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COURSE CATALOG

GENERAL INFORMATION

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Letter from the President

Dear Student,

Welcome to Mid-Plains Community College. If this is your first visit, please take a moment to peruse the information contained on these pages and see what we have to offer to you should you decide to pursue your educational goals with us. If you're a current student, thank you for selecting MPCC as your college choice. Our mission is transforming lives through exceptional learning opportunities for individual student success.

WE WANT YOU TO SUCCEED!

Our top priorities at all of our MPCC campuses revolve around "Teaching and Learning" and "Students and Student Success." Through the Nebraska Transfer Initiative and other articulation agreements, our academic coursework will transfer toward your four-year degree. Our technical program training is built on a foundation of theory, coupled with "hands-on" experience, and taught by highly experienced teachers with "real-world" experience.

We want Mid-Plains Community College to be your choice.

We have it all.... student activities, music, theater, intercollegiate athletic teams, intramurals, modern residence halls, and great food, all in a safe environment. You'll have a great educational experience at MPCC.

So, please take a look at our degrees, programs, and services and then contact us so that we can get you started at one of our MPCC locations.

Sincerely,

Ryan Purdy, President

MPCC History

Mid-Plains Community College is fast becoming the post-secondary educational leader in west-central Nebraska by helping its residents complete baccalaureate and graduate degrees without leaving their communities. With offices in North Platte and McCook, Bellevue University, Chadron State College, and Fort Hays State University have established partnerships with MPCC to allow a seamless transition from the two-year Associate's rank into their respective upper level educational degree opportunities.

Historically, the institution has been dedicated to meeting the educational needs of its area residents. Mid-Plains Community College is pledged to continue to follow its mission of "transforming lives through exceptional learning opportunities for individual student success" to those living in the West-central and Southwest portion of Nebraska.

For more information on the history of Mid-Plains Community College, visit our site: <http://www.mpcc.edu/about-mpcc/general-information/mpcc-history>

MPCC Locations

McCook Community College

1205 East Third Street
McCook, NE 69001
308-345-8100
800-658-4348

North Platte Community College - North Campus

1101 Halligan Drive
North Platte, NE 69101
308-535-3600
800-658-4308

North Platte Community College - South Campus

601 West State Farm Road
North Platte, NE 69101
308-535-3600
800-658-4308

Broken Bow

2520 South E St.
Broken Bow, NE 68822
308-872-5259

Imperial

1324 Broadway
Imperial, NE 69033
308-882-5972

Ogallala

512 East B St.
Ogallala, NE 69153
308-284-9830

Valentine

715 East Highway 20
Valentine, NE 69201
402-376-8033

Contact Information

McCook - (308) 345-8100

Academic Advising	x 8102
Admissions	x 8101
Athletic Director	x 8146
Bookstore	x 8190
Business & Community Education	x 8123
Career Services	x 8172
Campus Tours	x 8101
Student Accounts/Billing	x 8101
Student Life	x 8108
Housing	x 8177
Financial Aid/Scholarships	x 8112

Recruiting	x 8115
Registration/Records	x 8110
von Riesen Library	x 8117

North Platte - (308) 535-3600

Academic Advising	x 3710
Admissions	x 3609
Athletic Director	x 3758
Bookstore	x 3769
Business & Customized Training	x 3682
Career Services	x 3618
Campus Tours	x 3609
Learning Resource Center	x 3726
Student Accounts/Billing	x 3777
Student Life	x 3622
Housing	x 3795
Financial Aid/Scholarships	x 3705
Recruiting	x 3773
Registration/Records	x 3774

Distance Learning Locations

Arapahoe	308-962-5458
Arnold	308-848-2226
Arthur	308-763-2253
Bartley	308-692-3223
Benkelman	308-423-2738
Broken Bow	308-872-5259
Brady	308-584-3317
Callaway	308-836-2272
Cambridge	308-697-3322
Curtis	308-367-4106
Eustis	308-486-3991
Grant	308-352-4735
Hayes Center	308-286-3341
Hershey	308-368-5572
Hyannis	308-458-2202
Imperial	308-882-5972
Indianola	308-364-2202
Madrid	308-326-4201
Maxwell	308-582-4583
Maywood	308-362-4223
McCook	308-345-5422
MCC	308-345-8100
NPCC	308-535-3718
Mullen	308-543-2223
NCTA	308-367-4124
North Platte	308-535-7105
NP ESU-16	308-534-2427
Ogallala	308-284-9830
Ogallala ESU-16	308-284-8481
Paxton	308-239-4283
Southern Valley	308-868-2222

Stapleton	308-636-2252
Sutherland	308-386-4426
Thedford	308-645-2230
Trenton	308-334-5575
Trenton ESU-15	308-334-5160
Tryon	308-587-2262
Valentine	402-376-8033
Wauneta	308-394-5700
Wallace	308-387-4323

MPCC Accreditation, Approvals & Memberships

Mid-Plains Community College is accredited by

The Higher Learning Commission
 Member - North Central Association (NCA)
 230 S. LaSalle St. Suite 7-500
 Chicago IL 60604-1411
 (312) 263-0456
<http://www.ncahlc.org>

Additionally, programs are approved or accredited by:

- Nebraska State Department of Education
- A.C.T. - American College Testing State Association
- American Dental Association
- American Dietetic Association
- Commission on Accreditation of Allied Health Education Programs with oversight from Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
- National Accrediting Agency for Clinical Laboratory Science
- Nebraska State Board of Nursing - Credentialing Division - Department of Regulations and Licensure
- Accreditation Commission for Education in Nursing (ACEN)

For additional information regarding contact information for the entities listed above, please refer to the appropriate program page.

Academic Calendar

2017 -2018

August 14-18	All College/Faculty Prep Days
August 17	Residence Hall Check-In
August 18	New Student Orientation
August 20	Fall Classes Begin
September 3-4	Labor Day Holiday - No Classes
October 6	Enrichment Day, No Classes
October 13	1st Eight Week Classes End
October 16	2nd Eight Week Classes Begin
November 22	Faculty Work Day - No Classes, College Closes at 3:00 p.m.
November 23-26	Thanksgiving Holiday - No Classes
December 10-14	Final Exam Days
December 11	Winterim Classes Begin
December 15	Faculty Work Day

December 15	Residence Halls Close for Winter Break
December 25- January 1	Winter Holiday Break - Campuses Closed
January 2	Campuses Reopen
January 8-12	All-College/Faculty Prep Days
January 14	Residence Halls Reopen
January 14	Spring Classes Begin
March 10	1st Eight Week Classes End
March 11	2nd Eight Week Classes Begin
March 19-23	Spring Break - No Classes
April 1	No Sunday College
May 6-10	Final Exam Days
May 11	Commencement
May 14-16	Faculty Work Days
May 14	Three-Week Interim Classes Begin
May 27-28	Memorial Day Holiday - Offices Closed
June 1	Three-Week Interim Classes End
June 4	1st Four-Week Session Classes Begin
June 4	Six-Week Session Classes Begin
June 4	Eight-Week Session Classes Begin
June 29	1st Four-Week Session Classes End
July 2	2nd Four Week Session Classes Begin
July 4	Independence Day Holiday - No Classes
July 13	Six-Week Session Classes End
July 27	2nd Four-Week Session Classes End
July 27	Eight-Week Session Classes End

For more important dates, student life events and other college events, visit our site: <http://www.mpcc.edu/calendar>

ENROLLMENT PROCESS

We are an “open door” institution! Want more details? Visit us online @ www.mpcc.edu (<http://www.mpcc.edu>).

For more information on how to apply, visit our site: <http://www.mpcc.edu/become-a-student/admissions>

Our 1-Step Admissions Process

- Apply online free of charge at <http://www.mpcc.edu>

Once your application is submitted you can begin moving through the next steps of the process designed to better prepare you for your college experience. The following items can be completed any time prior to signing up for your classes:

New Student Checklist

Schedule a Campus Visit

Let us show you around! Meet students, faculty, and the Student Services Team here to serve you! Also check in with Financial Aid and explore the residence halls!

To schedule your visit call: (308) 535-3786 or email: caudilloj@mpcc.edu

Apply for Scholarships

We begin awarding scholarships in the fall, so take time to fill out the MPCC Scholarship Application online at www.mpcc.edu (<http://www.mpcc.edu>)

Priority Deadline is March 1st Contact our Financial Aid Specialists if you have any questions: finaid@mpcc.edu.

Meet with an Advisor

We want to assist you in selecting the program and coursework that is the best fit for your career or transfer goals. When planning your schedule our Advisors will help you pick the right classes. You can meet with an advisor during a campus visit, or set up a time to meet with them individually. Please call the campus you are most interested in attending:

North Platte Advising: (308) 535-3701
McCook Advising: (308) 345-8101

Take a College Placement Exam

These scores give advisors the opportunity to place you in the appropriate classes that fit your needs. We accept COMPASS, ASSET, ACT, SAT, Accuplacer, etc.

You can complete this during your campus visit, or schedule an appointment:

North Platte Testing Center: (308) 535-3618
McCook Testing Center: (308) 345-8105

Send Transcripts

We want to see all that you have accomplished! Please send final high school transcripts to:

MPCC Area Admissions Office
1101 Halligan Dr
North Platte NE 69101

Please send final transcripts for any college credit you have earned to:

MPCC Transcript Evaluation
1205 E 3rd St
McCook NE 69001

Planning to Live on Campus?

If you plan to live on campus, please see the “Housing and Student Life” portion of the catalog or go to www.mpcc.edu (<http://www.mpcc.edu>) and click “BECOME A STUDENT” and follow the “HOUSING” hyperlink.

Special Admission

Contact the Admissions Office for special admission requirements for these MPCC programs:

- Associate Degree Nursing program
- Licensed Practical Nursing program
- Medical Laboratory Technician program
- Paramedic Program
- Automotive, Diesel, Auto Body, Electrical, Electro-Mechanical, HVAC, and Machine Shop/Welding.
- High School Juniors or Seniors enrolled in early entry classes.

NOTE: Application, official high school/college transcript, and placement exam must be received prior to registration for a second term or registration for future semesters will be blocked. Before completing an application, prospective students should determine which category applies to them.

How To Register for Classes

After you have been successfully admitted, it's time to register for classes!

New Students

Call 800-658-4348, Ext. 3774 to make an appointment with an advisor.

Returning Students

Register by logging in to your CampusWeb account at campus.mpcc.edu (<http://campus.mpcc.edu>) (for additional help registering, contact reghelp@mpcc.edu or call 800-658-4348, Ext. 3774)

Non-Credit Class Students

Call 800-658-4348, Ext. 3614 to speak with an advisor.

Admissions & Registration

Registration Days

We host Spring and Summer Registration Days to help provide you with an opportunity to take care of your entire Enrollment Checklist in one stop! Check out our website for upcoming dates.

Our entire students services team is involved to help you:

- Advising
- Housing
- Bookstore
- Faculty
- Registration
- Student Life
- Career Services
- Student Accounts

- Learning Resources
- Financial Aid
- Disability Services
- Student Success

Placement Testing

The ACT and/or Accuplacer placement tests meet a requirement of the admissions process and are an important part of the student's educational planning. The test scores are used to help place students in the appropriate math, English, and/or reading class(es). The Accuplacer test is offered by appointment at all MPCC campuses and extended campus sites. It is offered free the first time with a \$5.00 per section fee for any retake testing. A student must wait at least one day before retesting!

Make a testing appointment by contacting the following departments:

McCook Student Success Center
(800) 658-4348, Ext. 8105

North Platte Career Services Center
North Campus
(800) 658-4308, Ext. 3618

North Platte Student Success Center
South Campus
(800) 658-4308, Ext. 3702

Broken Bow – (308) 872-5259
Imperial – (308) 882-5972
Ogallala – (308) 284-9830
Valentine – (402) 376-8033

Remote Testing

Potential students of Mid-Plains Community College (MPCC) who live outside of the college service area may be able to locate a local college testing center to complete the Accuplacer Placement test.

New Student Orientation

Mid-Plains Community College New Student Orientation Day provides the essential foundation needed to be successful in college. It is an opportunity to meet classmates and faculty and become more familiar with college services, resources and activities. Orientation is held before the opening of the fall semester. Call the Admissions Office for details.

Tuition & Fees

The tuition, fees and charges are set by the MPCC Board of Governors. The MPCC Board of Governors reserves the right to change tuition, fees and refunds.

Check Online for Tuition, Fees, & Other Associated Costs

For more information on how much it will cost to attend Mid-Plains Community College, visit our site: www.mpcc.edu/financial-services/tuition-cost (<http://www.mpcc.edu/financial-services/tuition-cost>)

- Tuition and fees are expected to be paid prior to the beginning of class.
- MPCC accepts most major credit cards.
- No person may enroll in classes; withdraw or add classes; attend classes; take examinations; request transcripts; or enroll for the succeeding semester until all tuition, fees or other financial obligations to the college have been paid.

- Contact the Business Office for further details at (308) 535-3777.

We have Tuition Payment Options!

For more information on how to apply to Mid-Plains Community College online, visit our site: www.mpcc.edu/financial-services/tuition-payment-options (<http://www.mpcc.edu/financial-services/tuition-payment-options>)

International Students

To be admitted to Mid-Plains Community College, international students must complete all general admission and special admission requirements. In order to ensure sufficient time to process application materials, all requested international admissions materials should be sent six months prior to anticipated enrollment to Mid-Plains Community College listed at the address below:

Mid-Plains Community College
Admissions Office
1101 Halligan Drive
North Platte, NE 69101

Below is a helpful to-do list of things to complete to make your transition to Mid-Plains Community College as easy as possible.

To Do List

- Complete an admission application online at www.mpcc.edu (<http://www.mpcc.edu>)
- Submit official high school transcript (and English translation)
- Submit TOEFL scores (or letter from high school stating English is your native language)
- Written notification from a bank as evidence of your ability to maintain yourself financially while attending MPCC
- Acquire written verification from an American or International Insurance company that the applicant is covered for physician's care, hospitalization, and major medical costs while in the U.S.
- Acquire visa
- Arrange for transportation to Nebraska

Upon Arrival on Campus

- Meet with international advisor on arrival
- Take Compass
- Register for classes!

For additional information about applying as an international student, visit our site: www.mpcc.edu/international-students (<http://www.mpcc.edu/international-students>)

SCHOLARSHIP & FINANCIAL AID

You can complete your Associate Degree @ MPCC with little to NO DEBT!

- Tuition Waivers FREE!
- MPCC Scholarships FREE!
- MCC Scholarships FREE!
- NPCC Scholarships FREE!
- MCC Foundation Scholarships FREE!
- NPCC Foundation Scholarships FREE!
- Pell Grants FREE!
- Federal Financial Aid FREE!
- Federal Loans

Scholarships

For more scholarship information, to view a partial list of scholarships offered, or to apply for a scholarship, visit our site: <http://www.mpcc.edu/financial-services/scholarships> & mccookcollegefoundation.org (<https://catalog.mpcc.edu/course-catalog/scholarship-financial-aid/> www.mccookcollegefoundation.org) *Scholarship selection will be made by the College Scholarship Committee, or Foundation Scholarship Committees.*

Financial Aid

The Federal programs of financial aid at Mid-Plains Community College include loans, grants and part-time employment. The purpose is to assist qualified students who desire financial assistance to make possible their attendance at college. To be eligible for Federal Financial Aid at MPCC a student must have a high school diploma, GED certificate or home school certificate prior to enrollment in an occupational or academic program of study leading to a degree, diploma or certificate.

We also have policies regarding National Guard tuition credit, U.S. Army Reserve tuition waivers, Army Reserve federal tuition assistance continuing education system program and Veteran's benefits.

For more financial aid information, visit our site: www.mpcc.edu/financial-services/financial-aid (<http://www.mpcc.edu/financial-services/financial-aid>)

STUDENT SERVICES

Academic Advising

Careful planning is essential when taking courses to complete a program, earn a two-year degree, or transfer to a four-year college. Professional and faculty advisors are available throughout the year to help students with educational planning.

Students are assigned an advisor in their area of interest during the admissions process. Advisors can be changed at any time. MPCC requires an advisor's signature before registering for classes the first time. Advisor signatures may continue to be needed for certain programs and/or classes. Students may also talk confidentially with an advisor about academic difficulties.

Advising is available in person, by walk in, or by appointment at all of our campus locations.

Reasons to contact an Academic Advisor:

- To discuss your program of study
- To register for classes
- To discuss class progress and aid in finding tutors or other support
- To assist in dropping, adding and withdrawing from a class or classes
- To get information on transferring, programs of study and other educational information
- To discuss program completion/steps to graduation

For more academic advising information, visit our site: www.mpcc.edu/become-a-student/advising (<http://www.mpcc.edu/become-a-student/advising>)

Career Services

Choosing a career is one of the most important decisions you will ever make. The Career Services Center is a place for students, potential students and the general public to go for assistance in selecting a rewarding career specialty.

The Career Services staff will work with you using a variety of screening assessments to help you discover your own unique strengths, interests, values and aptitudes. The results of the assessments will be interpreted by trained career guidance staff who will also help to answer any questions that you have.

The Career Services Center offers a number of varied resources to help you find a career specialty that fits YOU.

Access to a variety of education and career-related services is available including:

- GED Testing
- Adult Education/ESL Services
- Placement testing
- ADA Accommodations Advisor
- Transition Services - a program of special interest to single parents, displaced homemakers and non-traditional career students
- Career interest/aptitude testing
- WorkKeys testing
- Test proctoring

- Job application, résumé, cover letter and interview assistance.

For more career information, visit our site: <http://www.mpcc.edu/student-resources/career-services>

Counseling

College life is an exciting and challenging time of learning about self, others, communities, and the world. At times, all of the new challenges that coincide with becoming a college student can be accompanied by feelings of fear, anxiety, distress, or depression. When these feelings become overwhelming, or interfere with a student's ability to function, counseling may be a good option.

Counseling is free for all Mid-Plains Community College students, and a professional licensed mental health practitioner is available on a short-term basis in person, by walk in, or by appointment at our North Platte South and McCook Campuses.

Reasons to contact a counselor:

- Difficulty adjusting to college life
- Stress Management
- Anxiety
- Depression
- Interpersonal Relationship Difficulty
- Grief & Loss Issues
- Substance Use
- Eating Disorders
- Rape, Sexual Assault, & Other Trauma Concerns
- Self-Esteem, Self Confidence, Public Speaking Issues
- Family Concerns
- Sexual Orientation and/or Sexual Identity Concerns

Group Counseling

Group Counseling is an effective intervention for many types of problems, and provides a safe and supportive environment for sharing personal problems. Groups through Mid-Plains Counseling Services can address general or specific concerns. If you feel the need for a group to address a specific concern, please speak with a counselor.

For more student success and tutoring information, visit our site: <http://www.mpcc.edu/student-resources/counseling-services>

The Learning Commons: The Learning Resource Centers and Student Success Centers

The Learning Commons at Mid-Plains Community College is a dynamic and collaborative environment comprised of the Learning Resource Center (library) and the Student Success Center at both the McCook and North Platte campuses. The Learning Commons is designed to provide learning opportunities, print and electronic resources, research assistance, and academic support to our students across the 18 county service area and our campus locations in Broken Bow, Imperial, Valentine and Ogallala.

The Learning Resource Centers (LRC)

The LRCs offer library collections containing both print and electronic resources designed to support the college's curriculum and facilitate student and faculty research. Users can access a combined electronic

catalog that features 150,000+ books, eBooks, journals, DVDs, CDs, newspapers and other items included in the library collections.

The LRCs have a wireless environment with a number of desktop and laptop computers, PCs, and MACS loaded with the latest software, which enables students to complete homework and access online courses, the Internet, and the research databases offered by the libraries.

Current students, faculty and staff can access these research databases 24/7 while on campus or remotely via the online library catalog at www.tinyurl.com/mpcclibraries (<http://www.tinyurl.com/mpcclibraries>) or through student resources on the MPCC homepage. The LRCs provide assistance with information literacy needs such as writing, research, and citations through 1-1 or classroom instruction. The LRCs also provide all campus IDs and assistance with Blackboard and CampusWeb.

The libraries provide material that supports the academic programs as well as magazines, newspapers, popular fiction titles for leisure reading, and entertainment movies for study breaks. Resources that are not owned by one of the campus libraries can be ordered through Interlibrary Loan FREE of charge. The libraries also offer relaxation and study break activities such as puzzles, coloring, and board games.

For more information about library services, visit our site:

<https://mpcc-verso.auto-graphics.com/MVC>

Student Success Centers (SSC)

The purpose of the SSCs are to serve students for academic success. The SSCs is a learning community where professional staff is available to assist students in the instructional areas by providing a variety of services.

Students are welcome to access the computers and printers for class assignments and class information. Tutoring is provided at no cost to on-site and on-line MPCC students (there is no guarantee that on-site tutors can be made available for all classes, but every effort will be made). On-site tutoring can be made available at the Valentine, Ogallala, Broken Bow and Imperial campuses by contacting the campus coordinator. Another tutoring option is Brainfuse, the on-line tutoring service which is available 24/7 and accessible through the students' Blackboard account. The Writing Lab assists students with writing assignments and focuses on sentence structure, supporting ideas and documentation. The Mathematics Lab offers assistance in all levels of math. Labs and structured study groups in other subject matter can be made available, according to need.

Student Life

Be an ACTIVE member of our MPCC community!

Extracurricular activities let you apply what you learn in the classroom and help you build a foundation for success after college.

Many student activities are offered at Mid-Plains Community College both in McCook and North Platte. Student clubs, intramurals, dances, intercollegiate athletics, Student Senate and student organizations are open to all MPCC students. Being involved and participating in the many programs and events at Mid-Plains Community College will enrich your college years. Just think of the memories and friends you'll make! MPCC Student Life is THE LIFE for you!

Student Clubs & Organizations

Mid-Plains Community College offers a wide range of student clubs, organizations and groups for all students to become involved on campus.

Student clubs and organizations are set up to help students develop leadership, service, fellowship, and to enhance a student's college experience overall.

Student Activities

MPCC prides itself on providing numerous activities and events throughout the year. The colleges offer a wide variety of activities. Interested students are encouraged to get out there and participate!

Activities have included:

- Intramurals
- Paint Ball
- Ping Pong & Pool Tournaments
- Bowling
- Comedy Nights
- Hypnotists Texting & Driving Simulators
- Cultural Awareness
- Student Wellness

For more details on student activities, visit our site: <http://www.mpcc.edu/student-resources/student-life>

Housing

Welcome home! On-campus residential housing is one of the most important aspects of your success at Mid-Plains Community College.

