will challenge students' traditional way of thinking about sport and recreation, as well as foster an innovative approach to the management and delivery of sport.

### **SPT-107**

#### **SPORT PROMOTION AND MARKETING**

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

This course explores and examines general marketing principles while specifically studying marketing and promotion as it relates to the sport industry. Some of the topics included in this course are marketing research and strategy, branding, sponsorships, licensing, digital marketing, and social media. Prerequisites: SPT-101, SPT-102

### **SPT-108**

#### **SPORT PROGRAM ADMINISTRATION**

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

In this course, students will gain a understanding of the practical demands and risks of preparing an athletic arena or recreational facility for an event. In addition to facilities, the course will also examine topics such as transportation, accommodations, and security. Special emphasis will be placed on junior college athletic events. Prerequisites: SPT-101, SPT-102

### **SPT-109**

#### **SAFETY AND RISK MANAGEMENT**

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

This course explores issues of safety and risk management as they apply to all levels of sports. Because it is the ultimate responsibility of coaches and administrators to reduce the risks of participation for athletes involved, this course will cover topics such as facilities management, equipment, traveling, athletic training, and supervision. Prerequisites: SPT-101, SPT-102

## **(WBL)**

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### **WBL-100**

#### **EXPLORING CAREERS**

**Lec 1** **Credit 1**

This course will provide guidance in choosing a career goal and preparing for employment. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment, emphasizing the development of characteristics associated with job success.

**WBL-102**  
**EXPLORING CAREERS: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS****Lec 1** **Credit 1**

This course will provide guidance in choosing a career goal and preparing for employment in Science, Technology, Engineering, or Mathematics careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

**WBL-104**  
**EXPLORING CAREERS: HEALTH SCIENCES****Lec 1** **Credit 1**

This course will provide guidance in choosing a career goal and preparing for employment in Health Sciences careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

**WBL-105**  
**EXPLORING CAREERS: BUSINESS, FINANCE, MARKETING, AND MANAGEMENT****Lec 1** **Credit 1**

This course will provide guidance in choosing a career goal and preparing for employment in Business, Finance, Marketing, and Management careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

**WBL-106**  
**EXPLORING CAREERS: INFORMATION SOLUTIONS****Lec 1** **Credit 1**

This course will provide guidance in choosing a career goal and preparing for employment in Information Solutions careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

**WBL-107**  
**EXPLORING CAREERS: APPLIED DIGITAL, VISUAL, AND COMMUNICATION ARTS****Lec 1** **Credit 1**

This course will provide guidance in choosing a career goal and preparing for employment in Applied Digital, Visual, and Communication Arts careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

**WBL-108**  
**EXPLORING CAREERS: INDUSTRIAL TECHNOLOGY****Lec 1** **Credit 1**

This course will provide guidance in choosing a career goal and preparing for employment in Industrial Technology careers. Emphasis will be placed on identifying interests, abilities, and values, and exploring options for careers. Students will learn how to access labor market information and employment trends. Additionally, students will develop the skills and aptitudes necessary to obtain employment in these fields, emphasizing the development of characteristics associated with job success.

**WBL-110**  
**EMPLOYABILITY SKILLS****Lec 1** **Credit 1**

This course is designed to assist students in developing the skills necessary to obtain employment, and to learn and practice the skills and attitudes required for job success. Students will practice resume writing, job application completion, and interviewing techniques. Additionally, students will practice work-place problem solving strategies, and demonstrate skills required to work in a diverse environment.

**WBL-140**  
**WORKPLACE PROJECT BASED LEARNING****Lec 1** **Credit 1**

Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

**WBL-142**  
**WORKPLACE PROJECT BASED LEARNING: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS****Lec 1** **Lab 2** **Credit 2**

Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Applied Sciences, Technology, Engineering, and Manufacturing employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

**WBL-144**  
**WORKPLACE PROJECT BASED LEARNING: HEALTH SCIENCES**

**Lec 1            Lab 2            Credit 2**

Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Health Sciences employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

**WBL-145**

**WORKPLACE PROJECT BASED LEARNING: BUSINESS, FINANCE, MARKETING, AND MANAGEMENT**

**Lec 1            Lab 2            Credit 2**

Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Business, Finance, Marketing, and Management employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

**WBL-146**

**WORKPLACE PROJECT BASED LEARNING: INFORMATION SOLUTIONS**

**Lec 1            Lab 2            Credit 2**

Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Information Solutions employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

**WBL-147**

**WORKPLACE PROJECT BASED LEARNING: APPLIED DIGITAL, VISUAL, AND COMMUNICATION ARTS**

**Lec 1            Lab 2            Credit 2**

Students in this course learn the concept of project based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Applied Digital, Visual, and Communication Arts employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

**WBL-148**

**WORKPLACE PROJECT BASED LEARNING: INDUSTRIAL TECHNOLOGY**

**Lec 1            Lab 2            Credit 2**

Students in this course will learn the concept of project-based learning in the workplace and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies in the Industrial Technology employment sector. Teamwork and communication skills are emphasized. Projects are developed under the supervision of a college faculty member.