A residence hall is more than just a place to sleep. In fact, the essence of living in a residence hall really has nothing to do with the building and everything to do with relationships. It is meeting new friends and broadening horizons. It is experiencing living with people from different countries and backgrounds. It is learning how to live in a community with others. Our housing staff provides opportunities to participate in educational programs and academic support, engage in social and cultural activities and create a sense of community on campus. Our facilities offer residents high-speed internet access and convenient access to the resources on campus including the library; Student Union; gym and fitness workout rooms; and your classrooms.

How To Apply

On campus housing costs are set by the MPCC Board of Governors each spring. Housing is limited and will be assigned to students based on the following priorities:

- The date MPCC receives the housing application
- Student must be enrolled in at least 9 credit hours during their housing stay

Those interested in campus housing at any of our three campus sites must complete and submit a Mid-Plains Community College Student Housing Contract.

Student Conduct

MPCC expects students to conform to the recognized standards of law and order, morality, good conduct and general satisfactory citizenship.

Check Online for Housing Costs

For more information on housing costs, how to apply for housing, or to receive a student housing contract, visit our site: campus.mpcc.edu (<http://campus.mpcc.edu>)

ATHLETICS

MCC Indians

McCook Community College has a variety of athletic teams representing the MCC Indians!

- Mens' Baseball
- Mens' Golf
- Womens' Volleyball
- Mens' Basketball
- MPCC Rodeo Team
- Womens' Basketball
- Womens' Softball

For more information on the MCC Athletic Teams, visit our site:
www.mccindians.com (<http://www.mccindians.com>)

NPCC Knights

North Platte Community College has a variety of athletic teams representing the NPCC Knights!

- Mens' Basketball
- Womens' Volleyball
- Womens' Basketball
- Womens' Softball
- MPCC Rodeo Team

For more information on the NPCC Athletic Teams, visit our site:
www.npccknights.com (<http://www.npccknights.com>)

ACADEMIC INSTRUCTIONAL INFORMATION

In looking through this section, students will discover many ways in which the MPCC campuses can assist them in preparing for a specific occupation along with developing appreciation for a liberal education. The educational possibilities are many and varied. Students may want to develop a plan of study that allows sampling from several technical and academic areas before making a career choice. One of the benefits of attending a community college is the opportunity to explore a range of possibilities. The following services, together with personal guidance from college faculty and advising staff, are offered to provide students with information for making decisions.

- Grading Systems (p. 14)
- Academic Honesty (p. 15)
- Academic Probation & Suspension (p. 15)
- Credit Systems (p. 15)
- College Success (p. 17)
- Credit Transfer (p. 17)
- Other Educational Opportunities (p. 18)

Grading Systems

Official Grades

The instructor, at the conclusion of each term, assigns official course grades. Students go to CampusWeb (campus.mpcc.edu (<http://campus.mpcc.edu>)) to view their final grades. Access to grades and transcripts may be withheld if students have not met financial obligations to the college.

Grading System

Coursework attempted at Mid-Plains Community College is evaluated according to the following letter grading system

A+	4.0
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0
P	Passing
NP	Not Passing
WIP	Work in Progress
I	Incomplete
W	Withdraw
AU	Audit
CE	Credit by exam

"P" (Passing), "NP" (Not Passing), "I" (Incomplete), "WIP" (Wok in Progress), "AU" (Audit), "W" (Withdrawal), CE (Credit by Exam) grades are not included in the GPA (Grade Point Average). GPA is calculated by

multiplying the semester hours of credit for each course by the grade point value to determine quality points, then dividing the sum of the quality points by the total number of GPA credits. Classes numbered below 1000 are not included in the GPA.

Incomplete Grade

The temporary grade of "I" is a faculty prerogative and may be issued when a student has completed a majority of the course requirements, but is unable to complete the remainder due to circumstances clearly beyond his/her control (i.e., serious illness or an emergency). An incomplete grade request (available from Registration and Records) must state the requirements to remove the "I" and a date by which the remaining requirements must be completed. If approved, an "I" must be completed by the date specified on the Incomplete Form, but never more than one term after the course has concluded (ie...fall/spring, spring/fall, summer/fall). If course work is not completed during this time, the "I" will be changed to an "F" on the student's permanent transcript.

Auditing Courses

Students who wish to attend a course without taking examinations or receiving credit for a course may request to audit from an instructor during the first week of class only. Students who audit a course pay the regular tuition rate and fees. Audited courses do not count toward graduation requirements nor do they satisfy prerequisite requirements for other courses. An audit student may not change from audit to credit status once the course has started.

Audited courses are not considered when establishing the full-time or part-time status of a student receiving financial aid or veteran's benefits.

Change of Grade

Final grades are unalterable except when explanation is made in writing by the faculty member involved that shows that a grade was reported incorrectly as the result of an error in recording or in computing. Changes must be recorded before the next semester ends.

Grade Appeal Procedure

Each student has the right to appeal the final grade in a course in accordance with the procedure outlined below. A grade appeal must be initiated by the student before the end of the following semester (excluding summer) after the assignment of the grade in question.

A student who questions a final course grade must adhere to the following procedure in the order presented:

- First level: Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then go to the second level.
- Second level: Visit with the appropriate division chair to discuss the issue. If the concern still remains unresolved, the student may continue to the third level.
- Third level: Elect to file a written Grade Appeal. Appeal forms are available from the Area Vice President for Academic Affairs. The decision of the Grade Appeal Committee is final.

A Grade Appeal may not be filed until the first and second levels have been completed.

Once a Grade Appeal is filed with the Area Vice President for Academic Affairs the following procedure takes effect:

The Grade Appeal Committee consisting of a Division Chair (outside of the division in which the course grade is in question), the Area Vice President for Academic Affairs or Area Vice President for Student Affairs, two faculty members from within the division, one from another division, and the Area Dean of Student Life (or representative) will meet to consider the appeal.

At the meeting of the Grade Appeal Committee:

1. The instructor shall be given the opportunity to personally explain the evaluation of the student's performance and its relation to the final grade.
2. The student shall be given the opportunity to personally present the evaluation of his or her performance and its relation to the final grade, and any other extenuating circumstances.
3. The chair of the division in which the grade appeal is occurring may also be present to provide any relevant information.
4. The committee shall thereafter confer privately to reach a decision which shall be either to uphold the original course grade, to assign a new course grade, or to allow the student to withdraw from the course in question, if the committee feels that the student lacked information upon which to base a withdraw earlier, or if the committee feels there are other appropriate reasons for the withdraw.

The decision of the Grade Appeal Committee is final.

For more information concerning grading systems, visit our site:

www.mpcc.edu/student-resources/grading-systems (<http://www.mpcc.edu/student-resources/grading-systems>)

Academic Honesty

Mid-Plains Community College is committed to academic integrity and honesty. Plagiarism, cheating, fabrication, obtaining unauthorized materials from the internet, allowing others to write or compose your work; or using the work of other students, not citing the original sources, facilitating misconduct, and assisting others in actions that are related to these issues of academic dishonesty.

Penalties could include:

- May result in a lower or failing grade or score on the assignment or examination (instructor level).
- Additional work to provide evidence of the student's academic performance and/or evidence that the student knows and understands the course material (instructor level).
- A lower or failing grade in the course (instructor level).
- Suspension or expulsion from the college (institutional level).

Academic Probation & Suspension

A student will be placed on academic probation whenever the student's academic performance falls below MPCC's established minimum requirements. The minimum requirements currently are as follows: a 1.5 cumulative GPA through the first 15 GPA hours, a 1.75 for 16-30 GPA hours and 2.0 for 31 or more GPA hours. Any student placed on academic probation who fails to meet the academic standards stated above by the end of the probationary semester will be placed on suspension. After a student has received academic suspension, the student may not re-

enroll for a period of one academic year. Students who have extenuating circumstances may appeal suspensions by notifying the Area Vice President for Student Affairs in writing within five days after receipt of the suspension letter.

Credit Systems

Definition Of A Credit Hour

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

Semester	Quarter	
1:15	1:10	Classroom Hour
1:30	1:20	Academic Transfer, General Education & Academic Support Lab Hour
1:45	1:30	Vocational Laboratory & Clinical Hour
1:45	1:30	Practicum Hour
1:60	1:40	Cooperative Work Experience Independent (directed) Study - Credits will be assigned according to the practices of assigning credits to similar courses.

In addition, the Federal Credit Hour Definition includes a minimum of two hours of out-of-class student work each week per semester or quarter hour of credit. 34CFR 600.2 (11/1/2010)

Specially Arranged Courses (Independent Study)

Specially arranged courses are intended to give the student the same experiences and knowledge that would be received in the normal classroom setting.

Credit by Advanced Placement

Mid-Plains Community College offers Advanced Placement Test credit for certain tests administered through the College Board. The current college policies regarding specific subject areas accepted and scores required are available in the Area Advisors' offices. Students must have official copies of their scores submitted to Registration and Records by the College Board in order to be awarded credit. To obtain copies of official grade reports, you may contact College Board directly at (888) CALL-4-AP.

Credit by Examination

Credit by examination may be awarded for MPCC courses through the following methods:

Proficiency examinations are designed and administered by an instructional division of the college covering course work offered by that division. Credit by examination will not be granted for courses which are

at a lower or equivalent level to courses already completed in the same discipline.

The College-Level Examination Program® (CLEP®) gives you the opportunity to receive college credit for what you already know by earning qualifying scores on the CLEP® exams approved by Mid-Plains. CLEP® examinations are recorded as transfer credit on the MPCC transcript.

Credit for Military Service

In compliance with federal law, MPCC has established procedures regarding the evaluation of service course work and grades.

Directed Study

Directed study is designed to supplement rather than replace regular course offerings. The option is particularly useful for the student wishing to study within a subject area or at a subject level not otherwise available through this institution. Directed study is intended to provide valuable experience in self-education with faculty assistance in planning and evaluation.

Distance Learning

MPCC is committed to providing access to students who may not otherwise have an opportunity to attend college classes on campus. Each college offers a variety of classes through the Southwest Nebraska Distance Learning Network. This Internet Protocol (IP) system is a network that links interactive television classes to many locations throughout the MPCC area. A number of classes are offered online.

McCook is a site for the Nebraska Video Conferencing Network for classes as well as business and governmental meetings, in-services and whenever distance is a barrier to bringing people together. An Internet Protocol (IP) video conferencing system is also in place at both McCook and North Platte. The IP systems allow for connectivity anywhere in the world with compatible equipment.

The Centers for Advanced Studies at McCook and North Platte receive upper-level undergraduate and graduate college classes through distance learning systems from other institutions. For more information, call 800-658-4308 and ask for an advisor.

Online Classes

Online classes are conveniently packaged and accessible through the Internet twenty-four hours a day, seven days a week. Many degrees, diplomas and certificates are available through online programs. For more information, call 800-658-4308 and ask for an advisor.

Internships

MPCC's Internship program places students in working and learning environments for on-the-job training in their particular field of study before graduation. Students are placed with business, industry, or social services agencies. An internship may be applied to many programs of study for variable credit hours depending on the program. Interested students should contact the appropriate faculty member for more information.

Dual Enrollment

MPCC has a variety of dual enrollment agreements with secondary schools. Dual enrollment programs, often referred to as "dual credit programs," are intended to meet the needs of the academically and

technically advanced high school student. These programs are designed to meet the Nebraska Dual Enrollment standards. Secondary schools interested in discussing criteria for articulating dual enrollment classes may contact 800-658-4308, Ext. 3607.

Higher Education Partnerships

Mid-Plains Community College partners with other community colleges to provide two-year associate degree programs that otherwise would not be available in the region. Southeast Community College, Lincoln, NE, delivers via distance learning, program-specific courses for Associate of Applied Science Degrees in either Radiology Technology, Surgical Technology, or Respiratory Therapy.

Plans continue to develop through the community college system to increase the number of programs that can be partnered to expand opportunities for students across Nebraska. Several courses and programs leading to baccalaureate and masters degrees are also delivered to the campuses of the MPCC. Junior, senior and graduate level courses are available from the University of Nebraska system. Bellevue University and Chadron State College provide courses through several delivery systems to students in the McCook and North Platte communities.

Repeating Classes

Students may repeat courses. Only the credit hours and the highest grade earned in any course are used in the computation of the cumulative GPA, except when a grade of "W" has been assigned. Grades in courses taken at other institutions will not replace grades in equivalent courses taken at MPCC. Students must repeat the same course. Classes re-taken by a student in which a grade of A, B or C was previously earned will not count towards eligibility for federal financial aid funding or current full-time enrollment for MPCC Scholarships.

Withdrawing From Classes

Students should meet with their advisor when they feel unable to satisfactorily complete a course. An "F" (failing) grade may be awarded when students stop attending without formally withdrawing. The last day to withdraw is posted within CampusWeb. Registration change forms are available from any Registration and Records Office location.

Withdrawing from College

A student desiring to withdraw from college must contact his/her advisor. Financial obligation to the college must be paid before the formal withdrawal procedure can be completed. Upon withdrawal the student forfeits all privileges as a student of the college. If a student fails to formally withdraw from all courses, he/she may receive an "F" for each class.

Withdrawal Appeals

Extenuating circumstances may be considered when a student uses the Withdrawal Appeals process. A student asking for an exception to a withdrawal deadline or to tuition/fee charges assessed to them may submit a written appeal request. The request should include the student's name and current mailing address, the situation the student is hoping to have evaluated (i.e. change of grade or refund of charges), the reason the situation developed (including supporting documentation, if available) and the student's signature.

Email appeals to: appeal@mpcc.edu

For a more information concerning credit Systems, visit our site: www.mpcc.edu/student-resources/credit-systems (<http://www.mpcc.edu/student-resources/credit-systems>)

College Success

College Success Class

A three credit hour course, EDUC 1010 College Success, is offered each semester to help students adjust and function effectively in the academic community. This course also provides an opportunity for students to learn and adopt methods necessary for success in higher education. This course may transfer to a four-year college or university as an elective.

Computer Labs

McCook Community College has multiple computer classrooms and a number of computer stations available to students. The lower level of the library has computers for student use and for computer-aided instruction.

Both campuses of North Platte Community College have multiple computer classrooms and computer stations available to students in programs, classes, or for use as a lab. At the South Campus, the computer lab in the Learning Resource Center is open to students during normal hours of operation. On the North Campus, computer labs are maintained by departmental personnel and may be used during designated hours.

Foundations Education

To better serve students, MPCC offers foundations education courses designed to help students master basic skills necessary to meet minimum entry standards expected for college level courses. Students may be assigned or advised to take developmental courses according to needs determined or placement testing. Courses numbered below 1000 are graded but they do not count toward degree, diploma, or certificate completion and are not computed in grade point average.

Developmental courses available at MPCC:

Code	Title	Credit Hours
ENGL 0920	College Prep Reading	3.0
ENGL 0980	Language Skills	3.0
ENGL 0990	College Prep Writing	3.0
MATH 0010	Math Study Skills	1.0
MATH 0090	Math for Health Occupations	2.0
MATH 0100	Fund of Mathematics	3.0
MATH 0900	Elementary Algebra	3.0

For a more information concerning college success, visit our site: www.mpcc.edu/student-resources/college-success (<http://www.mpcc.edu/student-resources/college-success>)

Credit Transfer

Transfer of Credit

Courses from accredited institutions in which grades of "A", "B", or "C" (or their equivalent) have been earned will be considered for transfer credit to Mid-Plains Community College. College courses in which grades of "D" or "F" (or their equivalent) have been earned will not be considered for transfer credit. Additional information about MPCC transfer credit may be found within the "Admissions and Registration" section of this catalog.

Note: Grades and courses taken at other institutions will not replace grades in equivalent courses taken at MPCC.

Preparing for Transfer

It is important for students to know whether the courses they are registering for meet the degree requirements of the institution to which they intend to transfer. Transfer planning starts with initial registration at MPCC and continues until the student's graduation. Professional advisors and faculty advisors assist students in planning the appropriate classes for registration.

TRANSFER REMINDERS: Many colleges will accept only classes with a grade of "C" or better. Most colleges will not transfer in more than 66 credits from a 2-year college. Courses with a prefix of less than 1000 are considered to be developmental and do not transfer.

Requesting Transcripts

Go to **Parchment**, MPCC's secure official transcript provider, to request official transcripts.

The **first time** you request transcripts online, you will need to create an identity using the "**CREATE ACCOUNT**" link you will see when you select the Parchment link above.

If you have already created a Parchment identity (while attending high school in Nebraska or during a previous visit to the Parchment site), simply enter your Parchment username and password within the **Returning Users - Sign In** portion of the page, then select the SIGN IN button. If you do not remember your Parchment password, use the **Forgot Your Password** link to retrieve it.

Cost of official transcripts depends upon mode of delivery (electronic, paper, or expedited paper). Payment is made with debit or credit or credit card as part of the transcript request process.

If you experience any difficulty submitting your online transcript request, contact Registration & Records through one of the following modes:

1. e-mail reghelp@mpcc.edu,
2. call 308-535-3774, or
3. visit a campus Welcome Center.

Transfer Credit Evaluation

Students who have attended college elsewhere should have their official transcripts forwarded to Registration and Records at 1205 E. Third St., McCook, NE 69001, before starting school to have previous coursework evaluated.

Notification of Student Rights (Student Data)

Registration and Records, in compliance with the Family Educational Rights and Privacy Act, will only release non-directory student record information after receiving written permission from the student. However, certain officials or agencies have legal authorization to inspect records. Student record "directory information" may be provided in response to an inquiry without permission from the student. At MPCC, directory information includes name, address, telephone number, dates of attendance, student classification, field of study, and full- or part-time status. To prevent the release of directory information or for questions, contact Registration and Records through one of the options listed

above. See the “Student Right to Know” section for additional details and information.

For more information pertaining to students records, MPCC diploma and degree services, or to learn how to request transcripts, visit our site: www.mpcc.edu/become-a-student/transfer-students (<http://www.mpcc.edu/become-a-student/transfer-students>)

Other Educational Opportunities

Advanced Degree Opportunities

Bellevue University Programs

Bellevue University provides quality liberal arts and business undergraduate and graduate programs throughout Nebraska. Mid-Plains Community College graduates can apply their associate’s degree or previous college credit toward completion of a bachelor’s degree in as little as 15 months, online or in class, right here in North Platte and McCook. Also, we have many ways to help you earn the credit you need to start your accelerated degree completion program as quickly as possible. If you have a bachelor’s degree, you can complete a master’s degree in 16 to 18 months.

We understand the needs of adults seeking to complete their degrees while balancing work, family and civic responsibilities. Our accelerated degree completion programs help you earn your bachelor’s degree at a faster pace, while keeping pace with the realities of your life. And, our programs are focused on you...what you learn here, how you learn it, and how applying what you learn will help you meet your life goals.

When you enroll in your accelerated bachelor’s degree completion program, you will move through your courses with a group of adults like you...who are intent on completing their degrees and who bring real experience to the classroom.

Select from one of 18 accelerated degree completion programs or seven graduate programs. Contact your local Bellevue University Enrollment Counselor - Stan Wudke in North Platte at 308-534-2359 or McCook at 308-345-8118. You may contact Bellevue University at 800-658-4348, Ext. 8118.

Chadron State College Programs

As the only four-year institution of higher education in western Nebraska, Chadron State College has cultivated a strong partnership with Mid-Plains Community College. Over the years, many MPCC graduates have chosen to pursue their bachelor’s and master’s degree at CSC.

In addition to a strong commitment to its residential programs, CSC provides numerous bachelor degree completion programs through distance learning. Undergraduate degree completion programs available via distance learning include Accounting, Business, Elementary Education, Library Information Management, Management, Management Information Systems, Marketing/Entrepreneurship, Mathematics and Psychology. Master’s degree programs are available in business and organizational management. Most courses are available online with the Elementary Education program available through a combination of online, interactive television and face-to-face delivery. Some courses are also available through self-study correspondence.

In addition to the seamless transfer of most MPCC courses into a bachelor’s degree program, CSC also accepts the Associate of Arts

degree from Mid-Plains Community College as completion of all CSC general studies requirements except for two courses.

If you are interested in learning more about our programs and how your MPCC credits or degree will transfer to CSC, contact our CSC Facilitator, Bobi Johnson, located on the MPCC South Campus in North Platte (308-535-3704).

Chadron State College was founded in 1911 as a publicly supported college. From its early years as a teacher’s college, CSC has evolved into a dynamic comprehensive undergraduate and graduate degree-granting college with nearly 100 programs of study and numerous pre-professional programs. Approximately 2,900 students are enrolled at the college. CSC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Fort Hays State University Programs

Fort Hays State University and Mid-Plains Community College’s partnership works because of you, the student, who is ready to work hard to be the best.

Fort Hays State University (FHSU) will accept every credit from your Mid-Plains Community College Associates Degree. You will have the opportunity to pursue a degree on the Hays, KS campus or through one of the 40 degree programs offered online through FHSU’s Virtual College. FHSU also participates in a contiguous state program which grants students from surrounding states a reduced tuition rate. The best part for you is that FHSU’s tuition, whether online or through the Contiguous State Programs, is one of the most affordable options you can find.

Fort Hays State University is a liberal arts, state-assisted institution in western Kansas (a little over two hours from McCook) with an enrollment of approximately 13,000 students. FHSU has four colleges – Arts and Sciences; Education and Technology; Business and Leadership; and Health and Life Sciences – plus a Graduate School. It also offers a Virtual College, which delivers courses electronically throughout Kansas and beyond. Students at FHSU have the opportunity to select a major field of study from 30 departments and study in an electronic environment throughout the campus. To find out more about the Fort Hays State University and Mid-Plains Community College partnership contact Lorrie Mowry on the McCook campus at 308-345-8172 or mowryl@mpcc.edu.

Outreach Business and Community Education Department

Mid-Plains Community College’s Business and Community Education department has staffed offices at the North Platte North Campus at 1101 Halligan Drive and at the McCook Campus, Hormel Center at 1205 East Third Street. The Business and Community Education Coordinators are committed to our 18 county region to grow the economy, assist businesses and provide life-long learning opportunities for youth and adults.

- Contract and Customized Business Trainings
- Certifications and CEU Opportunities
- Economic Development
- Local, State and National Speakers
- Summer Youth Programs
- Adult Short Courses

The Business and Community Education department is committed to serving business and industry in a professional, productive and personal

way. Building mutual long-term partnerships is the goal. In addition, community education courses are offered year round to meet the needs of our non-degree seeking constituents.

MPCC has campus's in Broken Bow, Valentine, Ogallala and Imperial. Each campus is staffed by a Campus Coordinator who works in tandem with Business and Community Education Coordinators to meet area business objectives, these campus locations can be utilized for on-site training, regional meetings and testing.

Adult Education (AE)

MPCC has been designated by the Nebraska Department of Education as a coordinating center for Adult Education. AE's focus is tutoring for adults in basic literacy skills: reading, writing, math, listening, speaking; ELP (English Literacy Program); and GED (General Educational Development). AE is offered on a non-credit basis at no charge. AE programs are organized in many of the communities in the Mid-Plains Community College service area. For additional information, contact the Director of Adult Education at 308-535-3637 or 800-658-4308, Ext. 3637.

Career Academies

MPCC provides opportunities for area high school students to plan a program of study designed to prepare students for the transition from secondary to postsecondary education and training programs. Career academies contain a blend of high school and college credit classes. MPCC offers academies in Health Science, Education, Business, Agriculture, Engineering and Information Technology. For more information, contact the Area Career Pathways Coordinator at 800-658-4308, Ext. 3639 or Ext. 3607.

General Educational Development (GED®)

Specific age, identification and application requirements must be met in order to begin GED testing in Nebraska. The computer-based testing (CBT) is administered at GED Testing Service approved Pearson VUE Testing Centers. Successful completion of the GED test battery at an approved test center is required to receive the State of Nebraska Department of Education High School Diploma. The test battery consists of the following timed tests: Reasoning Through Language Arts, Science, Social Studies and Mathematical Reasoning. Testing centers are located at McCook Community College and North Platte Community College-North Campus. Call the GED test center in McCook at 308-345-8105 or North Platte at 308-535-3621 for more information regarding the GED program. An individual can study for the GED tests by enrolling in the free Adult Education program.

For a more information concerning our educational opportunities, visit our site: www.mpcc.edu/student-resources/other-educational-opportunities (<http://www.mpcc.edu/student-resources/other-educational-opportunities>)

PROGRAMS

MPCC Division Model

Applied Technologies Division

Kent Beel, Area Division Chairperson

- Aviation
- Auto Body Technology
- Automotive Technology
- Building Construction Technology
- Diesel Technology
- Electrical Technology
- Heating, Ventilation, Air Conditioning & Refrigeration Technology
- Safety Training
- Small Engine Mechanics
- Transportation
- Upholstery-Refinishing
- Welding Technology

Business & Technology Division

Jean Condon, Area Division Chairperson

- Accounting
- Business
- Business Office Technology
- Career Planning
- Computer Science
- Economics
- Graphic Design/Visual Communications
- Information Technology
- Logistics/Materials Management
- Real Estate

Health Occupations Division

Marina Makovicka, Area Division Chairperson

- Associate Degree Nursing
- Dental Assisting
- Fire Science Technology
- Emergency Medical Services
- Health Occupations
- Licensed Practical Nursing
- Medical Laboratory Technology
- Nursing Assistant
- Pharmacology

Humanities & Social Sciences Division

Jean Miller, Area Division Chairperson

- Art
- Criminal Justice
- Early Childhood Education
- Education
- English

- Family and Consumer Science
- Foreign Languages
- Geography
- History
- Humanities
- Journalism
- Music
- Philosophy
- Political Science
- Psychology
- Reading
- Sociology
- Speech
- Theater

Mathematics & Science Division

Sally Thalken, Area Division Chairperson

- Agriculture
- Biology
- Chemistry
- Engineering
- Mathematics
- Physical Education
- Physics/Physical Science

College Student Learning Outcomes

All MPCC graduates should be able to demonstrate:

- Effective use of written communication skills
- Effective use of oral communication skills
- Efficient use of information retrieval skills
- An understanding of the values and traditions of other cultures in the world
- Mathematical computational skills to solve problems
- Human inquiry skills by scientifically observing, explaining, predicting and testing for the purpose of understanding
- Critical thinking skills
- Appropriate and necessary competencies/skills for academic transfer or employment in their area of expertise
- Effective decision making skills

Academic Transfer Program

Mid-Plains Community College (MPCC) offers the Associate of Arts, Science, Fine Arts and General Studies degrees for students intending to complete a baccalaureate degree at an upper division institution.

MPCC college advisors assist students wishing to transfer using specially developed transfer guides specific to the declared major and the receiving college.

Most four-year colleges will accept up to 60 semester credit hours of freshman and sophomore-level credits earned at a community college and require at least a "C" in each course transferred. At the initial advisory

session, the student and advisor will plan a course of study to enable students to meet these requirements.

Students should visit the website of the institution they wish to transfer to. It is the student's responsibility to become familiar with all pertinent transfer requirements.

In some cases, completing the Associate of Arts, Associate of Science, Associate of Fine Arts or Associate of General Studies degree at MPCC satisfies the general education requirements at the freshman and sophomore levels at transfer institutions. Students should identify a possible major at the receiving institution in order to begin the appropriate sequence of courses needed to complete their baccalaureate degrees in a timely fashion. It is important that students wishing to complete a BA or BS degree in four years, complete lower division prerequisites at MPCC before enrolling in upper division courses at the transfer institution. If prerequisites are postponed, enrollment in advanced courses and eventual graduation from the transfer institution are likely to be delayed.

When possible, students should meet with a representative from the transfer institution to discuss a program of study. After transfer, students will be assigned advisors at the receiving institution. If students are not assigned an advisor at the receiving institution, they should seek to obtain one. If students encounter any difficulty in transferring courses, assistance should be requested from the Area Vice President for Academic Affairs or their MPCC advisor.

Degree Requirements

1. A minimum of 60 semester credit hours of coursework.
2. A cumulative grade point average of at least 2.0.
3. Completion of 30 semester credit hours with at least 15 semester credit hours at MPCC.
4. General education courses: a minimum of 37 semester credit hours for the Associate of Arts degree, a minimum of 30 semester credit hours for the Associate of Science degree, a minimum of 31 semester credit hours for the Associate of Fine Arts degree and a minimum of 15 semester credit hours for the Associate of General Studies degree. The specific courses meeting the general education requirements are listed under each degree.
5. All financial obligations to the college must be fulfilled.
6. Meeting with advisors to initiate Intent to Graduate one semester prior to the completion of degree requirements. Degrees will be conferred in May, August, or December.
7. Student participation in the commencement exercises is required unless excused for a valid reason by the Dean of Student Life on each campus. Commencement exercises are held each year at the close of the spring semester.

Program Objectives

Upon completion of Associate of Arts, Associate of Science, Associate of Fine Arts, or Associate of General Studies successful students should be able to:

- Apply effective written (English) skills,
- Use effective oral (English) skills,
- Demonstrate library skills necessary to continue educational endeavors,
- Demonstrate an awareness of a variety of cultures, their values, institutions and traditions,

- Apply computational skills to the solution of problems,
- Apply the scientific method to the solution of problems, and
- Demonstrate the knowledge and critical thinking skills necessary to transfer to a four-year college or university.

Nebraska Transfer Initiative

Students have become increasingly interested in beginning their education at Mid-Plains Community College and transferring to another institution to finish a higher degree program. MPCC strives to make the transfer process as seamless as possible by maintaining special cooperative programs and transfer agreements with many colleges and universities.

The Nebraska Transfer Initiative is a cooperative agreement between Nebraska's public and private higher education institutions. This arrangement facilitates the transfer of credits for students who have earned an Associate of Arts Degree into baccalaureate-level programs. Essentially, any student who has successfully completed the articulated Associate of Arts general education core curriculum with an equivalent of a "C" (2.0 on a 4.0 scale) or higher, and is admitted in transfer to a participating institution will be:

1. Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree; and
2. Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

Participating institutions in this initiative include Bellevue University, Central Community College, Chadron State College, Clarkson College, College of Saint Mary, Concordia University, Doane University, Grace University, Hastings College, Metropolitan Community College, Mid-Plains Community College, Midland University, Nebraska Christian College, Nebraska Indian Community College, Nebraska Methodist College, Nebraska Wesleyan University, Northeast Community College, Peru State College, Southeast Community College, Union College, University of Nebraska at Kearney, University of Nebraska - Lincoln, University of Nebraska at Omaha, Wayne State College, Western Nebraska Community College, and York College.

Many institutions accept the Associate of Arts and Associate of Science degrees in total from two-year community colleges. Some also accept a specified block of credit from the Associate of Applied Science degree.

In addition to the articulation agreements, MPCC has developed internal support services to assist in the transfer process. MPCC faculty and advisors work closely with students who plan to transfer to other colleges and universities. In all cases, the college advises the student to consider specific institutional transfer requirements. If you plan to transfer, it is important that you let your advisor know so they can provide the appropriate assistance. For school specific information, please go to Transfer Nebraska at transfer.nebraska.edu (<http://transfer.nebraska.edu>).

Academic Transfer Disciplines

Art

Courses within the art discipline give students opportunities for both the study of historical relevance and the development of their artistic expression. Selected courses meet general education requirements in humanities, while the program is designed for transfer into baccalaureate

programs in either art, art education or graphic art. Students are encouraged to explore an array of media. Visual art offerings are integrated with technology when appropriate.

Pre-Athletic Training & Exercise Science

The Pre-Athletic Training & Exercise Science courses are designed for students wishing to work in an exercise, sports medicine or athletic training field. Employment opportunities exist in areas of rehabilitation, athletics and personal training. The curriculum is transfer oriented to fulfill the first two years of a baccalaureate degree. Completion of an Associate of Science degree will allow the student to sit for the American College of Sports Medicine's Health/Fitness Instructor Certification. Completing the first year of the athletic training curriculum will allow the student to transfer to an Athletic Training Education Program.

Biological Science

The courses in biological science are designed for students who intend to transfer to four-year colleges and universities to complete a bachelor's degree in agronomy, horticulture, animal husbandry, zoology, physiology, anatomy, pathology, forensic science, biotechnology, mortuary science, botany, microbiology, pharmacology or science education. Biological science courses also are an important part of various health related programs. A student who is interested in pursuing a baccalaureate degree should consult a MPCC advisor and the transfer guide and catalog of the four-year institution.

Business Administration

The Business Administration Academic Transfer degree is designed to provide foundational courses that prepare the student for progression to a four-year degree program. Students in the Business Administration program will develop competencies in the areas of accounting, management, marketing and business technologies. Career opportunities are vast and diverse, from working in businesses and professional organizations; owning and operating businesses; providing consulting services; managing business data; using technologies to enhance business operations; marketing services, goods and ideas; and supervising employees.

Criminal Justice

Students taking a criminal justice concentration at MPCC may pursue either an Associate of Arts, Associate of Science, or Associate of General Studies degree. Students planning on pursuing a Bachelor's degree or higher in Criminal Justice, should enroll in either the Associate of Arts or the Associate of Science degree program. If the student plans on pursuing work in the Criminal Justice field after completion of the Associates degree, the Associate of General Studies degree would be a viable option. The Criminal Justice program at MPCC is primarily theory oriented, with the overall objective being an overview of the entire Criminal Justice field including a survey course in Criminal Justice, Police & Society, Criminology, Juvenile Justice, Introduction to Corrections, Social Issues in Criminal Justice, Criminal Law and Rules of Evidence.

Economics

Economists study how individuals coordinate their wants and needs, given the scarcity of resources. They conduct research, collect and analyze data, monitor economic trends and develop forecasts. They research issues such as energy costs, inflation, interest rates, exchange rates, business cycles, taxes, or employment levels.

Education

Education courses provide students with the background and foundation to continue in a four-year institution to complete a baccalaureate degree. The courses prepare students interested in teaching or related careers. A bachelor's degree is required for teacher certification.

Engineering

Mid-Plains Community College has an agreement with the University of Nebraska-Lincoln, College of Engineering, in which students can take courses at MPCC for two years, then transfer to UNL the third year as juniors. This program is known as STEP—Strengthening Transitions into Engineering Programs. Students who plan to major in Agricultural, Civil, Electrical, Industrial, and Mechanical Engineering may begin this bachelor's degree program at Mid-Plains Community College. Engineers with bachelor's degrees enter an exciting, financially rewarding and emotionally satisfying profession. Today there is a high demand for engineers.

English

English composition courses provide students with the written skills needed to achieve professional and personal effectiveness, as well as those skills needed in advanced studies requiring written expression. Literature courses provide students with opportunities for exploring various genres and cultures. Critical analysis and response is an important competence and courses within this area meet both general education and academic transfer criteria.

History

History is an investigation into the affairs of mankind in time and place. MPCC offers a variety of courses and approaches within the discipline of history covering every time period and including cultures from throughout the globe. As a result of historical study, students will become familiar with intellectual, social, political and economic perspectives from the past in order to more fully comprehend the present.

Mathematics

At Mid-Plains Community College, you can major in fields such as elementary education, secondary mathematics education, physics, engineering, nursing, business and other areas, as well as take many of the necessary math classes to transfer on to a four-year college or university. Classes such as College Algebra, Modern Elementary School Math (I and II), Differential Equations, Elements of Statistics and Applied Calculus are all offered at MPCC. This program allows MPCC to offer all of the math, science and engineering classes that a student would need to transfer into an engineering program at UNL.

Music

Music courses offer students the opportunity to enhance personal talents and the enjoyment of music through a variety of individual and ensemble activities. Courses are offered to prepare students to transfer into baccalaureate programs with majors or minors in music education or performance.

Physical Education

The physical education courses are designed for students who wish to prepare for careers in education or in a related field. Employment opportunities are available in schools, recreation or youth-service agencies. Activity courses offer the opportunity to develop skill and knowledge for a lifetime of leisure enjoyment. Students are required to provide clothing appropriate for activities. MPCC offers a number of courses in athletic training which transfer to the University of Nebraska

at Kearney. A student who is interested in pursuing a baccalaureate degree should consult a MPCC advisor, and the transfer guide and catalog of the four-year institution.

Physical Science/Chemistry

The physical science and chemistry courses are designed for students who intend to transfer to four-year colleges and universities to complete educational requirements necessary for careers as chemists, geologists, geophysicists, meteorologists, physicists, astronomers and numerous related occupations. Physical science and chemistry courses are also a part of pre-professional programs such as engineering, agriculture, medicine, nursing and numerous health occupations. A student who is interested in pursuing a baccalaureate degree should consult a MPCC advisor, the transfer guide and catalog of the four-year institution.

Political Science

Students studying political science may transfer their courses for a Bachelor of Arts or Science degree at a four-year university. Political science examines how authority is derived and implemented within government and the private sector. Students with a bachelor's degree in political science primarily occupy positions within the legal profession, government, or teaching.

Pre-Professional

Pre-professional courses are selected from the disciplines related to the following fields: chiropractic, dentistry, engineering, law, medical technology, medicine, mortuary science, nursing (B.S.N.), occupational therapy, optometry, pharmacy, physical therapy, physician's assistant, radiological technology, speech therapy and veterinary medicine. Students planning to transfer to other colleges should consult with their advisor and with the transfer institution regarding suggested curriculum.

Psychology

Psychology is the study of behavior, especially in humans. Offered courses include a general introduction and understanding of behavior, human development from conception to death, psychological disorders and their relation to normal behavior, human strengths and their development and group behavior emotion and motivation.

Sociology

Pursuing a sociology concentration at MPCC allows a student to transfer to a four-year college or university to pursue a bachelor's degree or higher in sociology. Sociology is a rich and vibrant discipline, centered around the influences groups have on individual behavior. The essence of sociology is that we are what we learn. Understanding this influences our place in the world and how we live and interact in that world. A degree in sociology offers a myriad of employment opportunities in fields including social services, criminal justice, probation and parole, law, and corporate opportunities.

Spanish

Courses in Spanish language and literature provide for the development of reading, writing and speaking competencies in the Spanish language. Basic skills for specific interaction purposes, as well as progressive skills in preparation for baccalaureate degree transfer can be acquired by students. Spanish literature study is included in advanced courses.

Speech

Speech courses at MPCC serve to strengthen the student's communication skills as individuals, in interpersonal relationships, as well as in work environments. Speech courses meet general

requirements or may be used for electives. Most courses transfer to bachelor degree programs at many four-year schools.

Theater

Most courses in the theater departments at MPCC focus on preparing students for careers in the performing arts. Others strengthen students' understanding of theater to build better audience members. Theater courses at MPCC serve as humanities or elective credits and may be transferred to other colleges or universities.

Associate of Applied Science

The Associate of Applied Science Degree is designed to prepare students through a comprehensive program of study in a specific occupation to enter the work force upon graduation.

Each program has its own detailed course requirements that must be completed. Please refer to the specific AAS program suggested sequence of study, or contact an advisor or the division chair of the program for assistance.

Degree Requirements

1. A minimum of 60 semester credit hours of coursework.
2. A cumulative grade point average of at least 2.0.
3. The student must complete 30 semester credit hours with at least 15 semester credit hours required for graduation at MPCC.
4. All required courses of a program must be completed, including a minimum of 15 semester hours of general education courses.
5. All financial obligations to the college must be fulfilled.
6. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
7. Student participation in the commencement exercises is required unless excused for a valid reason by the Dean or Assistant Dean of Student Life on each campus. Commencement exercises are held each year at the close of the spring semester.

Programs that Offer the Associate of Applied Science Degree

- Associate Degree Nursing
- Auto Body Technology
- Automotive Technology
- Building Construction Technology
- Business
- Business Office Technology
- Dental Assisting
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- EMT- Paramedic
- Fire Science Technology
- Graphic Design/Visual Communications
- Heating, Ventilation, Air Conditioning & Refrigeration Technology
- Information Technology
- Medical Laboratory Technician
- Welding Technology

Diploma Requirements

1. Complete 30 to 44 semester credit hours of prescribed coursework.
2. Cumulative grade point average of at least 2.0.
3. Fulfill all financial obligations to the college.
4. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
5. Student participation in the commencement exercises is required unless excused for a valid reason by the Dean of Student Life on each campus.
Commencement exercises are held each year at the close of the spring semester.

Certificate Requirements

1. Complete 12 or more semester credit hours of prescribed coursework.
2. Cumulative grade point average of at least 2.0.
3. Fulfill all financial obligations to the college.
4. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
5. Student participation in the commencement exercises is required unless excused for a valid reason by the Dean of Student Life on each campus. Commencement exercises are held each year at the close of the spring semester.

Associate of Applied Science Degree

The Associate of Applied Science Degree is conferred upon the completion of all requirements for graduation by the department and 15 credit hours of general education courses. The student, in collaboration with his/her advisor, will select ONE course from EACH of the following four areas (Written Communication, Oral Communication, Humanities or Social Science and Mathematics or Science) and will select three credit hours total from ONE or BOTH of the following two areas (Business and Computers):

Written Communication - 3 Credit Hours

The general education written communication course requirement will primarily focus on teaching students written communication skills, applicable to a variety of professional and/or academic situations, with attention to audience, purpose and design. Students will demonstrate the ability to critically analyze a variety of written documents and to revise and edit their own writing.

Code	Title	Credit Hours
BSAD 2250	Business Communications	3.0
ENGL 1010	English Composition I	3.0
ENGL 1040	Basic Technical Communications	3.0

Oral Communication - 3 Credit Hours

The general education oral communication course requirement will primarily focus on teaching students to clearly organize and present ideas and information through oral communication to an individual or group audience, ethically incorporating appropriate support materials from outside sources.

Code	Title	Credit Hours
BSAD 1030	Business & Professional Speaking	3.0

SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Humanities or Social Sciences - 3 Credit Hours

The general education humanities or social sciences course requirement will expose students to a broadened understanding of the human condition. Students will be able to critically analyze aspects of human culture, society, and/or behavior.

Humanities

Code	Title	Credit Hours
Literature		
ENGL 2010	Genre Survey: Short Story/Novel	3.0
ENGL 2030	Genre Survey: Poetry	3.0
ENGL 2040	Genre Survey: Drama	3.0
ENGL 2050	The Novel	3.0
ENGL 2060	20th Century Fiction	3.0
ENGL 2100	Introduction to Literature	3.0
ENGL 2300	Shakespeare	3.0
ENGL 2440	Film as Literature	3.0
ENGL 2450	Television as Literature	3.0
ENGL 2460	American Literature Post 1865	3.0
ENGL 2510	Science Fiction - Supernatural Lit	3.0
ENGL 2550	Short Fiction	3.0
THEA 2130	History of Motion Picture	3.0

Performing and Fine Arts

ARTS 1000	Art Structure	3.0
ARTS 1070	Design	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

History

HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0
HIST 2010	American History I to 1877	3.0
HIST 2020	American History II Since 1877	3.0

Philosophy

PHIL 1010	Intro to Philosophy	3.0
PHIL 1150	Intro to Logic & Critical Thinking	3.0
PHIL 2200	Elements of Ethics	3.0
PHIL 2610	Comparative Religions	3.0

Humanities

HUMS 1100	Introduction to Humanities	3.0
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Social Sciences

Code	Title	Credit Hours
Economics/Geography/Political Science		
BSAD 1100	Personal Finance	3.0
ECON 1000	Contemporary Economic Issues	3.0

ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
GEOG 1040	World Regional Geography	3.0
GEOG 1400	Cultural Geography	3.0
POLS 1000	American Government	3.0
POLS 1600	International Relations	3.0
POLS 1700	Comparative Politics	3.0

Psychology/Sociology

FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
PSYC 2800	Abnormal Psychology	3.0
SOCI 1000	Human Relations: People Skills	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2010	Social Problems	3.0
SOCI 2150	Issues of Unity & Diversity	3.0
SOCI 2250	Marriage & Fam Relationships	3.0

Mathematics or Science - 3 Credit Hours

The general education math or science course requirement will strengthen students' skills in algebra, geometry, and/or measurement. Students will relate math concepts to common and workplace situations and understand and apply the scientific method. Please contact an advisor or the program coordinator to select the appropriate course for your program from the following:

- Any BIOS, CHEM or PHYS course numbered 1000 or higher
- Any MATH course numbered 1000 or higher* (preferred enrollment based on ACT/Accuplacer placement score).
- OFFT 2080 Business Math & Calculators
- GEOG 1050 Physical Geography/GEOG 1051 Physical Geography Lab
- ACCT 1200 Principles of Accounting I or ACCT 1210 Principles of Accounting II

* MATH 1010 Intermediate Algebra not intended for transfer.