**WBL-150**

**JOB SHADOWING**

**Lec 0.5            Lab 1            Credit 1**

Students in this course will explore a field of interest while developing research skills, professionalism, and building

occupational knowledge. Students will visit workplaces of interest to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

**WBL-152**

**JOB SHADOWING: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS**

**Lec 0.5            Lab 1            Credit 1**

Students in this course will explore the field of Science, Technology, Engineering, and Mathematics while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

**WBL-154**

**JOB SHADOWING: HEALTH SCIENCES**

**Lec 0.5            Lab 1            Credit 1**

Students in this course will explore the field of Health Sciences while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

**WBL-155**

**JOB SHADOWING: BUSINESS, FINANCE, MARKETING, AND MANAGEMENT**

**Lec 0.5            Lab 1            Credit 1**

Students in this course will explore the fields of Business, Finance, Marketing, and Management while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

**WBL-156**

**JOB SHADOWING: INFORMATION SOLUTIONS**

**Lec 0.5            Lab 1            Credit 1**

Students in this course will explore the field of Information Solutions while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

**WBL-157**

**JOB SHADOWING: APPLIED DIGITAL, VISUAL, AND COMMUNICATION ARTS**

**Lec 0.5            Lab 1            Credit 1**

Students in this course will explore the field of Applied Digital, Visual, and Communication Arts while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

**WBL-158**

**JOB SHADOWING: INDUSTRIAL TECHNOLOGY**

**Lec 0.5      Lab 1      Credit 1**

Students enrolled in this course will explore the field of Industrial Technology while developing research skills, professionalism, and building occupational knowledge. Students will visit workplaces in this employment sector to learn about specific jobs, professional requirements, and develop a basic knowledge of an organization's structure and values.

# Web Development (WDV)

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**WDV-101**

**INTRODUCTION TO HTML AND CSS**

**Lec 2      Lab 2      Credit 3**

Introduces current standards of HTML, XHTML and CSS. Students will code HTML and CSS web pages, test them in browser and publish them to a web server. Page layouts will use various CSS techniques. Tables and forms will be used as well. A current version of Dreamweaver will be used to build more complex pages.

**WDV-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)

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**WEL-111**

**WELDING BLUEPRINT READING**

**Lec 2      Lab 2      Credit 3**

A course concerned with basic fundamentals of interpreting drafting as applied in the welding trade. Emphasis is placed on developing the ability to interpret blueprints from which the welder must work. A thorough coverage of welding symbols is integrated within the course.

**WEL-130**

**OXYACETYLENE WELDING**

**Lec 1      Lab 2      Credit 2**

To provide a thorough technical understanding of metallurgy, oxyacetylene welding, flame cutting and brazing fundamentals and to develop skills necessary to produce high quality fillet and square groove welds in 3/16" plate and schedule 50 carbon steel pipe. Students develop understanding of weld hazards and safety procedures throughout the course. Can be taken for additional credit. Approval of Instructor.

**WEL-160**

**ARC WELDING I (SMAW)**

**Lec 2      Lab 6      Credit 5**

Provides a thorough technical understanding of shielded metal arc welding fundamentals, weld hazards and weld safety, power sources and electrode selection. Provides ample time and direction to develop skills necessary to make high quality welds on 16 gauge to 1/4" mild steel in all positions.

**WEL-164**

**ARC WELDING II (SMAW)**

**Lec 1      Lab 6      Credit 4**

An advanced course designed to develop skills, integrity, and confidence necessary to pass skill tests on pre-qualified joints on plate and structural steel as required of code welding by the American Society of Mechanical Engineers and American Welding Society. Prerequisite: WEL-160.

**WEL-172**

**ADVANCED SHIELDED METAL ARC WELDING II**

**Lec 1      Lab 6      Credit 4**

Provides understanding and skill development necessary to produce high quality welds on 3/8" to 1" mild steel in all positions. Includes information relating to air-arc cutting and gouging, procedures and welder qualifications, testing of welds and metals identification. Prerequisite: WEL-160.

**WEL-182**



## **FLUX CORED ARC WELDING**

**Lec 1            Lab 2            Credit 2**

Provides thorough technical understanding of the flux cored arc welding process including adjustment and operation of power source, types of arc shielding, and safe operating procedure. Quality welds are produced on 3/8" to 1" carbon steel in all positions. Prerequisite: WEL-186.

### **WEL-186**

## **GAS METAL ARC WELDING**

**Lec 2            Lab 4            Credit 4**

Provides a technical understanding of the gas metal arc welding process, power sources and adjustment, metal transfer, shielding gases and weld safety. Develops skills necessary to produce high quality welds of 1/16" at 3/8" mild steel in all positions. Students will develop skills necessary to produce and bend-test single vee groove welds on 3/8" carbon steel in all positions according to American Welding Society code requirements.

### **WEL-192**

## **GAS TUNGSTEN ARC WELDING**

**Lec 2            Lab 4            Credit 4**

Provides a thorough technical understanding of the TIG (Heliarc) process including metal characteristics, electrode, filler metals, and shielding gases with emphasis on weld safety and procedures.

### **WEL-197**

## **GAS TUNGSTEN ARC WELDING - TUBE**

**Lec 1            Lab 4            Credit 3**

Develops skills necessary for making high quality all position welds on schedule 10 to schedule 40 carbon steel pipe; preparation and testing of pipe is included. Prerequisite: WEL-192.

### **WEL-198**

## **ADVANCED GAS METAL ARC WELDING - ALUMINUM**

**Lec 1            Lab 2            Credit 2**

An advanced gas metal arc welding course designed for the student who wishes to develop skills necessary to weld 0.050" to 0.250" aluminum in all positions. Prerequisite: WEL-186.

### **WEL-235**

## **LAYOUT AND FABRICATION**

**Lec 0            Lab 8            Credit 4**

Teaches layout & fitting skills applicable to an industrial welding shop, including reading prints, estimating & 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.



**SOUTHEASTERN**  
COMMUNITY COLLEGE

West Burlington Campus  
1500 West Agency Road  
West Burlington, IA 52655-0180  
(319) 752-2731

Keokuk Campus  
335 Messenger Road  
Keokuk, IA 52632  
(319) 524-3221

Center for Business  
RiverPark Place  
610 North 4th Street, Suite 220  
Burlington, IA 52601  
(319) 208-5375

Toll free (866) 722-4692  
[www.scciowa.edu](http://www.scciowa.edu)