Business or Computers - 3 Credit Hours

The student, in collaboration with his/her advisor, will select three credit hours total from ONE or BOTH of the following two areas:

Business

The general education business course option will provide students with a basic core of business knowledge and develop skills necessary to work in the relevant business environment. This offering provides the opportunity to combine classroom theories with real-world business experience.

Code	Title	Credit Hours
ACCT 1025	Bookkeeping for Business	3.0
ACCT 1200	Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1010	Personal/Professional Development	3.0
BSAD 1050	Introduction to Business	3.0
BSAD 1080	Personal Finance & Business Oper	3.0
BSAD 2110	Non-profit Management & Leadership	3.0
BSAD 2540	Principles of Management	3.0

ENTR 1050	Introduction to Entrepreneurship	3.0
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Computer

The general education computer course option will teach students to develop computer literacy or demonstrate knowledge, skills, and attitudes that are necessary to function effectively with computer technology in a technology-oriented society.

Code	Title	Credit Hours
BSAD 2510	Business Computer Systems	4.0
OFFT 1150	Input Keyboard Technology I	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2150	Integrated Information Processing	3.0
OFFT 2170	MS Office Integration	3.0
CSCE 1565	QuickBooks	2.0
CSCE 1566	QuickBooks	3.0
CSCE 1604	Intro to Microsoft Word	1.5
CSCE 1644	MS Office Excel	1.5
CSCE 1645	Microsoft Excel for Windows	2.0
CSCE 1664	MS Office Access	1.5
CSCE 1754	MS Office-PowerPoint	1.5
CSCE 2570	Desktop Publishing	3.0
INFO 1010	Microcomputer Applications	3.0
INFO 1695	Web Design I	3.0
INFO 1696	Web Design II	3.0

Associate of Arts**General Education Requirements****Communication - 9 Credit Hours****English Composition - 6 Credit Hours**

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0

Speech - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Humanities - 12 Credit Hours

Select one course each from Literature, Performing and Fine Arts, and History; and then one additional course from Literature, Performing and Fine Arts, History, Philosophy, or Humanities.

Literature

Code	Title	Credit Hours
ENGL 2010	Genre Survey: Short Story/Novel	3.0
ENGL 2030	Genre Survey: Poetry	3.0
ENGL 2040	Genre Survey: Drama	3.0
ENGL 2050	The Novel	3.0
ENGL 2060	20th Century Fiction	3.0
ENGL 2100	Introduction to Literature	3.0

ENGL 2300	Shakespeare	3.0
ENGL 2440	Film as Literature	3.0
ENGL 2450	Television as Literature	3.0
ENGL 2460	American Literature Post 1865	3.0
ENGL 2510	Science Fiction - Supernatural Lit	3.0
ENGL 2550	Short Fiction	3.0
THEA 2130	History of Motion Picture	3.0

Performing and Fine Arts

Code	Title	Credit Hours
ARTS 1000	Art Structure	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
ARTS 1070	Design	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

History

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0
HIST 2010	American History I to 1877	3.0
HIST 2020	American History II Since 1877	3.0

Philosophy

Code	Title	Credit Hours
PHIL 1010	Intro to Philosophy	3.0
PHIL 1150	Intro to Logic & Critical Thinking	3.0
PHIL 2200	Elements of Ethics	3.0
PHIL 2610	Comparative Religions	3.0

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

Social Sciences - 9 Credit Hours

Select one course each from Economics/Geography/Political Science and Psychology/Sociology; and one additional course from either Economics/Geography/Political Science or Psychology/Sociology. Business majors should take ECON 2110 Principles of Macroeconomics and ECON 2120 Principles of Microeconomics.

Economics/Geography/Political Science

Code	Title	Credit Hours
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
GEOG 1040	World Regional Geography	3.0
GEOG 1400	Cultural Geography	3.0
POLS 1000	American Government	3.0
POLS 1600	International Relations	3.0
POLS 1700	Comparative Politics	3.0

Psychology/Sociology

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
PSYC 2800	Abnormal Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2010	Social Problems	3.0
SOCI 2150	Issues of Unity & Diversity	3.0
SOCI 2250	Marriage & Fam Relationships	3.0

Natural Sciences - 4 Credit Hours

Select one lab course of the following:

Code	Title	Credit Hours
AGRI 1030	Introduction to Plant Science	3.0
AGRI 1540	Introduction to Soil Science	3.0
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1110	Microbiology	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 1210	Ecology/Environment w/Lab	4.0
BIOS 2140	Genetics	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0
BIOS 2260	Human Anatomy/Physiology II	4.0
BIOS 2300	Intro To Biotechnology I	4.0
BIOS 2310	Intro to Biotechnology II	4.0
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
GEOG 1050	Physical Geography	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	General Physics I	5.0
PHYS 1420	General Physics II	5.0

Mathematics - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
MATH 1150	College Algebra	3.0
MATH 1200	Elements of Statistics	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 1600	Analytic Geometry & Calc I	5.0
MATH 1900	Analytic Geometry & Calc II	5.0
MATH 2450	Analytic Geometry & Calc III	5.0
MATH 2600	Differential Equations	3.0

Code	Title	Credit Hours
	General Education Requirements for the AA	37.0
	Electives	23.0
	Total Credit Hours	60.0

Associate of Fine Arts

Students should choose program requirements based on one of the tracks below to complete a minimum of 60 hours. Courses can be selected from the following disciplines: Art, Theater, and Music. Students should visit with an advisor for discipline specific options.

Degrees

- Music (p. 27)
- Art (p. 28)
- Theater (p. 29)
- Interdisciplinary (p. 30)

Music

General Education Requirements

Communication - 9 Credit Hours

English Composition - 6 Credit Hours

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0

Speech - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Performing and Fine Arts - 6 Credit Hours

Select two of the following:

Code	Title	Credit Hours
ARTS 1010	Introduction to the Visual Arts	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

Humanities and Social Sciences - 9 Credit Hours

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

History

Select one of the following:

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0

Psychology/Sociology

Select one of the following:

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2150	Issues of Unity & Diversity	3.0

Natural Sciences - 4 Credit Hours

Select one lab science course from the following:

Code	Title	Credit Hours
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1110	Microbiology	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0
BIOS 2260	Human Anatomy/Physiology II	4.0
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
GEOG 1050	Physical Geography	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	General Physics I	5.0
PHYS 1420	General Physics II	5.0

Mathematics - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
MATH 1150	College Algebra (does not transfer to UNL)	3.0
MATH 1200	Elements of Statistics	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 2000	Modern Elem School Math I	3.0

Code	Title	Credit Hours
	General Education Requirements for the AFA	31.0

Music Program Requirements

Code	Title	Credit Hours
MUSC 1300	Music Theory I	3.0
MUSC 1310	Music Theory II	3.0
MUSC 1400	Piano Techniques I	1.0
MUSC 1410	Piano Techniques II	1.0
MUSC 1420	Piano Techniques III	1.0

MUSC 1430	Piano Techniques IV	1.0
MUSC 1700	Group Vocal Instruction (for non-voice)	2.0
MUSC 1715	Applied Music for Majors I - Piano	2.0
MUSC 1815	Applied Music for Majors II - Piano	2.0
MUSC 1960	Sight Singing & Ear Training I	1.0
MUSC 1970	Sight Singing & Ear Training II	1.0
MUSC 1980	Sight Singing & Ear Training III	1.0
MUSC 1990	Sight Singing & Ear Training IV	1.0
MUSC 2300	Music Theory III	3.0
MUSC 2310	Music Theory IV	3.0
MUSC 2715	Applied Music for Majors III-Piano	2.0
MUSC 2815	Applied Music for Majors IV - Piano	2.0
MUSC XXXX	Ensemble	1.0
MUSC XXXX	Ensemble	1.0
MUSC XXXX	Ensemble	1.0
MUSC XXXX	Ensemble	1.0
Total Credit Hours		34.0

Code	Title	Credit Hours
Music Program Requirements		34.0
General Education Requirements for the AFA		31.0
Total Credit Hours		65.0

Art

General Education Requirements

Communication - 9 Credit Hours

English Composition - 6 Credit Hours

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0

Speech - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Performing and Fine Arts - 6 Credit Hours

Select two of the following:

Code	Title	Credit Hours
ARTS 1010	Introduction to the Visual Arts	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

Humanities and Social Sciences - 9 Credit Hours

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

History

Select one of the following:

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0

Psychology/Sociology

Select one of the following:

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2150	Issues of Unity & Diversity	3.0

Natural Sciences - 4 Credit Hours

Select one lab science course from the following:

Code	Title	Credit Hours
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1110	Microbiology	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0
BIOS 2260	Human Anatomy/Physiology II	4.0
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
GEOG 1050	Physical Geography	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	General Physics I	5.0
PHYS 1420	General Physics II	5.0

Mathematics - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
MATH 1150	College Algebra (does not transfer to UNL)	3.0
MATH 1200	Elements of Statistics	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 2000	Modern Elem School Math I	3.0

Code	Title	Credit Hours
General Education Requirements for the AFA		31.0

Art Program Requirements

Code	Title	Credit Hours
ARTS 1210	Drawing I	3.0
ARTS 1220	Drawing II	3.0
ARTS 1070	Design	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1600	Three Dimensional Design	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
ARTS 2450	Portfolio	3.0
Art Electives		9.0
Total Credit Hours		33.0

Code	Title	Credit Hours
Art Program Requirements		33.0
General Education Requirements for the AFA		31.0
Total Credit Hours		64.0

Theater

General Education Requirements

Communication - 9 Credit Hours

English Composition - 6 Credit Hours

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0

Speech - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Performing and Fine Arts - 6 Credit Hours

Select two of the following:

Code	Title	Credit Hours
ARTS 1010	Introduction to the Visual Arts	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

Humanities and Social Sciences - 9 Credit Hours

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

History

Select one of the following:

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0

HIST 1060	World History II	3.0
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Psychology/Sociology

Select one of the following:

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2150	Issues of Unity & Diversity	3.0

Natural Sciences - 4 Credit Hours

Select one lab science course from the following:

Code	Title	Credit Hours
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1110	Microbiology	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0
BIOS 2260	Human Anatomy/Physiology II	4.0
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
GEOG 1050	Physical Geography	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	General Physics I	5.0
PHYS 1420	General Physics II	5.0

Mathematics - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
MATH 1150	College Algebra (does not transfer to UNL)	3.0
MATH 1200	Elements of Statistics	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 2000	Modern Elem School Math I	3.0

Code	Title	Credit Hours
General Education Requirements for the AFA		31.0

Theater Program Requirements

Code	Title	Credit Hours
THEA 1140	Acting I	3.0
THEA 1150	Stage Makeup	3.0
THEA 1200	Play Reading	3.0

THEA 1850	Play Production I	1.0
THEA 1860	Play Production II	1.0
THEA 1870	Play Production III	1.0
THEA 1880	Play Production IV	1.0
THEA 2010	Introduction to Stagecraft	3.0
THEA 2130	History of Motion Picture	3.0
THEA 2140	Acting II	3.0
THEA 2210	Fundamentals of Stage Management	3.0
THEA 2230	Introduction to Lighting	3.0
THEA 2250	Script Analysis	3.0
Total Credit Hours		31.0

Code	Title	Credit Hours
Theater Program Requirements		31.0
General Education Requirements for the AFA		31.0
Total Credit Hours		62.0

Interdisciplinary

General Education Requirements

Communication - 9 Credit Hours

English Composition - 6 Credit Hours

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0

Speech - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Performing and Fine Arts - 6 Credit Hours

Select two of the following:

Code	Title	Credit Hours
ARTS 1010	Introduction to the Visual Arts	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

Humanities and Social Sciences - 9 Credit Hours

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

History

Select one of the following:

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0

Psychology/Sociology

Select one of the following:

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2150	Issues of Unity & Diversity	3.0

Natural Sciences - 4 Credit Hours

Select one lab science course from the following:

Code	Title	Credit Hours
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1110	Microbiology	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0
BIOS 2260	Human Anatomy/Physiology II	4.0
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
GEOG 1050	Physical Geography	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	General Physics I	5.0
PHYS 1420	General Physics II	5.0

Mathematics - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
MATH 1150	College Algebra (does not transfer to UNL)	3.0
MATH 1200	Elements of Statistics	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 2000	Modern Elem School Math I	3.0

Code	Title	Credit Hours
General Education Requirements for the AFA		31.0

Interdisciplinary Program Requirements

Select maximum six hours from each discipline:

Code	Title	Credit Hours
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1070	Design	3.0
MUSC 1300	Music Theory I	3.0

MUSC 1710-1780	Non-Major Music Requirement	1.0
MUSC 1960	Sight Singing & Ear Training I	1.0
MUSC XXXX	Ensemble I	1.0
THEA 1140	Acting I	3.0
THEA 2010	Introduction to Stagecraft	3.0
Electives from Art, Music or Theater		11.0
Total Credit Hours		29.0

Code	Title	Credit Hours
Interdisciplinary Program Requirements		29.0
General Education Requirements for the AFA		31.0
Total Credit Hours		60.0

Associate of General Studies

General Education Requirements

Must select one course from each of the following five categories.

Written Communication - 3 Credit Hours

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0
BSAD 2250	Business Communications	3.0

Oral Communication - 3 Credit Hours

Code	Title	Credit Hours
SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Humanities - 3 Credit Hours

Literature

Code	Title	Credit Hours
ENGL 2010	Genre Survey: Short Story/Novel	3.0
ENGL 2030	Genre Survey: Poetry	3.0
ENGL 2040	Genre Survey: Drama	3.0
ENGL 2050	The Novel	3.0
ENGL 2060	20th Century Fiction	3.0
ENGL 2100	Introduction to Literature	3.0
ENGL 2300	Shakespeare	3.0
ENGL 2440	Film as Literature	3.0
ENGL 2450	Television as Literature	3.0
ENGL 2460	American Literature Post 1865	3.0
ENGL 2510	Science Fiction - Supernatural Lit	3.0
ENGL 2550	Short Fiction	3.0
THEA 2130	History of Motion Picture	3.0

Performing and Fine Arts

Code	Title	Credit Hours
ARTS 1000	Art Structure	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
ARTS 1070	Design	3.0

MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

Philosophy

Code	Title	Credit Hours
PHIL 1010	Intro to Philosophy	3.0
PHIL 1150	Intro to Logic & Critical Thinking	3.0
PHIL 2200	Elements of Ethics	3.0
PHIL 2610	Comparative Religions	3.0

History

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0
HIST 2010	American History I to 1877	3.0
HIST 2020	American History II Since 1877	3.0

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

Social Science - 3 Credit Hours

Economics/Geography/Political Science

Code	Title	Credit Hours
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
GEOG 1040	World Regional Geography	3.0
GEOG 1400	Cultural Geography	3.0
POLS 1000	American Government	3.0
POLS 1600	International Relations	3.0
POLS 1700	Comparative Politics	3.0

Psychology/Sociology

Code	Title	Credit Hours
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
PSYC 2800	Abnormal Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2010	Social Problems	3.0
SOCI 2150	Issues of Unity & Diversity	3.0
SOCI 2250	Marriage & Fam Relationships	3.0

Natural Sciences & Mathematics - 3 Credit Hours

Lab Science

Code	Title	Credit Hours
Biology		
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1110	Microbiology	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0

BIOS 2260	Human Anatomy/Physiology II	4.0
Chemistry		
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
Physics/Physical Science		
GEOG 1050	Physical Geography	4.0
PHYS 1020	Astronomy	3.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1410	General Physics I	5.0
PHYS 1420	General Physics II	5.0

Mathematics

Code	Title	Credit Hours
MATH 1150	College Algebra	3.0
MATH 1200	Elements of Statistics	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 1600	Analytic Geometry & Calc I	5.0
MATH 1900	Analytic Geometry & Calc II	5.0
MATH 2450	Analytic Geometry & Calc III	5.0
MATH 2600	Differential Equations	3.0

Code	Title	Credit Hours
General Education Requirements for the AGS		15.0
Electives		45.0
Total Credit Hours		60.0

Associate of Science

General Education Requirements

Communication - 9 Credit Hours**English Composition - 6 credit hours**

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0
or BSAD 2250	Business Communications	

Speech - 3 credit hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1010	Fund of Speech Communication	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Humanities and Social Sciences - 9-12 Credit Hours

Select three or four of the following:

Literature

Code	Title	Credit Hours
ENGL 2010	Genre Survey: Short Story/Novel	3.0
ENGL 2030	Genre Survey: Poetry	3.0
ENGL 2040	Genre Survey: Drama	3.0
ENGL 2050	The Novel	3.0
ENGL 2060	20th Century Fiction	3.0
ENGL 2100	Introduction to Literature	3.0
ENGL 2300	Shakespeare	3.0
ENGL 2440	Film as Literature	3.0
ENGL 2450	Television as Literature	3.0
ENGL 2460	American Literature Post 1865	3.0
ENGL 2510	Science Fiction - Supernatural Lit	3.0
ENGL 2550	Short Fiction	3.0
THEA 2130	History of Motion Picture	3.0

Performing and Fine Arts

Code	Title	Credit Hours
ARTS 1000	Art Structure	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
ARTS 1070	Design	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

Philosophy

Code	Title	Credit Hours
PHIL 1010	Intro to Philosophy	3.0
PHIL 1150	Intro to Logic & Critical Thinking	3.0
PHIL 2200	Elements of Ethics	3.0
PHIL 2610	Comparative Religions	3.0

History

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0
HIST 2010	American History I to 1877	3.0
HIST 2020	American History II Since 1877	3.0

Economics/Geography/Political Science

Code	Title	Credit Hours
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
GEOG 1040	World Regional Geography	3.0
GEOG 1400	Cultural Geography	3.0
POLS 1000	American Government	3.0
POLS 1600	International Relations	3.0
POLS 1700	Comparative Politics	3.0

Psychology/Sociology

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
PSYC 2800	Abnormal Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2010	Social Problems	3.0
SOCI 2150	Issues of Unity & Diversity	3.0
SOCI 2250	Marriage & Fam Relationships	3.0

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

Natural Sciences & Mathematics - 10-15 Credit Hours

Select one lab science course from Lab Science, one math course from Mathematics, and one additional course

Lab Science

Code	Title	Credit Hours
Agriculture		
AGRI 1030	Introduction to Plant Science	3.0
AGRI 1540	Introduction to Soil Science	3.0
Biology		
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1110	Microbiology	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 1210	Ecology/Environment w/Lab	4.0
BIOS 2140	Genetics	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0
BIOS 2260	Human Anatomy/Physiology II	4.0
BIOS 2300	Intro To Biotechnology I	4.0
BIOS 2310	Intro to Biotechnology II	4.0
Chemistry		
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
Physics/Physical Science		
GEOG 1050	Physical Geography	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	General Physics I	5.0
PHYS 1420	General Physics II	5.0

Mathematics

Code	Title	Credit Hours
MATH 1150	College Algebra	3.0

MATH 1200	Elements of Statistics	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 1600	Analytic Geometry & Calc I	5.0
MATH 1900	Analytic Geometry & Calc II	5.0
MATH 2450	Analytic Geometry & Calc III	5.0
MATH 2600	Differential Equations	3.0

Code	Title	Credit Hours
General Education Requirements for the AS		30.0-33.0
Electives		27.0-30.0
Total Credit Hours		60.0

Associate Degree Nursing Program Description

Associate Degree Nursing (ADN) classes start in August. The ADN program has a selective admission process. Approval for admission will be granted by the Faculty Organization in the ADN program.

The application deadline for fall classes is due to the nursing department by March 1st. Applicants who have met all admission requirements and have been selected by the Faculty Organization will be notified by April 1st of their acceptance into the August class. An acceptance form will be sent to those applicants admitted; this form must be returned by the specified deadline to secure a position in the August class. A mandatory orientation will take place during the summer prior to beginning the nursing program. Applicants who are not placed in the August class or fail to attend the mandatory orientation will be placed on a candidacy status for the next year. For more information on the selective admission process contact the nursing department.

The nursing program is designed to prepare students for employment as registered nurses. The nursing program includes nursing and non-nursing courses. Non-nursing courses may be taken at any MPCC location or transferred from an accredited college or university. The program includes a concept based nursing curriculum and state-of-the-art simulations to improve student and program outcomes. Clinical sites will be in local hospitals, long term care facilities and various other community agencies and clinics.

Graduates have met the education eligibility requirement to take the National Council of State Board of Nursing Licensing Examination for Registered Nurses (NCLEX-RN), which meets one requirement leading to state licensure as a Registered Nurse.

Mid-Plains Community College's ADN program is approved by the Nebraska State Board of Nursing and accredited by

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Ste. 850
Atlanta, GA 30326
Phone 404-975-5000
www.acenursing.org (<http://www.acenursing.org>)

MPCC is fully accredited by the Higher Learning Commission, a member of the North Central Association.

Licensed Practical Nurse (LPN) advanced placement is available for those who have earned their LPN, hold a current unencumbered LPN

license for the State of Nebraska and are seeking an RN degree. (Please contact the nursing department for specific information).

Admission Requirements

The applicant will need to have a completed file to be eligible for acceptance into the ADN Program. Please read and comply with the following admission requirements.

1. Fulfill Mid-Plains Community College's General Admission Requirements.
2. Complete application to Mid-Plains Community College specifying interest in the nursing program, specify Register Nursing Program.
3. Submit official high school transcript or GED.
4. Submit official college or university transcripts if other than Mid-Plains Community College.
5. Submit ACT scores which must have a composite score of at least 21 with all subscores 19 or higher.
OR Complete Accuplacer testing. Scores will be used to determine admission into nursing programs. Accuplacer Test Scores must meet the nursing criteria of: Arithmetic 75; Reading Comprehension 74; and Sentence Skills 84.
6. Must have 2 references from teachers and/or current employers. Submit name, position and phone number.
7. Complete Math for Health Occupations course with a C+ or higher.
8. Active status on the Nebraska Nursing Assistant Registry.
9. Must speak and understand the English language in order to communicate clearly with patients and staff. (Refer to information concerning international students).

Additional Requirements for Licensed Practical Nurse (LPN) Advanced Placement

1. Admission requirements 1, 2, 3, 4, 5, 6, and 9.
2. Hold a current unencumbered LPN license for the State of Nebraska
3. Practiced a minimum of 600 hours in the past year as a LPN or graduated in the last 3 years from the MPCC PN program.
4. Successfully completed Challenge Exams
 - a. Accelerated Challenge Exam I - pass with a 78% or higher
 - b. Math/Medication Challenge Exam - pass with 80% or higher or take MATH 0090 Math for Health Occupations with a C+ or higher
5. Complete the following with a "C+" or higher

Code	Title	Credit Hours
BIOS 2250 & BIOS 2251	Human Anatomy/Physiology I and Human Anatomy/Physiology I Lab	4.0
ENGL 1010	English Composition I	3.0

6. Complete consecutively with NURS 1400 LPN to ADN Transition the following courses with a "C+" or higher

Code	Title	Credit Hours
BIOS 2260 & BIOS 2261	Human Anatomy/Physiology II and Human Anatomy/Physiology II Lab	4.0
PSYC 1810	Intro to Psychology	3.0

****Test results valid for three years****

****All general education courses must be passed with a C+ or higher****

Due by First Day of Class

The following must be completed prior to beginning the program: Due dates will be given at mandatory orientation.

1. Immunizations must be current (refer to immunization form)
2. Current American Heart Association Healthcare Provider CPR card
3. Proof of professional liability insurance
4. Criminal background check. Based on the outcome of the background check, a student may be prevented from entering the program due to inability to place in a clinical area. Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. (Contact the State Board of Nursing with questions).
5. Approval of clinical facilities

Program Objectives

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patients across the lifespan.
2. Engage in clinical reasoning to make patient-centered care decisions in a safe care environment.
3. Participate in quality improvement processes to improve patient care outcomes.
4. Participate in teamwork and collaboration with members of the interdisciplinary team, the patient, and the patient's support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Use leadership, management, legal, and ethical principles to guide practice as a professional nurse.
7. Promote a culture of caring to provide holistic, compassionate patient care.

Career Opportunities

The Associate Degree Registered Nurse gives care within the framework of his/her educational background. The curriculum is designed to prepare the graduate to provide nursing care in a variety of structured health care settings. Such areas include: hospitals, long-term care facilities and medical offices. Job openings are present throughout the country and in a variety of health care agencies. Mid-Plains Community College actively assists the graduate in job placement. Salary levels will vary with geographical area and the type of position.

Progression in Program

All NURS courses must be completed with a grade of 78% (C) or higher to progress through the program. All non-nursing courses must be completed with a grade of C+ or higher to progress through the program. Courses must be followed in the sequence of study. If a student receives a grade lower than a "C" in an NURS course or a "C+" in non-nursing courses during a given semester, withdrawal from the program is required. Unsatisfactory clinical performance will result in a non-passing grade for the nursing course.

Educational Advancement

The Associate Degree Nursing Program coordinates efforts to maximize the number of credits that can be transferred into a four-year nursing program. The acceptance of transfer credits is subject to that college's or university's policies. Students are encouraged to contact the other college as early as possible to facilitate the process.

**Accreditation Commission for Education in Nursing
3343 Peachtree RD.
N.E. Ste 850
Atlanta, GA 30326
404-975-5000
<http://www.acenursing.org>

Associate Degree Nursing

- Associate Degree Nursing, ADN (p. 35)

Associate Degree Nursing, ADN Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
NURS 1100	Nursing Concepts I: Adult Nursing	6.0
NURS 1101	Critical Thinking In Nursing	2.0
BIOS 2250	Human Anatomy/Physiology I	4.0
BIOS 2251	Human Anatomy/Physiology I Lab	0.0
ENGL 1010	English Composition I	3.0
Credit Hours		15.0
Second Semester		
Spring		
NURS 1200	Nursing Concepts II: Family Health	4.0
NURS 1201	Nursing Concepts III: Mental Health	3.0
BIOS 2260	Human Anatomy/Physiology II	4.0
BIOS 2261	Human Anatomy/Physiology II Lab	0.0
PSYC 1810	Intro to Psychology	3.0
Credit Hours		14.0
Third Semester		
Summer		
NURS 1500	Nursing Concepts IV: Adult Health	6.0
Credit Hours		6.0
Fourth Semester		
Fall		
NURS 2100	Nursing Concepts V: Care of Patient	8.0
Select one of the following:		4.0
CHEM 1050 & CHEM 1051	Survey of Chemistry I and Survey of Chemistry I Lab	
CHEM 1090 & CHEM 1091	General Chemistry I and General Chemistry I Lab	
Credit Hours		12.0
Fifth Semester		
Spring		
NURS 2200	Nursing Concepts VI: Care Patient	8.0
NURS 2201	Transition to RN Practice	4.0

BIOS 1110	Microbiology	4.0
BIOS 1111	Microbiology Lab	0.0
Credit Hours		16.0
Total Credit Hours		63.0

LPN/ADN Bridge Program for Advanced Placement

Code	Title	Credit Hours
NURS 1400	LPN to ADN Transition	3.0

*Highly recommended that students take science courses prior to taking nursing theory courses.

Auto Body Technology

Program Description

The Auto Body Technology program provides students with the basic knowledge and skills for all phases of the auto body industry using the latest equipment and training materials.

Options available to the students include an Associate of Applied Science Degree, Diploma-45 Credit Hours, or a Basic Auto Body Certificate.

Program Objectives

- Demonstrate knowledge of hazards and related safety practices associated with the auto body shop environment.
- Possess the knowledge to perform tasks of entry-level auto body employment.
- Demonstrate an understanding of personal and work characteristics that contribute to an effective job performance.
- Use effective communication skills appropriate to the auto body field.
- Apply the theory of auto body technology using critical thinking/reasoning skills and the ability to work independently.
- Use appropriate mathematical data and reasoning skills.

Career Opportunities

Employment opportunities include independent repair shops, automotive service departments, self-employment, factory representatives and insurance adjusters.

Recommended Electives

In addition to the required program courses, students may consider Supervisory Management, Introduction to Marketing, Entrepreneurship, or classes in auto mechanics, diesel, welding/machine shop, computers, or other courses recommended by the advisor.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at <http://www.mpcc.edu/financial-services/GainfulEmployment/GedAutobodyDiploma.aspx> and <http://www.mpcc.edu/financial-services/GainfulEmployment/GedBasicAutoBodyCertificate.aspx>

Associate of Applied Science Degree

- Auto Body Technology, AAS (p. 36)

Diploma

- Auto Body Technology Diploma (p. 36)

Certificate

- Basic Auto Body Certificate (p. 36)

Auto Body Technology Diploma

The Diploma-45 Credit Hours option is for students who want technical knowledge and experience in the Auto Body field. Students must complete the 45 credit hours of the Auto Body Program courses listed below for the fall, spring, and summer terms.

Course	Title	Credit Hours
First Semester		
Fall		
AUTB 1005	Safety	1.0
AUTB 1110	Basic Metal Working	5.0
AUTB 1120	Auto Body Painting	5.0
AUTB 1130	Auto Body Hydraulics	3.0
AUTB 1150	Auto Body Welding	3.0
Credit Hours		17.0
Second Semester		
Spring		
AUTB 1210	Adv Metal Working	5.0
AUTB 1220	Adv Auto Body Painting	5.0
AUTB 1230	Automotive Electrical	2.0
AUTB 1240	Job Estimating	2.0
AUTB 1250	Auto Air Conditioning	2.0
Credit Hours		16.0
Third Semester		
Summer		
AUTB 1510	Frame Repair & Alignment	6.0
AUTB 1520	Wheel Alignment	3.0
AUTB 1530	Auto Body Mechanics	3.0
Credit Hours		12.0
Total Credit Hours		45.0

Auto Body Technology, AAS Suggested Sequence of Study

The Associate of Applied Science Degree combines technical training and general education courses. Students selecting this option may choose self-employment, sales, service, or various aspects of a technical career.

Course	Title	Credit Hours
First Semester		
Fall		
AUTB 1005	Safety	1.0
AUTB 1110	Basic Metal Working	5.0
AUTB 1120	Auto Body Painting	5.0
AUTB 1130	Auto Body Hydraulics	3.0
AUTB 1150	Auto Body Welding	3.0
Credit Hours		17.0

Second Semester

Spring

AUTB 1210	Adv Metal Working	5.0
AUTB 1220	Adv Auto Body Painting	5.0
AUTB 1230	Automotive Electrical	2.0
AUTB 1240	Job Estimating	2.0
AUTB 1250	Auto Air Conditioning	2.0
Credit Hours		16.0

Third Semester

Summer

AUTB 1510	Frame Repair & Alignment	6.0
AUTB 1520	Wheel Alignment	3.0
AUTB 1530	Auto Body Mechanics	3.0
Credit Hours		12.0
Total Credit Hours		45.0

Code	Title	Credit Hours
Auto Body Program Credit Hours		45.0
General Education Requirements (p. 24)		15.0
Total Credit Hours		60.0

Basic Auto Body Certificate

The Basic Auto Body Certificate is awarded to students who complete courses offered in the fall semester for a total of 17 credit hours.

Code	Title	Credit Hours
AUTB 1005	Safety	1.0
AUTB 1110	Basic Metal Working	5.0
AUTB 1120	Auto Body Painting	5.0
AUTB 1130	Auto Body Hydraulics	3.0
AUTB 1150	Auto Body Welding	3.0
Total Credit Hours		17.0

Automotive Technology

Program Description

The Automotive Technology Program provides fundamental knowledge, skills and training necessary for entry-level employment or career advancement as an automotive technician.

Electronics and computerization are emphasized to meet the changing demands of the automotive industry. Award options include an Associate of Applied Science degree and five certificates (Basic Engine & Electrical Repair, Transmission & Drive Line, Suspension & Alignment, Tune-up and Automotive Technology).

Program Objectives

- Have knowledge of hazards and related safety practices associated with the auto mechanics field.
- Perform tasks related to entry level employment in auto mechanics.
- Demonstrate an understanding of personal and work characteristics that contribute to an effective job performance.
- Use effective communication skills appropriate to the auto mechanics field.

- Apply the theory of auto mechanics to specific jobs using critical thinking/reasoning skills and the ability to work independently.
- Use mathematical data and reasoning skills in relation to auto mechanics.

Career Opportunities

A variety of employment opportunities include automotive dealerships, independent repair shops, specialty repair shops, automotive sales, factory representative, or private ownership of a repair business.

Recommended General Education Electives

Code	Title	Credit Hours
BSAD 1100	Personal Finance	3.0
ENGL 1040	Basic Technical Communications	3.0
SPCH 1090	Fund of Human Communication	3.0
Appropriate Business or Computer Course		
Appropriate Math Course		

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at <http://www.mpcc.edu/financial-services/GainfulEmployment/GedAutomotiveTechDiplomaCRCert.aspx> and <http://www.mpcc.edu/financial-services/GainfulEmployment/GedAutomotiveTechCertificate.aspx>

Associate of Applied Science Degree

- Automotive Technology, AAS (p. 37)

Diplomas

- Automotive Technology Diploma (p. 37)

Certificates

- Basic Engine & Electrical Repair Certificate (p. 38)
- Transmission & Drive Line Certificate (p. 38)
- Suspension & Alignment Certificate (p. 38)
- Tune-Up Certificate (p. 39)
- Automotive Technology Certificate (p. 37)
- Customization & Restoration Certificate (p. 38)

Automotive Technology Certificate

Code	Title	Credit Hours
AUTO 1005	Safety	1.0
AUTO 1105	Gas Engine Design & Fund	3.0
AUTO 1125	Automotive Engine Repair	4.0
AUTO 1200	Automotive Suspension System	2.0
AUTO 1215	Automotive Brake Systems	4.0
AUTO 1230	Mechanics Electrical Systems	4.0
AUTO 1755	Wheel Alignment	2.0
AUTO 2430	Air Conditioning & Climate Control	4.0
Total Credit Hours		24.0

Automotive Technology Diploma

The 55 credit hour Diploma option is for students who want technical knowledge and experience in the Automotive Technology field. Students must complete at least 55 credit hours of the Automotive Technology Program courses listed below for the 1st year and 2nd year terms.

Course	Title	Credit Hours
First Semester		
Fall		
AUTO 1005	Safety	1.0
AUTO 1170	Equipment Maintenance	1.0
AUTO 1200	Automotive Suspension System	2.0
AUTO 1215	Automotive Brake Systems	4.0
AUTO 1500	Automotive Parts Management I	0.5
AUTO 1755	Wheel Alignment	2.0
AUTO 2430	Air Conditioning & Climate Control	4.0
Credit Hours		14.5
Second Semester		
Spring		
AUTO 1105	Gas Engine Design & Fund	3.0
AUTO 1125	Automotive Engine Repair	4.0
AUTO 1230	Mechanics Electrical Systems	4.0
AUTO 1265	Body Controls	2.0
AUTO 1505	Automotive Parts Management II	0.5
Credit Hours		13.5
Third Semester		
Fall		
AUTO 1140	Applied Automotive Welding	2.0
AUTO 2200	Auto Service Management I	0.5
AUTO 2300	Adv Electronics & Computers	4.0
AUTO 2345	Engine Performance & Drivability	3.0
AUTO 2350	Adv. Automotive Diagnostics	3.0
Credit Hours		12.5
Fourth Semester		
Spring		
AUTO 2205	Auto Service Management II	0.5
AUTO 2315	Automotive Drive Lines	4.0
AUTO 2410	Standard Trans & Transfer Cases	3.0
AUTO 2415	Automatic Transmissions	4.0
AUTO 2460	Preparing For ASE Certification	3.0
Credit Hours		14.5
Total Credit Hours		55.0

Automotive Technology, AAS Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
AUTO 1005	Safety	1.0
AUTO 1170	Equipment Maintenance	1.0
AUTO 1200	Automotive Suspension System	2.0

AUTO 1215	Automotive Brake Systems	4.0
AUTO 1500	Automotive Parts Management I	0.5
AUTO 1755	Wheel Alignment	2.0
AUTO 2430	Air Conditioning & Climate Control	4.0
General Education Course (p. 24)		3.0
Credit Hours		17.5

Second Semester**Spring**

AUTO 1105	Gas Engine Design & Fund	3.0
AUTO 1125	Automotive Engine Repair	4.0
AUTO 1230	Mechanics Electrical Systems	4.0
AUTO 1265	Body Controls	2.0
AUTO 1505	Automotive Parts Management II	0.5
General Education Course (p. 24)		3.0
Credit Hours		16.5

Third Semester**Fall**

AUTO 1140	Applied Automotive Welding	2.0
AUTO 2200	Auto Service Management I	0.5
AUTO 2300	Adv Electronics & Computers	4.0
AUTO 2345	Engine Performance & Drivability	3.0
AUTO 2350	Adv. Automotive Diagnostics	3.0
General Education Courses (p. 24)		6.0
Credit Hours		18.5

Fourth Semester**Spring**

AUTO 2205	Auto Service Management II	0.5
AUTO 2315	Automotive Drive Lines	4.0
AUTO 2410	Standard Trans & Transfer Cases	3.0
AUTO 2415	Automatic Transmissions	4.0
AUTO 2460	Preparing For ASE Certification	3.0
General Education Course (p. 24)		3.0
Credit Hours		17.5

Total Credit Hours		70.0
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Code	Title	Credit Hours
Automotive Program Credit Hours		55.0
General Education Requirements (p. 24)		15.0
Total Credit Hours		70.0

Basic Engine & Electrical Repair Certificate

Code	Title	Credit Hours
AUTO 1005	Safety	1.0
AUTO 1105	Gas Engine Design & Fund	3.0
AUTO 1125	Automotive Engine Repair	4.0
AUTO 1230	Mechanics Electrical Systems	4.0
Total Credit Hours		12.0

Customization & Restoration Certificate

Course	Title	Credit Hours
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First Semester**Fall**

AUTB 1005	Safety	1.0
AUTB 1110	Basic Metal Working	5.0
AUTB 1120	Auto Body Painting	5.0
AUTB 1130	Auto Body Hydraulics	3.0
General Education Course (p. 24)		3.0
Credit Hours		17.0

Second Semester**Spring**

AUTB 1210	Adv Metal Working	5.0
AUTB 1220	Adv Auto Body Painting	5.0
AUTB 1240	Job Estimating	2.0
UPHR 1690	Auto Interior Recovering	2.0
WELD 1760	MIG Welding (GMAW)	2.0
Credit Hours		16.0

Third Semester**Fall**

AUTO 1200	Automotive Suspension System	2.0
AUTO 1215	Automotive Brake Systems	4.0
AUTO 1755	Wheel Alignment	2.0
AUTO 2200	Auto Service Management I	0.5
AUTO 2430	Air Conditioning & Climate Control	4.0
UPHR 1680	Auto Seat Upholstering	2.0
WELD 1750	TIG Welding (GTAW)	2.0
Credit Hours		16.5

Fourth Semester**Spring**

AUTO 1105	Gas Engine Design & Fund	3.0
AUTO 1125	Automotive Engine Repair	4.0
AUTO 1230	Mechanics Electrical Systems	4.0
AUTO 1265	Body Controls	2.0
AUTO 1500	Automotive Parts Management I	0.5
Credit Hours		13.5

Total Credit Hours		63.0
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Suspension & Alignment Certificate

Code	Title	Credit Hours
AUTO 1005	Safety	1.0
AUTO 1200	Automotive Suspension System	2.0
AUTO 1215	Automotive Brake Systems	4.0
AUTO 1755	Wheel Alignment	2.0
AUTO 2315	Automotive Drive Lines	4.0
Total Credit Hours		13.0

Transmission & Drive Line Certificate

Code	Title	Credit Hours
AUTO 1005	Safety	1.0
AUTO 2315	Automotive Drive Lines	4.0
AUTO 2410	Standard Trans & Transfer Cases	3.0
AUTO 2415	Automatic Transmissions	4.0
Total Credit Hours		12.0

Tune-Up Certificate

Code	Title	Credit Hours
AUTO 1005	Safety	1.0
AUTO 1230	Mechanics Electrical Systems	4.0
AUTO 2300	Adv Electronics & Computers	4.0
AUTO 2345	Engine Performance & Drivability	3.0
AUTO 2350	Adv. Automotive Diagnostics	3.0
Total Credit Hours		15.0

Building Construction Technology

Program Description

The Building Construction Technology Program provides skills and training necessary for employment in the areas of residential and light commercial construction.

Students may earn an Associate of Applied Science Degree, Diploma-50 Credit Hours, or certificates (Framing and Exterior Construction and Building Construction).

Career Opportunities

Graduates may consider employment as carpenters, building inspectors, construction materials salespersons, framers, roofers or cabinetmakers. Self-employment/business ownership is also a possibility.

Program Objectives

- Demonstrate knowledge of safety hazards involved with the building construction industry.
- Possess knowledge to perform tasks of entry level building construction employment.
- Demonstrate an understanding of personal and work characteristics that contribute to effective job performance.
- Use effective communication skills appropriate to the building construction industry.
- Apply building theory to the construction of single and multiple family dwellings.
- Use mathematical data and reasoning skills appropriate to the construction field.
- Possess a basic understanding of the Uniform Building Code and have the ability to use code resources

BLDC 1005 Safety is a prerequisite for all Building Construction classes, except night classes.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at <http://www.mpcc.edu/financial-services/GainfulEmployment/GedBCTechDiploma.aspx>

and <http://www.mpcc.edu/financial-services/GainfulEmployment/GedBCTechCertificate.aspx>

Associate of Applied Science Degree

- Building Construction Technology, AAS (p. 39)

Diploma

- Building Construction Technology Diploma (p. 40)

Certificates

- Building Construction Technology Framing & Exterior Construction Certificate (p. 40)
- Building Construction Technology Certificate (p. 40)

Building Construction Technology, AAS

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
BLDC 1005	Safety	1.0
BLDC 1105	Framing Construction	2.0
BLDC 1115	Framing Construction Lab	3.0
BLDC 1125	Exterior Finish	2.0
BLDC 1160	Computer Aided Design	2.0
BLDC 1135	Exterior Finish Lab	3.0
EMTL 1310	American Heart First Aid Plus	0.5
General Education Course (p. 24)		3.0
Credit Hours		16.5

Second Semester

Spring

BLDC 1210	Interior Wall & Cabinetry	5.0
BLDC 1220	Interior Trim & Finish I	5.0
BLDC 1225	Bldg City Codes & State Standards	1.0
BLDC 1240	Green Build Technology	2.0
General Education Course (p. 24)		3.0
Credit Hours		16.0

Third Semester

Fall

BLDC 1760	Concrete & Forming	2.0
BLDC 2115	Advanced Framing	4.0
BLDC 1140	Construction Blueprint Reading	2.0
BLDC 1180	Plumbing	1.0
BLDC 1720	Cabinetmaking	2.0
General Education Courses (p. 24)		6.0
Credit Hours		17.0

Fourth Semester

Spring

BLDC 1215	Interior Trim & Finish II	4.0
BLDC 1270	Spreadsheets & Estimating	1.0
BLDC 2220	Cabinetry	4.0

BLDC 2230	Countertops, Fabrication & Install	2.0
BLDC 2240	Construction Internship	1.5
General Education Course (p. 24)		3.0
Credit Hours		15.5
Total Credit Hours		65.0

Code	Title	Credit Hours
Building Construction Program Credit Hours		50.0
General Education Requirements (p. 24)		15.0
Total Credit Hours		65.0

Building Construction Technology Diploma

The 50 credit hour Diploma option is for students who want technical knowledge and experience in the Building Construction field. Students must complete at least 50 credit hours of the Building Construction Technology Program courses listed below for the 1st year and 2nd year terms.

Course	Title	Credit Hours
First Semester		
Fall		
BLDC 1005	Safety	1.0
BLDC 1105	Framing Construction	2.0
BLDC 1115	Framing Construction Lab	3.0
BLDC 1125	Exterior Finish	2.0
BLDC 1135	Exterior Finish Lab	3.0
BLDC 1160	Computer Aided Design	2.0
EMTL 1310	American Heart First Aid Plus	0.5
Credit Hours		13.5

Second Semester		
Spring		
BLDC 1210	Interior Wall & Cabinetry	5.0
BLDC 1220	Interior Trim & Finish I	5.0
BLDC 1225	Bldg City Codes & State Standards	1.0
BLDC 1240	Green Build Technology	2.0
Credit Hours		13.0

Third Semester		
Fall		
BLDC 1140	Construction Blueprint Reading	2.0
BLDC 1180	Plumbing	1.0
BLDC 1720	Cabinetmaking	2.0
BLDC 1760	Concrete & Forming	2.0
BLDC 2115	Advanced Framing	4.0
Credit Hours		11.0

Fourth Semester		
Spring		
BLDC 1215	Interior Trim & Finish II	4.0
BLDC 1270	Spreadsheets & Estimating	1.0
BLDC 2220	Cabinetry	4.0
BLDC 2230	Countertops, Fabrication & Install	2.0

BLDC 2240	Construction Internship	1.5
Credit Hours		12.5
Total Credit Hours		50.0

Building Construction Technology Framing & Exterior Construction Certificate

Code	Title	Credit Hours
BLDC 1005	Safety	1.0
BLDC 1105	Framing Construction	2.0
BLDC 1115	Framing Construction Lab	3.0
BLDC 1125	Exterior Finish	2.0
BLDC 1160	Computer Aided Design	2.0
BLDC 1135	Exterior Finish Lab	3.0
EMTL 1310	American Heart First Aid Plus	0.5
Total Credit Hours		13.5

Building Construction Technology Certificate

Code	Title	Credit Hours
BLDC 1005	Safety	1.0
BLDC 1105	Framing Construction	2.0
BLDC 1115	Framing Construction Lab	3.0
BLDC 1125	Exterior Finish	2.0
BLDC 1160	Computer Aided Design	2.0
BLDC 1135	Exterior Finish Lab	3.0
BLDC 1210	Interior Wall & Cabinetry	5.0
BLDC 1220	Interior Trim & Finish I	5.0
BLDC 1225	Bldg City Codes & State Standards	1.0
BLDC 1240	Green Build Technology	2.0
EMTL 1310	American Heart First Aid Plus	0.5
Total Credit Hours		26.5

Business

Program Description

The Associate of Applied Science Degree in Business offers ten areas of emphasis: accounting, agribusiness, business administration, computer information management, entrepreneurship, event management, logistics, marketing, nonprofit management and sports and recreation management.

This two-year degree provides necessary business and interpersonal skills to succeed in the job market, including leadership, listening, team membership and communication skills. During the final semester, students will experience practical on-the-job training to practice, reinforce and review program competencies. All required courses of the program must be completed, including a minimum of 15 semester hours of general education courses.

Note: Students planning to continue their education toward a bachelor's degree at a transfer institution should enroll in the Academic Transfer Program.

Program Objectives

- Perform tasks related to entry level employment in a business setting.
- Demonstrate an understanding of personal and work characteristics that contribute to effective job performance.
- Use effective communication skills appropriate to the business field.
- Apply the theory of technical specialization to entry level employment in a business setting.
- Use mathematical data and reasoning skills in relation to entry level employment in a business setting.

Career Opportunities

The Associate of Applied Science Degree is intended for students seeking employment immediately following graduation. Opportunities exist in retailing, management, accounting, marketing, sales and computer information management. Anyone considering self-employment would also benefit from the coursework required for the AAS Degree in Business.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at:

www.mpcc.edu/financial-services/GainfulEmployment/GedAccounting.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedAccounting.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedAgribusiness.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedAgribusiness.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedBusAdminCertificate.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedBusAdminCertificate.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedComputerInfoMgmtCertificate.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedComputerInfoMgmtCertificate.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedEntrepreneurship.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedEntrepreneurship.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedEventsManagement.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedEventsManagement.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedLeadership.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedLeadership.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedNonprofitMgmt.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedNonprofitMgmt.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedSportsMgmt.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedSportsMgmt.aspx>)

Associate of Applied Science Degrees

- Accounting, AAS (p. 42)
- Agribusiness, AAS (p. 43)
- Business Administration, AAS (p. 44)

- Entrepreneurship, AAS (p. 44)
- Event Management, AAS (p. 45)
- Logistics, AAS (p. 46)
- Marketing, AAS (p. 46)
- Nonprofit Management, AAS (p. 47)
- Sports and Recreation Management, AAS (p. 48)

Certificates

- Accounting Certificate (p. 48)
- Agribusiness Certificate (p. 49)
- Business Administration Certificate (p. 49)
- Entrepreneurship Certificate (p. 49)
- Events Management Certificate (p. 49)
- Business Software Specialist Certificate (p. 49)
- Leadership Certificate (p. 49)
- Logistics Certificate (p. 50)
- Nonprofit Management Certificate (p. 50)
- Sports Management Certificate (p. 50)

Course work in business, foreign language, economics, real estate, psychology, sociology, government, composition, statistics, information technology and cultural diversity would complement the business program. Please see the list of electives below.

Electives List

Code	Title	Credit Hours
ACCT 1010	Payroll Accounting	2.0
ACCT 1210	Principles of Accounting II	3.0
ACCT 2020	Income Tax Acct for Individuals	3.0
ACCT 2130	Intermediate Accounting I	3.0
ACCT 2160	Intermediate Accounting II	3.0
ACCT 2170	Introductory Cost Accounting	3.0
AGRI 1410	Intro to Ag-Economics	3.0
AGRI 1745	Agribusiness & Food Marketing	3.0
AGRI 2040	Farm & Ranch Management	3.0
AGRI 2041	Farm & Ranch Management Lab	1.0
BSAD 1060	Introduction to Sports Management	3.0
BSAD 1100	Personal Finance	3.0
BSAD 1110	Introduction to Events Management	3.0
BSAD 1120	Social Issues/Nonprofit Sector	3.0
BSAD 1500	Leadership Behavior	1.5
BSAD 2000	Intro to Leadership Concepts	3.0
BSAD 2010	Principles of Selling	3.0
BSAD 2020	Leadership Development	3.0
BSAD 2050	Strategic Planning and Leadership	3.0
BSAD 2060	Intro Sports Facilities Management	3.0
BSAD 2070	Risk Management for Events & Sports	3.0
BSAD 2080	Event Marketing/Sponsorship	3.0
BSAD 2100	Organizational Behavior	3.0
BSAD 2110	Non-profit Management & Leadership	3.0
BSAD 2120	Fundraising for a Cause	3.0
BSAD 2210	Supervisory Management	3.0
BSAD 2350	Advertising	3.0

BSAD 2370	E-Marketing	3.0
BSAD 2520	Principles of Marketing	3.0
BSAD 2540	Principles of Management	3.0
BSAD 2720	Business Law II	3.0
CSCE	Any CSCE course approved by the business advisor and business & technology division chair	
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
ENGL 1010	English Composition I	3.0
ENTR 2040	Entrepreneurship Feasibility Study	3.0
ENTR 2050	Marketing for the Entrepreneur	3.0
ENTR 2060	Entrepreneurship Legal Issues	3.0
ENTR 2070	Entrepreneurship Financial Topics	3.0
ENTR 2090	Entrepreneurship Business Plan	3.0
FACS 2300	Visual Merchandising	3.0
INFO	Any INFO course approved by the business advisor and business & technology division chair	
OFFT 1150 or OFFT 1160	Input Keyboard Technology I Input Keyboard Technology II	3.0
OFFT 2050	Records Management	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2350	Administrative Proc & Mgmt	3.0
PSYC 1810	Intro to Psychology	3.0
REES 1705	Real Estate Principles & Practices	2.0
REES 1715	Real Estate Finance	2.0
REES 1725	Real Estate Law	2.0
SOCI 1000	Human Relations: People Skills	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2150	Issues of Unity & Diversity	3.0
SPAN 1010	Beginning Spanish I	5.0
SPAN 1020	Beginning Spanish II	5.0
WARE 1100	Introduction to Logistics	3.0
WARE 1200	Global Logistics	3.0
WARE 1250	Transportation Logistics	3.0
WARE 2150	Supply Chain Management	3.0
WARE 2400	Purchasing Logistics	3.0

- Recognize potential problem areas and suggest appropriate actions to alleviate or eliminate programs.
- Prepare a federal income tax return and other tax forms for individuals including the person who is operating the business as a single proprietorship.
- Record cost accounting transactions and subsequently reflect the effect of these transactions in appropriate financial statements.
- Prepare financial forecasts based on information from both internal and external sources.
- Prepare cash budgets, production budgets and subsequent variance reports.
- Demonstrate efficient utilization of appropriate accounting software.
- Apply basic economic principles in the business decision-making process.

Career Opportunities

Employment opportunities with this degree may include the following:

- Bookkeeping
- Accounting and auditing
- Clerks
- Accountants
- Auditors
- Bill and account collectors
- Statement clerks
- Credit authorizers
- Financial, branch or department Managers
- New account clerks
- Payroll and timekeeping clerks

Associate of Applied Science Degree Business

Accounting Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1200	Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
BSAD 2250	Business Communications	3.0
Computer Elective (p. 41)		1.5-2.0
Credit Hours		15.0-15.5
Second Semester		
Spring		
ACCT 1210	Principles of Accounting II	3.0
BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2210 or BSAD 2540	Supervisory Management or Principles of Management	3.0
OFFT 2080	Business Math & Calculators	3.0
Credit Hours		15.0

Accounting, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Accounting prepares students for various entry-level positions in the field of accounting.

Upon successful completion of this program, the student should be able to:

- Perform all steps in the accounting cycle for business entities.
- Compute and record amounts arising from representative transaction unique to partnerships or corporations.
- Analyze financial statements.

Third Semester**Fall**

ACCT 2130	Intermediate Accounting I	3.0
ENTR 1050	Introduction to Entrepreneurship	3.0
BSAD 2520	Principles of Marketing	3.0
BSAD 2710	Business Law I	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
Computer Elective (p. 41)		0.0-1.5
Credit Hours		15.0-17.5

Fourth Semester**Spring**

ACCT 2170	Introductory Cost Accounting	3.0
BSAD 2745	Business Internship	5.0
Business Electives (p. 41)		7.0
Credit Hours		15.0
Total Credit Hours		60.0-63.0

Agribusiness, AAS Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Agribusiness program will give you the skills necessary to work in a variety of agricultural-related businesses.

The program encompasses the technologies of agriculture and business, management and production. Upon graduation, you will be prepared to start your career in a wide variety of ag-related business environments. Agribusiness uses technology to coordinate all activities that contribute to production, processing, marketing, distribution, financing and development of agricultural commodities.

Career Opportunities

Employment opportunities with this degree may include the following:

- Financial managers
- Branch manager
- Department managers
- Purchasing agents
- Buyers for farm products
- Grain merchandisers
- Insurance agents
- Ag sales representatives
- Agribusiness office managers
- Loan officers
- Loan services

Core AGRI Electives

Select Core AGRI electives of the following:

Code	Title	Credit Hours
AGRI 1540	Introduction to Soil Science	3.0
AGRI 1541	Intro to Soil Science Lab	1.0
AGRI 2100	Animal Products	3.0
AGRI 2500	Animal Management	3.0

AGRI 2620	Intro to Pest Management	4.0
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Associate of Applied Science Degree Business

Agribusiness Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
AGRI 1005	Intro to Ag & Natural Resources	3.0
AGRI 1410	Intro to Ag-Economics	3.0
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
Credit Hours		13.5

Second Semester**Spring**

Select one of the following: 3.0-4.0

AGRI 1030 & AGRI 1031	Introduction to Plant Science and Intro to Plant Science Lab	
AGRI 1015	Animal Agriculture	
AGRI 2040	Farm & Ranch Management	3.0
AGRI 2041	Farm & Ranch Management Lab	1.0
BSAD 1030	Business & Professional Speaking	3.0
Electives (ACCT, AGRI, BSAD, CSCE, ECON, INFO, OFFT)		6.0
Credit Hours		16.0-17.0

Third Semester**Fall**

AGRI 1745	Agribusiness & Food Marketing	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
BSAD 2210 or BSAD 2540	Supervisory Management or Principles of Management	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
Electives (ACCT, AGRI, BSAD, CSCE, ECON, INFO, OFFT)		2.5-3.5
Credit Hours		14.5-16.5

Fourth Semester**Spring**

BSAD 2250	Business Communications	3.0
BSAD 2745	Business Internship	5.0
ENTR 1050	Introduction to Entrepreneurship	3.0
Core AGRI Electives		6.0
Credit Hours		17.0
Total Credit Hours		61.0-64.0

Business Administration, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Business Administration program is designed to prepare students for a career in business administration.

The program will prepare students in the fundamentals, principles, techniques and skills essential to the theory and effective practice of business.

The program is designed to combine the business fundamentals of marketing, finance, communication and management into a unique education that is useful in a variety of business and industry settings as they relate in the local, regional and global marketplace. Graduates of this program should have the skills necessary to step into the business field in such areas as banking, sales and marketing, insurance, finance management, office supervision and real estate.

General management focuses on careers that plan, organize, direct and evaluate all or part of a business organization through the allocation and use of financial, human and material resources. In some instances additional training may be required for specialized employment.

Career Opportunities

Employment opportunities with this degree may include the following:

- Management analysts
- Property, real estate and community association managers
- Employment, recruitment and placement specialists
- Employment interviewers; personnel recruiters
- Compensation, benefits and job analysis specialists
- Sales agents
- Services managers
- Human resources assistants
- Compensation and benefits managers
- First-line supervisors/managers, purchasing managers, general and operations managers and purchasing agents.

Associate of Applied Science Degree Business

Business Administration Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
OFFT 1070 or ENGL 1010	Business English or English Composition I	3.0
Computer Elective (p. 41)		1.5-2.0
Credit Hours		15.0-15.5

Second Semester

Spring

BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2250	Business Communications	3.0
OFFT 2080	Business Math & Calculators	3.0
Select one of the following electives:		3.0
OFFT 1150	Input Keyboard Technology I	
OFFT 1160	Input Keyboard Technology II	
OFFT 2050	Records Management	
OFFT 2350	Administrative Proc & Mgmt	
Credit Hours		15.0

Third Semester

Fall

BSAD 2520	Principles of Marketing	3.0
BSAD 2710	Business Law I	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
Computer Elective (p. 41)		0.0-1.5
Business Electives (p. 41)		6.0
Credit Hours		15.0-17.5

Fourth Semester

Spring

BSAD 2210 or BSAD 2540	Supervisory Management or Principles of Management	3.0
BSAD 2745	Business Internship	5.0
ENTR 1050	Introduction to Entrepreneurship	3.0
Business Electives (p. 41)		4.0
Credit Hours		15.0
Total Credit Hours		60.0-63.0

Entrepreneurship, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an Entrepreneurship emphasis, will prepare students to develop the insight needed to create entrepreneurial opportunities and have the necessary skills to manage them after development.

Upon completion, graduates should have the knowledge and skills needed to assess new enterprise opportunities, obtain financial resources, market and start new ventures and manage entrepreneurial ventures for growth and profitability. Individuals who already own and operate their own businesses will have the background necessary to upgrade skills and broaden their business foundation.

Career Opportunities

Opportunities for self-employment and business ownership exist in nearly every field. The Entrepreneurial Emphasis focuses on acquiring the business skills and knowledge required to be successfully self-employed.

Students will learn the principles and practices needed to grow and operate their own business which will directly affect their employment and income.

Associate of Applied Science Degree Business

Entrepreneurship Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
BSAD 2250	Business Communications	3.0
Computer Elective (p. 41)		1.5-2.0
Credit Hours		15.0-15.5
Second Semester		
Spring		
BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2210 or BSAD 2540	Supervisory Management or Principles of Management	3.0
ENTR 1050	Introduction to Entrepreneurship	3.0
OFFT 2080	Business Math & Calculators	3.0
Credit Hours		15.0
Third Semester		
Fall		
BSAD 2520	Principles of Marketing	3.0
BSAD 2510 or OFFT 2150	Business Computer Systems or Integrated Information Processing	3.0-4.0
BSAD 2710	Business Law I	3.0
ENTR 2040	Entrepreneurship Feasibility Study	3.0
Computer Elective (p. 41)		0.0-1.5
Business Elective (p. 41)		3.0
Credit Hours		15.0-17.5
Fourth Semester		
Spring		
BSAD 2745	Business Internship	5.0
ENTR 2090	Entrepreneurship Business Plan	3.0
Business Electives (p. 41)		7.0
Credit Hours		15.0
Total Credit Hours		60.0-63.0

Event Management, AAS Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Event Management will provide you with the challenging and detail-oriented profession of event planning and organization.

Event Management is about creating experiences for clients, guests, event attendees, customers and event organizers. From special events,

meetings, trade shows, entertainment, sports management and large-scale corporate events, event management majors build a foundation for an exciting variety of business-oriented careers.

Career Opportunities

Employment opportunities with this degree may include the following: Special events organizer

- Trade show planner/designer
- Assistant event coordinator
- Junior exhibit/event designer
- Assistant creative director
- Festival organizer

Associate of Applied Science Degree Business

Event Management Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
BSAD 1110	Introduction to Events Management	3.0
Business Elective (p. 41)		3.0
Credit Hours		16.5
Second Semester		
Spring		
BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2080	Event Marketing/Sponsorship	3.0
BSAD 2510 or OFFT 2150	Business Computer Systems or Integrated Information Processing	3.0-4.0
OFFT 2080	Business Math & Calculators	3.0
Credit Hours		15.0-16.0
Third Semester		
Fall		
BSAD 2070	Risk Management for Events & Sports	3.0
BSAD 2210 or BSAD 2540	Supervisory Management or Principles of Management	3.0
CSCS 2570	Desktop Publishing	3.0
CSCS 1566 or CSCS 1565	QuickBooks or QuickBooks	2.0-3.0
ENTR 1050	Introduction to Entrepreneurship	3.0
Credit Hours		14.0-15.0
Fourth Semester		
Spring		
BSAD 2250	Business Communications	3.0
BSAD 2745	Business Internship	5.0

Business Electives (p. 41)	7.0
Credit Hours	15.0
Total Credit Hours	60.5-62.5

Logistics, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Logistics/Materials Management option is designed to prepare you to manage and coordinate all logistical functions in an enterprise.

Logistics includes instruction in acquisitions and purchasing, inventory control, storage and handling, just-in-time manufacturing, logistics planning, shipping and delivery management, transportation, quality control, resource estimation and allocation, and budgeting. Graduates will have the required foundation in procurement and logistics to manage the flow of materials through the supply chain in a local, regional, or global marketplace.

Career Opportunities

Employment opportunities with this degree may include the following:

- Logisticians
- Transportation managers
- Storage and distribution managers
- Cargo and freight clerks
- Shipping
- Receiving
- Traffic clerks
- Operations research analysts
- Dispatcher
- Freight operator
- Transportation sales executive
- Warehouse manager
- Operation supervisor

Associate of Applied Science Degree Business

Logistics Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
WARE 1100	Introduction to Logistics	3.0
Computer Elective (p. 41)		1.5
Credit Hours		15.0

Second Semester

Spring

BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2210 or BSAD 2540	Supervisory Management or Principles of Management	3.0
OFFT 2080	Business Math & Calculators	3.0
WARE 1200	Global Logistics	3.0
Credit Hours		15.0

Third Semester

Fall

BSAD 2520	Principles of Marketing	3.0
BSAD 2710	Business Law I	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
WARE 1250	Transportation Logistics	3.0
WARE 2150	Supply Chain Management	3.0
Credit Hours		15.0-16.0

Fourth Semester

Spring

BSAD 2250	Business Communications	3.0
BSAD 2745	Business Internship	5.0
WARE 2400	Purchasing Logistics	3.0
Computer Elective (p. 41)		1.0-1.5
Business Elective (p. 41)		3.0
Credit Hours		15.0-15.5
Total Credit Hours		60.0-61.5

Marketing, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Marketing will provide you with a clear understanding of current approaches to sales and marketing.

As a graduate, you will have a solid foundation of sales and marketing theory, marketing strategies, advertising design and layout, as well as effective techniques in sales. You will gain the technical and professional skills important for a successful career. You will develop not only proficiencies required for the marketing arena, but you'll have the understanding of sound business principles. The Marketing Cluster includes career opportunities whose processes create, communicate and deliver value to customers and manage customer relationships in ways that benefit the organization and its stakeholders.

Career Opportunities

Employment opportunities with this degree may include the following:

- Marketing managers
- Market research analysts
- Sales representatives
- Advertising and promotions managers
- Insurance sales agents
- Public relations managers
- Advertising sales agents

- Purchasing agents and buyers

Associate of Applied Science Degree Business

Marketing Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
BSAD 2520	Principles of Marketing	3.0
Computer Elective (p. 41)		1.5-2.0
Credit Hours		15.0-15.5
Second Semester		
Spring		
BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2210 or BSAD 2540	Supervisory Management or Principles of Management	3.0
BSAD 2370	E-Marketing	3.0
OFFT 2080	Business Math & Calculators	3.0
Credit Hours		15.0
Third Semester		
Fall		
BSAD 2010	Principles of Selling	3.0
BSAD 2250	Business Communications	3.0
BSAD 2710	Business Law I	3.0
FACS 2300	Visual Merchandising	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
Credit Hours		15.0-16.0
Fourth Semester		
Spring		
BSAD 2350	Advertising	3.0
BSAD 2745	Business Internship	5.0
ENTR 1050	Introduction to Entrepreneurship	3.0
Computer Elective (p. 41)		1.0-1.5
Business Elective (p. 41)		3.0
Credit Hours		15.0-15.5
Total Credit Hours		60.0-62.0

Nonprofit Management, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Nonprofit Management will provide you

with a clear understanding of the role and responsibilities of nonprofits and those who serve in them.

As a graduate, you will have a solid foundation of nonprofit theory, strategies, fundraising, working with boards and staff, managing volunteers and accomplishing missions. You will gain the technical and professional skills important for a successful career. You will develop not only proficiencies required to be successful in the nonprofit arena, but you will have the understanding of sound business principles and learn to implement those principles to expand your mission and your impact.

Career Opportunities

Employment opportunities with this degree may include the following:

- Executive director
- Volunteer manager
- Development director/fundraiser
- Board member
- Case manager
- Community organizer
- Advocate
- You could work in nonprofits that focus on:
 - Helping the homeless
 - Helping victims of domestic violence
 - Animal welfare such as Humane Societies and ASPCAs
 - The environment
 - Child welfare such as CASA or Girl/Boy Scouts
 - Helping Veterans
 - And many other causes

Associate of Applied Science Degree Business

Nonprofit Management Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100	Personal Finance	3.0
BSAD 1120	Social Issues/Nonprofit Sector	3.0
Business Elective (p. 41)		3.0
Credit Hours		16.5
Second Semester		
Spring		
BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2080	Event Marketing/Sponsorship	3.0
BSAD 2510 or OFFT 2150	Business Computer Systems or Integrated Information Processing	3.0-4.0
OFFT 2080	Business Math & Calculators	3.0
Credit Hours		15.0-16.0

Third Semester**Fall**

BSAD 2110	Non-profit Management & Leadership	3.0
CSCE 1565	QuickBooks	2.0-3.0
	or CSCE 1566 or QuickBooks	
CSCE 2570	Desktop Publishing	3.0
Select one of the following:		3.0
SOCI 2150	Issues of Unity & Diversity	
Other approved SOCI course		
Business Elective (p. 41)		3.0
Credit Hours		14.0-15.0

Fourth Semester**Spring**

BSAD 2120	Fundraising for a Cause	3.0
BSAD 2250	Business Communications	3.0
BSAD 2540	Principles of Management	3.0
	or BSAD 2210 or Supervisory Management	
BSAD 2745	Business Internship	5.0
Business Elective (p. 41)		3.0
Credit Hours		17.0
Total Credit Hours		62.5-64.5

Sports & Recreation Management, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Sports and Recreation Management will provide you with a clear understanding of the role and responsibilities of sports management.

As a graduate you will have a solid management foundation to apply to sports management, financial and economic principles as they apply to sports management, legal and ethical issues within the industry.

Career Opportunities

Employment opportunities with this degree may include the following:

- Equipment marketing
- Account sales
- Sports marketing
- College athletics
- Sports consulting
- Public relations
- Facility management
- Supervisory positions
- Health and recreation centers
- YMCAs
- Hotel and resorts
- Cruise ships
- Community centers
- Senior centers

Associate of Applied Science Degree Business

Sports and Recreation Management Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
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First Semester**Fall**

ACCT 1025	Bookkeeping for Business	3.0
	or ACCT 1200 or Principles of Accounting I	
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1060	Introduction to Sports Management	3.0
BSAD 1100	Personal Finance	3.0
PHED Approved PHED Elective(s)		3.0
Credit Hours		16.5

Second Semester**Spring**

BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2080	Event Marketing/Sponsorship	3.0
OFFT 2080	Business Math & Calculators	3.0
PHED Approved PHED Elective(s)		3.0
Credit Hours		15.0

Third Semester**Fall**

BSAD 2070	Risk Management for Events & Sports	3.0
BSAD 2060	Intro Sports Facilities Management	3.0
BSAD 2250	Business Communications	3.0
BSAD 2510	Business Computer Systems	3.0-4.0
	or OFFT 2150 or Integrated Information Processing	
Select one of the following:		3.0
SOCI 2150	Issues of Unity & Diversity	
Approved SOCI Course		
Credit Hours		15.0-16.0

Fourth Semester**Spring**

BSAD 2540	Principles of Management	3.0
	or BSAD 2210 or Supervisory Management	
BSAD 2745	Business Internship	5.0
Business Electives (p. 41)		7.0
Credit Hours		15.0
Total Credit Hours		61.5-62.5

Core PHED electives from which to select:

Code	Title	Credit Hours
PHED 1600	Sports Officiating	2.0
PHED 1750	Intro to Phys Educ	3.0
PHED 1810	Drugs & Sports	2.0

Accounting Certificate

Code	Title	Credit Hours
Core Classes		
ACCT 1200	Principles of Accounting I	3.0
ACCT 1210	Principles of Accounting II	3.0
ACCT 2130	Intermediate Accounting I	3.0
ACCT 2170	Introductory Cost Accounting	3.0
Electives		
Select two of the following:		4.0-6.0
ACCT 1010	Payroll Accounting	
ACCT 1025	Bookkeeping for Business	
ACCT 2020	Income Tax Acct for Individuals	
CSCE 1565	QuickBooks	
	or CSCE 1566 QuickBooks	
Total Credit Hours		16.0-18.0

Agribusiness Certificate

Code	Title	Credit Hours
AGRI 1410	Intro to Ag-Economics	3.0
AGRI 1745	Agribusiness & Food Marketing	3.0
AGRI 2040	Farm & Ranch Management	3.0
AGRI 2041	Farm & Ranch Management Lab	1.0
ACCT 1025	Bookkeeping for Business	3.0
	or ACCT 1200 Principles of Accounting I	
BSAD 2210	Supervisory Management	3.0
	or BSAD 2540 Principles of Management	
OFFT 2150	Integrated Information Processing	3.0-4.0
	or BSAD 2510 Business Computer Systems	
Total Credit Hours		19.0-20.0

Business Administration Certificate

Code	Title	Credit Hours
Core Classes		
ACCT 1025	Bookkeeping for Business	3.0
	or ACCT 1200 Principles of Accounting I	
BSAD 2210	Supervisory Management	3.0
	or BSAD 2540 Principles of Management	
BSAD 2520	Principles of Marketing	3.0
ENTR 1050	Introduction to Entrepreneurship	3.0
OFFT 2150	Integrated Information Processing	3.0-4.0
	or BSAD 2510 Business Computer Systems	
BSAD 1100	Personal Finance	3.0
	or BSAD 1050 Introduction to Business	
Total Credit Hours		18.0-19.0

Entrepreneurship Certificate

Code	Title	Credit Hours
ACCT 1025	Bookkeeping for Business	3.0
	or ACCT 1200 Principles of Accounting I	
BSAD 2210	Supervisory Management	3.0
	or BSAD 2540 Principles of Management	

BSAD 2520	Principles of Marketing	3.0
ENTR 1050	Introduction to Entrepreneurship	3.0
ENTR 2040	Entrepreneurship Feasibility Study	3.0
ENTR 2090	Entrepreneurship Business Plan	3.0
Total Credit Hours		18.0

Events Management Certificate

Code	Title	Credit Hours
BSAD 1110	Introduction to Events Management	3.0
BSAD 2070	Risk Management for Events & Sports	3.0
BSAD 2080	Event Marketing/Sponsorship	3.0
	or BSAD 2350 Advertising	
Elective Selected with Division Advisor		3.0
BSAD 2745	Business Internship	5.0
Total Credit Hours		17.0

Business Software Specialist Certificate

Code	Title	Credit Hours
BSAD 1070	Customer Service	3.0
OFFT 1330	MOS Cert MS Access	1.0
OFFT 1340	MOS Certification: PowerPoint	1.0
OFFT 2150	Integrated Information Processing	3.0-4.0
	or BSAD 2510 Business Computer Systems	
OFFT 2170	MS Office Integration	3.0
Total Credit Hours		11.0-12.0

Leadership Certificate

Code	Title	Credit Hours
Core Classes		
BSAD 1000	Leadership & Team Development	1.5
BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 1500	Leadership Behavior	1.5
BSAD 2000	Intro to Leadership Concepts	3.0
BSAD 2100	Organizational Behavior	3.0
	or SOCI 1000 Human Relations: People Skills	
Electives		
Select 3 credit hours of the following:		3.0
BSAD 2030	Practical Leadership	
BSAD 2110	Non-profit Management & Leadership	
BSAD 2540	Principles of Management	
	or BSAD 221 Supervisory Management	
BSAD 2990	Special Topics	
PHIL 2200	Elements of Ethics	
SOCI 1010	Intro to Sociology	
SOCI 2150	Issues of Unity & Diversity	
Total Credit Hours		18.0

Logistics Certificate

Code	Title	Credit Hours
WARE 1100	Introduction to Logistics	3.0
WARE 1200	Global Logistics	3.0
WARE 1250	Transportation Logistics	3.0
WARE 2150	Supply Chain Management	3.0
WARE 2400	Purchasing Logistics	3.0
Total Credit Hours		15.0

Nonprofit Management Certificate

Code	Title	Credit Hours
BSAD 1120	Social Issues/Nonprofit Sector	3.0
BSAD 2110	Non-profit Management & Leadership	3.0
BSAD 2120	Fundraising for a Cause	3.0
CSCE 1565	QuickBooks	2.0-3.0
or CSCE 1566	QuickBooks	
Electives *		3.0-4.0
Total Credit Hours		14.0-16.0

* Electives should be one of the following:

1. An internship if students lack nonprofit experience
2. Business Computer Systems if student lacks computer skills
3. One of the Nonprofit Emphasis' suggested elective

Sports Management Certificate

Code	Title	Credit Hours
BSAD 1060	Introduction to Sports Management	3.0
BSAD 2060	Intro Sports Facilities Management	3.0
BSAD 2070	Risk Management for Events & Sports	3.0
BSAD 2080	Event Marketing/Sponsorship	3.0
or BSAD 2350	Advertising	
BSAD 2745	Business Internship	5.0
Total Credit Hours		17.0

Business Office Technology

Program Description

The Associate of Applied Science Degree in Business Office Technology offers three areas of emphasis: Administrative Assistant, Legal and Medical.

The two-year degree provides necessary business and office technology and interpersonal skills to succeed in the job market. The degree is designed to prepare students through a program of study to demonstrate entry-level skills for a career as an administrative assistant, medical office assistant, or a legal office assistant. Depending on background and career objectives, developmental skills and other preparatory course work may be required in addition to the 60-62 credit hours required for the degree.

A Business Office Technology diploma and certificates for Medical Billing and Coding, Medical Office Technology, Medical Transcriptionist, or Legal

Technology are also available to meet the needs of employees in the health care and legal communities.

Program Objectives

- Acquire entry-level skills for employment in an office environment in one of the emphasis areas.
- Operate modern computer equipment utilizing various software application packages.
- Demonstrate effective communication skills.
- Demonstrate appropriate human relations skills.
- Demonstrate an understanding of mathematical reasoning and principles in relation to entry-level employment.

Career Opportunities

The Business Office Technology Program is intended for students seeking employment immediately following graduation. Opportunities exist in business, law, education, agriculture, health care, transportation, e-commerce and other industries.

Recommended Electives

Electives may be selected from non-program business technology classes, business, computer science, information technology or other related courses recommended by your business office technology advisor.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at:

www.mpcc.edu/financial-services/GainfulEmployment/GedBusinessOfficeTechDiploma.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedBusinessOfficeTechDiploma.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedMedTranscriptionist.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedMedTranscriptionist.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedLegalOffice.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedLegalOffice.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedMedBillingCoding.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedMedBillingCoding.aspx>)

www.mpcc.edu/financial-services/GainfulEmployment/GedMedOfficeTechCertificate.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedMedOfficeTechCertificate.aspx>)

Associate of Applied Science Degrees

- Business Office Technology, Administrative Assistant Emphasis, AAS (p. 51)
- Business Office Technology, Legal Emphasis, AAS (p. 51)
- Business Office Technology, Medical Emphasis, AAS (p. 52)

Diploma

- Business Technology Diploma (p. 53)

Certificates

- Medical (p. 54) Transcriptionist Certificate
- Legal Office Technology Certificate
- Medical Billing and Coding Certificate (p. 53)

- Medical Office Technology Certificate (p. 53)

Business Office Technology, Administrative Assistant Emphasis, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business Office Technology with an emphasis in Administrative Assistant is a two-year program that prepares students to be administrative assistants.

Students develop skills in communication, general and specific office tasks, and computer applications. Upon completing the program students would have the necessary skills to work in a variety of business settings.

An administrative assistant facilitates business operations through a variety of duties including information and communication management, data processing and collection, and project tracking. The program will give you the tech savvy skills that you need to be competitive in today's workplace.

Career Opportunities

Employment opportunities with this degree may include the following:

- Executive secretaries
- Administrative assistants
- Supervisors/managers of administrative support workers
- Administrative services managers
- Secretaries
- Human resources assistants
- Receptionists and information clerks
- Account clerks, file clerks, insurance clerks, loan clerks, and office clerks
- Switchboard operators
- Personnel managers
- Sales associates

Associate of Applied Science Degree Business Office Technology Administrative Assistant Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
OFFT 1070	Business English	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2050	Records Management	3.0
Electives (CSCE, OFFT, BSAD or INFO)		3.0
Credit Hours		15.0

Second Semester

Spring

ACCT 1200 or ACCT 1210	Principles of Accounting I or Principles of Accounting II	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
BSAD 1010	Personal/Professional Development	3.0
OFFT 2270	Transcription/Voice Activation	3.0
Select one of the following:		3.0
BSAD 1030	Business & Professional Speaking	
SPCH 1010	Fund of Speech Communication	
SPCH 1090	Fund of Human Communication	
Credit Hours		15.0-16.0

Third Semester

Fall

CSCE 2570	Desktop Publishing	3.0
OFFT 2080	Business Math & Calculators	3.0
SOCI 1000	Human Relations: People Skills	3.0
Electives (CSCE, OFFT, BSAD or INFO)		6.0
Credit Hours		15.0

Fourth Semester

Spring

BSAD 2250	Business Communications	3.0
CSCE 2670	Design Technologies	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2350	Administrative Proc & Mgmt	3.0
Electives (CSCE, OFFT, BSAD or INFO)		3.0
Credit Hours		15.0
Total Credit Hours		60.0-61.0

Business Office Technology, Legal Emphasis, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business Office Technology with an emphasis in Legal is a two-year program that provides specialized training in legal office technology as well as the opportunity to develop proficiency in communication, general and specific office tasks, and computer applications.

The program provides the student with an understanding of specific legal office duties. Graduates will be employable in private legal offices and in municipal, state and federal government agencies.

The legal system affects nearly every aspect of our society, from buying a home to crossing the street. Workers in the Legal Services pathway form the backbone of this vital system, linking it to society in a myriad of ways. For this reason they hold positions of great responsibility and are obligated to adhere to a strict code of ethics.

Career Opportunities

Employment opportunities with this degree may include the following:

- Legal secretaries
- Paralegals

- Legal assistants
- Legal support workers
- Title examiners
- Abstractors
- Receptionists and information clerks
- Legal office and administrative support workers
- Claims examiners
- Casualty insurance clerks

Associate of Applied Science Degree Business Office Technology

Legal Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 2710	Business Law I	3.0
OFFT 1070	Business English	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2050	Records Management	3.0
Credit Hours		15.0

Second Semester

Spring		
BSAD 1010	Personal/Professional Development	3.0
BSAD 2250	Business Communications	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
OFFT 2270	Transcription/Voice Activation	3.0
Select one of the following:		3.0
BSAD 1030	Business & Professional Speaking	
SPCH 1010	Fund of Speech Communication	
SPCH 1090	Fund of Human Communication	
Credit Hours		15.0-16.0

Third Semester

Fall		
CSCE 2570	Desktop Publishing	3.0
OFFT 2080	Business Math & Calculators	3.0
OFFT 2440	Legal Terminology/Transcription	3.0
OFFT 2450	Legal Office Procedures I	3.0
SOCI 1000	Human Relations: People Skills	3.0
Credit Hours		15.0

Fourth Semester

Spring		
CSCE 2670	Design Technologies	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2350	Administrative Proc & Mgmt	3.0
OFFT 2460	Legal Office Procedures II	3.0

Electives (OFFT, BSAD, CSCE, or INFO)	3.0
Credit Hours	15.0
Total Credit Hours	60.0-61.0

Business Office Technology, Medical Emphasis, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business Office Technology Medical Emphasis is a two-year program that provides specialized training in medical office technology including medical terminology, scheduling, billing, insurance, transcription and office management.

Students will also develop skills in communication, general and specific office tasks, and computer applications.

Graduates will be qualified to hold positions in doctors' offices, medical clinics, hospitals, health departments, insurance company offices and other medical and surgical organizations. Many medical transcriptionists telecommute from home-based offices, while others work in medical facilities such as hospitals, physicians' offices, or clinics.

Career Opportunities

Employment opportunities with this degree may include the following:

- Medical secretaries
- Medical records clerks
- Medical transcriptionist
- Office clerks
- Schedulers
- Receptionists
- Information clerks
- Medical accounting clerks

Associate of Applied Science Degree Business Office Technology

Medical Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
OFFT 1070	Business English	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2080	Business Math & Calculators	3.0
OFFT 2500	Medical Terminology	3.0
SOCI 1000	Human Relations: People Skills	3.0
Credit Hours		15.0

Second Semester

Spring		
BIOS 1100 or BIOS 2250	Basic Anatomy & Physiology or Human Anatomy/Physiology I	3.0-4.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
OFFT 2270	Transcription/Voice Activation	3.0

OFFT 2550	Computerized Med Office Proc	3.0
Select one of the following:		3.0
BSAD 1030	Business & Professional Speaking	
SPCH 1010	Fund of Speech Communication	
SPCH 1090	Fund of Human Communication	
Credit Hours		15.0-17.0

Third Semester**Fall**

ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 2250	Business Communications	3.0
CSCE 2570	Desktop Publishing	3.0
OFFT 2050	Records Management	3.0
OFFT 2530	Medical Transcription I	3.0
Credit Hours		15.0

Fourth Semester**Spring**

BSAD 1010	Personal/Professional Development	3.0
CSCE 2670	Design Technologies	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2350	Administrative Proc & Mgmt	3.0
OFFT 2520	Coding I	3.0
Credit Hours		15.0
Total Credit Hours		60.0-62.0

Business Technology Diploma

The 36-37 credit hour Business Technology Diploma meets the needs of employees in the clerical field by developing specific skills to assure job-entry competency.

Course	Title	Credit Hours
First Semester		
Fall		
OFFT 1070	Business English	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2050	Records Management	3.0
OFFT 2080	Business Math & Calculators	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing or Business Computer Systems	3.0-4.0
Electives (OFFT, BSAD, CSCE, or INFO)		3.0
Credit Hours		18.0-19.0
Second Semester		
Spring		
ACCT 1025 or ACCT 1200	Bookkeeping for Business or Principles of Accounting I	3.0
BSAD 2250	Business Communications	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2270	Transcription/Voice Activation	3.0
OFFT 2350	Administrative Proc & Mgmt	3.0
Electives (OFFT, BSAD, CSCE, or INFO)		3.0
Credit Hours		18.0
Total Credit Hours		36.0-37.0

* This diploma may span two or more semesters

Legal Office Technology Certificate

The 18 credit hour Legal Office Technology certificate meets the needs of employees in the legal office community by developing specific skills to assure job-entry competency.

Code	Title	Credit Hours
BSAD 2710	Business Law I	3.0
OFFT 1070	Business English	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2440	Legal Terminology/Transcription	3.0
OFFT 2450	Legal Office Procedures I	3.0
OFFT 2460	Legal Office Procedures II	3.0
Total Credit Hours		18.0

* This certificate may span two or more semesters

Medical Billing And Coding Certificate

The 18 credit hour Medical Billing and Coding Certificate meets the needs of employees in the medical billing and coding field by developing specific skills to assure job-entry competency.

Code	Title	Credit Hours
OFFT 2500	Medical Terminology	3.0
OFFT 2520	Coding I	3.0
OFFT 2550	Computerized Med Office Proc	3.0
OFFT 2560	Coding II	3.0
OFFT 2570	Medical Billing & Reimbursement	3.0
ACCT 1025 or ACCT 1200	Bookkeeping for Business Principles of Accounting I	3.0
Total Credit Hours		18.0

* This certificate may span two or more semesters

Medical Office Technology Certificate

Code	Title	Credit Hours
OFFT 1070	Business English	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2050	Records Management	3.0
OFFT 2270	Transcription/Voice Activation	3.0
OFFT 2500	Medical Terminology	3.0
OFFT 2550	Computerized Med Office Proc	3.0
OFFT 2150 or BSAD 2510	Integrated Information Processing Business Computer Systems	3.0-4.0
Select one of the following:		3.0
OFFT 2520	Coding I	
ACCT 1025	Bookkeeping for Business	
ACCT 1200	Principles of Accounting I	
Total Credit Hours		24.0-25.0

* This certificate may span two or more semesters

Medical Transcriptionist Certificate

The 18 credit hour Medical Transcriptionist Certificate meets the needs of employees in the health care field by developing specific skills to assure job-entry competency.

Code	Title	Credit Hours
OFFT 1070	Business English	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2270	Transcription/Voice Activation	3.0
OFFT 2500	Medical Terminology	3.0
OFFT 2530	Medical Transcription I	3.0
OFFT 2520	Coding I	3.0
or OFFT 2550	Computerized Med Office Proc	
Total Credit Hours		18.0

* This certificate may span two or more semesters

Dental Assisting Program Description

The Dental Assisting Program is an 11-month course of study leading to a diploma in dental assisting. Students have the option of completing an A.A.S. Degree.

The purpose of the program is to prepare graduates to aid the dentist at the chair side during examination and treatment of patients. Dental assistants may perform supportive laboratory and business office procedures.

Upon successful completion of the program, graduates meet all requirements for the practice of dental assisting, are x-ray certified and coronal polishing certified in the state of Nebraska and will be prepared to sit for the national certification examination offered by the Dental Assisting National Board.

The Dental Assisting Program is accredited by

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611-2678
Telephone: (312) 440-2500
Website: <http://www.ada.org>

Additional program costs incurred by the students include uniforms, lab fees, name tag, radiation badge fee, CPR/BLS class, and hepatitis immunizations. Students are strongly encouraged to have health insurance, but it is not required.

Admission Requirements

The Dental Assisting Program is a selective admission program. Approval for admission will be granted by the Dental Assisting Educators. Admission requirements must be met before acceptance into the program. The applicant will need to have a completed file to be accepted into the Dental Assisting Program. Please read and comply with the following admission requirements:

- Fulfill Mid-Plains Community College's General Admission Requirements.
- Complete application to Mid-Plains Community College specifying interest in Dental Assisting.
- Submit official high school transcript or GED.
- Submit official college transcripts if other than Mid-Plains Community College.
- Complete Accuplacer testing. Scores will be used to determine admission into the Dental Assisting Program. Accuplacer test scores must meet the criteria of: Arithmetic 52, Reading 74 and Sentence Skills 84.
- An applicant must arrange for a personal advising session with the Dental Assisting Program Director.
- An applicant must meet essential functions and sign form.

Program Objectives

- Perform tasks related to entry level dental assisting employment.
- Demonstrate an understanding of personal and work characteristics that contribute to effective dental assisting performance.
- Use effective communication skills appropriate to dental assisting.
- Apply the theory of dental assisting to specific jobs using critical thinking/reasoning skills while working independently.
- Use mathematical data and reasoning skills in relation to dental assisting.
- Be prepared to take external certification examination.

Career Opportunities

Employment opportunities include private dental offices, hospital dental departments, public nursing homes, health agencies, private clinics, dental schools, the federal government and the Armed Forces.

Recommended Electives

Students may consider classes in accounting, biology, computers, speech, health, algebra and psychology to help prepare them for employment as a dental assistant.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedDentalAssisting.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedDentalAssisting.aspx>)

Associate of Applied Science Degree

- Dental Assisting, AAS (p. 55)

Diploma

- Dental Assisting Diploma (p. 54)

Dental Assisting Diploma

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
DENT 1100	Head & Neck Anatomy	2.0
DENT 1110	Dental Assisting Concepts	5.0
DENT 1120	Dental Materials	3.0
DENT 1130	Dental Science	4.0
SPCH 1090	Fund of Human Communication	3.0
Credit Hours		17.0
Second Semester		
Spring		
DENT 1220	Dental Asst. Clinical Practice I	2.0
DENT 1230	Prevention & Nutrition	3.0
DENT 1250	Dental Radiology	4.0
DENT 1260	Dental Assisting Procedures	4.0
DENT 1270	Pharmacology & Med Emergencies	2.0
BSAD 2250	Business Communications	3.0
Credit Hours		18.0
Third Semester		
Summer		
DENT 1510	Dental Assisting Seminar	1.0
DENT 1520	Dental Asst. Clinical Practice II	5.0
Credit Hours		6.0
Total Credit Hours		41.0

Dental Assisting, AAS

Course	Title	Credit Hours
First Semester		
Fall		
DENT 1100	Head & Neck Anatomy	2.0
DENT 1110	Dental Assisting Concepts	5.0
DENT 1120	Dental Materials	3.0
DENT 1130	Dental Science	4.0
SPCH 1090	Fund of Human Communication	3.0
Credit Hours		17.0
Second Semester		
Spring		
DENT 1220	Dental Asst. Clinical Practice I	2.0
DENT 1230	Prevention & Nutrition	3.0
DENT 1250	Dental Radiology	4.0
DENT 1260	Dental Assisting Procedures	4.0
DENT 1270	Pharmacology & Med Emergencies	2.0
BSAD 2250	Business Communications	3.0
Credit Hours		18.0
Third Semester		
Summer		
DENT 1510	Dental Assisting Seminar	1.0

DENT 1520	Dental Asst. Clinical Practice II	5.0
Credit Hours		6.0
Total Credit Hours		41.0

Code	Title	Credit Hours
Dental Assisting Program Credit Hours		41.0
General Education Requirements (p. 24)		9.0
Electives		10.0
Total Credit Hours		60.0

Diesel Technology

Program Description

The Diesel Technology Program provides training in engine design and overhaul, electrical systems, air brake systems, pneumatic and hydraulic systems, diesel fuel and control systems, transmissions and axles, and metals and welding.

Students have the option of an Associate of Applied Science Degree or certificates (Basic Engine & Electrical, Powertrain, Fuel Systems, and Diesel Technology). The Associate of Applied Science Degree is a 2 year program providing fundamental knowledge, skills, and training needed for entry-level employment or career advancement as a diesel technician.

DSLTL 1005 Safety is a prerequisite for all Diesel Technology classes, except night classes.

Program Objectives

- Demonstrate knowledge of hazards and related safety practices associated with diesel mechanics.
- Perform tasks related to entry-level employment in the diesel technology field.
- Demonstrate an understanding of personal and work characteristics that contribute to an effective job performance.
- Use communication skills appropriate to diesel mechanics.
- Apply the theory of diesel mechanics to specific jobs using critical thinking/reasoning and the ability to work independently.
- Use mathematical data and reasoning skills in relation to diesel mechanics.

Career Opportunities

A variety of employment opportunities include diesel service departments, independent repair shops, factory representative or private ownership of a repair business. Industries employing diesel technicians include, but are not limited to, railroad, trucking, agriculture, and lumber. Government agencies and the military also offer employment opportunities.

Recommended General Education Electives

Code	Title	Credit Hours
BSAD 1100	Personal Finance	3.0
ENGL 1040	Basic Technical Communications	3.0
SPCH 1090	Fund of Human Communication	3.0
Appropriate Business or Computer Course		

Appropriate Math Course

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedDieselTechDiploma.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedDieselTechDiploma.aspx>)

Associate of Applied Science Degree

- Diesel Technology, AAS (p. 56)

Diploma

- Diesel Technology Diploma (p. 56)

Certificates

- Basic Engine & Electrical Certificate (p. 56)
- Power Train Certificate (p. 57)
- Fuel Systems Certificate (p. 57)

Basic Engine & Electrical Certificate

Code	Title	Credit Hours
DSLTL 1005	Safety	1.0
DSLTL 1100	Heavy Duty Engine Design & Fund	4.0
DSLTL 1115	HD Engine Systems Reconditioning	4.0
DSLTL 1130	Mechanics Electrical	4.0
DSLTL 1170	Equipment Maintenance	1.0
Total Credit Hours		14.0

Diesel Technology Diploma

The 56 credit hour Diploma option is for students who want technical knowledge and experience in the Diesel Technology field. Students must complete at least 56 credit hours of the Diesel Technology Program courses listed below for the 1st year and 2nd year terms.

Course	Title	Credit Hours
First Semester		
Fall		
DSLTL 1005	Safety	1.0
DSLTL 1100	Heavy Duty Engine Design & Fund	4.0
DSLTL 1115	HD Engine Systems Reconditioning	4.0
DSLTL 1130	Mechanics Electrical	4.0
DSLTL 1170	Equipment Maintenance	1.0
Credit Hours		14.0
Second Semester		
Spring		
DSLTL 1200	Powertrain Repair	4.0
DSLTL 1215	Mechanical Hydraulic Systems	4.0
DSLTL 1230	Mechanics Air Conditioning	2.0
DSLTL 1250	Applied Welding for Prime Movers	2.0
DSLTL 1270	Hydraulic & Anti-lock Brakes	2.0
Credit Hours		14.0

Third Semester

Fall

DSLTL 1190	Preventive Maintenance	3.0
DSLTL 2300	Fuel Systems & Maintenance	4.0
DSLTL 2360	Diesel Systems Networking Comm/Tele	4.0
DSLTL 2470	Air & Engine Brakes	2.0
Credit Hours		13.0

Fourth Semester

Spring

DSLTL 2350	Heavy Duty Suspensions	3.0
DSLTL 2400	Engine Testing	4.0
DSLTL 2425	Engine Overhaul	3.0
DSLTL 2440	Electronic Fuel Controls	3.0
DSLTL 2490	Allison Transmissions	2.0
Credit Hours		15.0
Total Credit Hours		56.0

Diesel Technology, AAS Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
DSLTL 1005	Safety	1.0
DSLTL 1100	Heavy Duty Engine Design & Fund	4.0
DSLTL 1115	HD Engine Systems Reconditioning	4.0
DSLTL 1130	Mechanics Electrical	4.0
DSLTL 1170	Equipment Maintenance	1.0
General Education Course (p. 24)		3.0
Credit Hours		17.0
Second Semester		
Spring		
DSLTL 1200	Powertrain Repair	4.0
DSLTL 1215	Mechanical Hydraulic Systems	4.0
DSLTL 1230	Mechanics Air Conditioning	2.0
DSLTL 1250	Applied Welding for Prime Movers	2.0
DSLTL 1270	Hydraulic & Anti-lock Brakes	2.0
General Education Course (p. 24)		3.0
Credit Hours		17.0
Third Semester		
Fall		
DSLTL 1190	Preventive Maintenance	3.0
DSLTL 2300	Fuel Systems & Maintenance	4.0
DSLTL 2360	Diesel Systems Networking Comm/Tele	4.0
DSLTL 2470	Air & Engine Brakes	2.0
General Education Courses (p. 24)		6.0
Credit Hours		19.0
Fourth Semester		
Spring		
DSLTL 2350	Heavy Duty Suspensions	3.0
DSLTL 2400	Engine Testing	4.0
DSLTL 2425	Engine Overhaul	3.0

DSLTL 2440	Electronic Fuel Controls	3.0
DSLTL 2490	Allison Transmissions	2.0
General Education Course (p. 24)		3.0
Credit Hours		18.0
Total Credit Hours		71.0

Code	Title	Credit Hours
Diesel Technology Program		56.0
General Education Requirements (p. 24)		15.0
Total Credit Hours		71.0

Fuel Systems Certificate

Code	Title	Credit Hours
DSLTL 1005	Safety	1.0
DSLTL 1190	Preventive Maintenance	3.0
DSLTL 2300	Fuel Systems & Maintenance	4.0
DSLTL 2360	Diesel Systems Networking Comm/Tele	4.0
DSLTL 2440	Electronic Fuel Controls	3.0
Total Credit Hours		15.0

Power Train Certificate

Code	Title	Credit Hours
DSLTL 1005	Safety	1.0
DSLTL 1200	Powertrain Repair	4.0
DSLTL 1215	Mechanical Hydraulic Systems	4.0
DSLTL 1230	Mechanics Air Conditioning	2.0
DSLTL 1250	Applied Welding for Prime Movers	2.0
DSLTL 1270	Hydraulic & Anti-lock Brakes	2.0
Total Credit Hours		15.0

Early Childhood Education

Program Description

The Associate of Applied Science Degree Program in Early Childhood Education is designed for students wishing to work with children from birth to 8 years of age in a variety of settings using developmentally appropriate practice and adhering to the professional code of ethics established by the National Association for the Education of Young Children.

After completing the program, students will be qualified for any position in a child-care setting as specified by the Nebraska Department of Health and Human Services licensing requirements. In addition to the Associate of Applied Science degree, the program meets all the requirements for the Child Development Associate (CDA) certification. Students also have the option to complete a one-year diploma or a 12-credit certificate in early childhood education.

Associate of Arts and Associate of Science Degrees may also be earned by students planning to transfer to a four-year institution to teach in Pre-K to Second Grade settings. Students should consult with an ECED faculty advisor to plan a program of study to meet their needs.

Throughout the program, students have an opportunity to experience working with young children directly in the on-campus Child Development

Center at MCC and other sites in the community. During the final semester, students complete a student teaching experience in which they assume total responsibility for infants, toddlers and pre-school age children.

Students must be able to meet the standards established by Child Care Licensing in Nebraska to participate in lab assignments. These requirements include:

- Criminal background check and clearance.
- Complete a felony misdemeanor statement.
- Have clearance from Nebraska Child and Abuse Registry.

Failure to pass the current standards for Licensing may excluded students from lab settings.

It is highly recommended that students acquire or renew their First Aid/CPR Certification as students.

Program Objectives

- Promote Child Development and Learning: Students will use their understanding of young children's characteristics and needs and of multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive and challenging for ALL children.
- Build Family and Community Relationships: Students will know about, understand and value the importance and complex characteristics of children's families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families and involve ALL families in their children's development and learning.
- Utilize Observation, Documentation, and Assessment to Support Young Children and Families: Students will know about and understand the goals, benefits and uses of assessment. They know about and use systematic observations, documentation and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development.
- Teach and Learn: Students will integrate their understanding of and relationship with children and families; their understanding of developmentally effective approaches to teaching and learning; and their knowledge of academic disciplines to design, implement and evaluate experiences that promote positive development and learning for ALL young children.
- Become a Professional: Students will identify and conduct themselves as members of the early childhood profession. They know and use ethical guidelines and other professional standards related to early childhood profession. They know and use ethical guidelines and other professional standards related to early childhood practice. They are continuous, collaborative learners who demonstrate knowledgeable, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources. They are informed advocates for sound educational practices and policies.

Career Opportunities

Career possibilities include pre-school teacher, paraeducator, teaching assistant, public child care, HeadStart programs, director of a child care center, child care homes, corporate child care, nanny agencies and other careers related to working with children.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedEarlyChildhood.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedEarlyChildhood.aspx>)

Associate of Applied Science Degree

- Early Childhood Education, AAS (p. 58)

Diploma

- Early Childhood Education Diploma (p. 58)

Certificate

- Early Childhood Education Certificate (p. 58)

Early Childhood Education Certificate

Suggested Sequence of Study

Code	Title	Credit Hours
Select two of the following courses:		6.0-7.0
FACS 1110	Infant Toddler Development	
FACS 1120	Child Development	
FACS 1600	Human Development	
Select two of the following courses:		6.0
FACS 1050	Expressive Arts	
FACS 1070	Observation, Assessment & Guidance	
FACS 1150	Intro to Early Childhood Education	
FACS 2060	Early Childhood Curriculum Planning	
EDUC 1160	Early Language & Literacy	
Total Credit Hours		12.0-13.0

Early Childhood Education Diploma

Sequence of Study

Code	Title	Credit Hours
FACS 1070	Observation, Assessment & Guidance	3.0
FACS 1221	Infant Toddler Practicum	3.0
or FACS 1520	Preschool/School Age Practicum	
EMTL 1310	American Heart First Aid Plus	0.5
Growth and Development		
Select two of the following courses:		6.0-7.0
FACS 1110	Infant Toddler Development	
FACS 1120	Child Development	
FACS 1600	Human Development	
Curriculum Planning		
Select two of the following courses:		6.0
FACS 1050	Expressive Arts	
FACS 1150	Intro to Early Childhood Education	
FACS 2060	Early Childhood Curriculum Planning	
EDUC 1160	Early Language & Literacy	
Electives: FACS or EDUC Courses		6.0

Additional Electives	6.0
Total Credit Hours	30.5-31.5

Early Childhood Education, AAS

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
FACS 1070	Observation, Assessment & Guidance	3.0
FACS 1150	Intro to Early Childhood Education	3.0
FACS 1600	Human Development	3.0
FACS 2060	Early Childhood Curriculum Planning	3.0
EDUC 2300	Intro to the Exceptional Learner	3.0
General Education Course (p. 24)		3.0
Credit Hours		18.0

Second Semester		
Spring		
FACS 1110	Infant Toddler Development	3.0
FACS 1221	Infant Toddler Practicum	3.0
FACS 1410	Food Preparation	3.0
or FACS 1060	or Healthy Lifestyles	
FACS 2360	Admin of Early Child Programs	3.0
EDUC 1160	Early Language & Literacy	3.0
Credit Hours		15.0

Third Semester		
Fall		
FACS 1050	Expressive Arts	3.0
FACS 1120	Child Development	4.0
FACS 1520	Preschool/School Age Practicum	3.0
EMTL 1310	American Heart First Aid Plus	0.5
General Education Courses (p. 24)		6.0
Credit Hours		16.5

Fourth Semester		
Spring		
FACS 1210	Design Essentials	3.0
FACS 2960	Childhood Educ Student Teaching	4.0
Electives		3.5
General Education Course (p. 24)		6.0
Credit Hours		16.5
Total Credit Hours		66.0

Code	Title	Credit Hours
Early Childhood Education Program		47.5
General Education Requirements (p. 24)		15.0
Electives		3.5
Total Credit Hours		66.0

Electrical Technology

Program Description

The Electrical Technology Program provides students the opportunity to gain technical knowledge and experience in residential and commercial wiring phases of the electrical industry.

Training is in basic electricity, blueprint reading, motors, motor controls, programmable logic controls, and the National Electrical Code. Students experience hands-on work, including actual residential and commercial wiring installation. Options available to students include an Associate of Applied Science Degree and Diploma.

By the end of the fifth week, students are required to furnish a complete hand tool set that meets minimum requirements established by the department. Tools purchased are individual transactions directly with vendors and are the property of the students to be used daily on program projects. Students are required to have OSHA-approved safety glasses.

Successful completion of the one-year electrical program may enable students to obtain one year of credit toward a journeyman's license. State and local requirements may vary.

Program Objectives

- Understand the hazards of working with electrical circuits and equipment and the procedures to follow to prevent injury.
- Perform basic installation of electrical equipment and materials.
- Demonstrate an understanding of personal and work characteristics that contribute to effective job performance.
- Use effective communication skills appropriate to the electrical trades.
- Apply the theory of electrical technology to specific jobs using critical thinking/reasoning and the ability to work independently.
- Use mathematical data and reasoning to compute and theorize electrical circuits.
- Interpret the basic NEC sections as applied to Residential and Commercial occupancies.

Career Opportunities

Employment opportunities include electrical contractors, maintenance, railroad industry, electrical inspectors, electrical wholesaling, and manufacturing.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedElectricalTechnology.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedElectricalTechnology.aspx>)

Associate of Applied Science Degree

- Electrical Technology, AAS (p. 59)

Diploma

- Electrical Technology Diploma (p. 59)

Electrical Technology Diploma

Purpose: Diploma option is for students who want only "hands-on" training in the Electrical Technology field. Students must complete the 45 credit hours of the Electrical Technology Program courses listed below for the fall, spring, and summer terms.

Course	Title	Credit Hours
First Semester		
Fall		
ELTR 1005	Safety	1.0
ELTR 1115	Direct Current Theory	4.0
ELTR 1130	Alt Current Theory	4.0
ELTR 1150	Applied Math	2.0
ELTR 1255	Residential Wiring	6.0
EMTL 1310	American Heart First Aid Plus	0.5
Credit Hours		17.5
Second Semester		
Fall		
ELTR 1200	Construction Wiring	9.5
ELTR 1235	Electric Motor Control	8.0
Credit Hours		17.5
Third Semester		
Summer		
Select one of the following courses:		10.0
ELTR 1370 & ELTR 1560	Industrial Controls and Advanced Construction Wiring	
ELTR 1380	Electrical Technology Internship	
Credit Hours		10.0
Total Credit Hours		45.0

ELTR 1005 Safety is a prerequisite for all Electrical Technology classes, except night classes.

Test out options may be available to meet course prerequisite requirements.

Electrical Technology, AAS

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ELTR 1005	Safety	1.0
ELTR 1115	Direct Current Theory	4.0
ELTR 1130	Alt Current Theory	4.0
ELTR 1150	Applied Math	2.0
ELTR 1255	Residential Wiring	6.0
EMTL 1310	American Heart First Aid Plus	0.5
Credit Hours		17.5
Second Semester		
Spring		
ELTR 1200	Construction Wiring	9.5
ELTR 1235	Electric Motor Control	8.0
Credit Hours		17.5

Third Semester**Summer**

Select one of the following courses: 10.0

ELTR 1370 & ELTR 1560	Industrial Controls and Advanced Construction Wiring	
ELTR 1380	Electrical Technology Internship	
Credit Hours		10.0
Total Credit Hours		45.0

Code	Title	Credit Hours
	Electrical Program Hours	45.0
	General Education Requirements (p. 24)	15.0
Total Credit Hours		60.0

ELTR 1005 Safety is a prerequisite for all Electrical Technology classes, except night classes.

Test out options may be available to meet course prerequisite requirements.

Emergency Medical Technician - Paramedic

Program Description

The Paramedic Program is designed to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

The Paramedic provides care to emergency patients in an out-of-hospital setting. The emerging roles and responsibilities of the Paramedic also include public education, health promotion and participation in injury and illness prevention programs, as well as providing initial treatment.

The course of study is designed to enhance all facets of the Paramedic's scope of practice. Completion of the entire sequence of classes leads to an Associate of Applied Science degree in Emergency Medical Services. Completion of only the specialized advanced emergency medical courses leads to a diploma.

The program is offered on two timelines. The original focuses on the part-time, non-traditional student. The didactic training is offered two evenings a week and includes four hour class sessions over an 18-month period. Students are then granted up to 12 months to complete their clinical and field training at participating facilities and EMS locations. When all training is successfully completed, the student will be eligible to sit for the National Registry Exam.

An accelerated version of the paramedic training is also offered. This training consolidates the didactic training into twelve weeks, with the students attending 40 contact hours per week. The clinical and field requirements are identical to the traditional programs requiring 230 hours clinical hours and 200 field contact hours. Students are given one year to compete all three sections (didactic, clinical, and field) of this course

MPCC continues to offer both versions of the Paramedic training to remain a leader in meeting the ongoing demands of the emergency medical profession.

Admission Requirements

The applicant will need to have a completed file to be accepted into the EMT – Paramedic program. Please read and comply with the following admission requirements:

1. Fulfill MPCC General Admission Requirements
2. Complete application to MPCC specifying interest in Paramedic program
3. Submit official high school transcript or GED
4. Contact Program Director to place the deposit necessary to reserve your seat. (Accelerated Program only)
5. Must speak and understand the English language in order to comprehend course material and communicate clearly with patients and crew members.

Program Objectives

- Provide care within the scope of practice as set forth by the national objectives and guidelines.
- Use effective communications skills appropriate to EMS.
- Demonstrate critical thinking and reasoning skills.
- Prepare to pass the National Registry Exam.

Due by First Day of Class

The following must be completed prior to beginning the program:

1. Immunizations must be current (refer to immunization form)
2. A copy of your current National Registry or State EMT certification
3. Current CPR card
4. Criminal background check (contact Program Director for instructions)

Career Opportunities

Employment opportunities include hospital emergency rooms, private ambulance services and salaried fire and emergency medical services departments. Emergency medical services and fire science are synonymous in some communities. Fire Departments are one of the major employers of paramedics and a large number of our students are enrolled in both disciplines with a major emphasis in Paramedicine. A degree is essential for advancement and financial compensation in most fire departments; some states now require a minimum of the Associate of Applied Science degree to certify.

Accreditation

The Emergency Medical Technician – Paramedic program is accredited by CAAHEP – the Commission on Accreditation of Allied Health Education Programs with oversight from CoAEMSP – the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession.

CoAEMSP
8301 Lakeview Pkwy
#111-312

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedEMSDiploma.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedEMSDiploma.aspx>)

Associate of Applied Science Degree

- Emergency Medical Services, AAS (p. 61)

Diploma

- Emergency Medical Services Diploma (p. 61)

Emergency Medical Services Diploma

Students will be awarded a Diploma upon satisfactorily completing the specific program requirements listed below.

Prerequisite Courses

These courses are required for acceptance to Paramedic Program:

Code	Title	Credit Hours
EMTL 1520	Emergency Medical Technician(EMT) I	4.0
Select one of the following courses:		4.0
EMTL 1530	Emergency Med Technician (EMT) II	
National Registry EMT Certification		
State EMT License		
Select one of the following courses:		0.5
EMTL 1110	American Heart BLS Provider	
Current AHA or ASHI BLS Certification		
Total Credit Hours		8.5

EMT Program Courses

Code	Title	Credit Hours
EMTL 2630	Introduction to Paramedicine	3.0
EMTL 2640	Paramedic Pharmacology	3.0
EMTL 2650	Airway Management/Ventilation	1.0
EMTL 2660	Patient Assessment	3.0
EMTL 2670	Shock Resuscitation/Trauma	5.0
EMTL 2680	Medical Emergencies I	5.0
EMTL 2690	Medical Emergencies II	8.0
EMTL 2730	Special Considerations	3.0
EMTL 2750	Operations/Putting It All Together	1.0
Total Credit Hours		32.0

* A student may enroll in the program at the beginning of the sequence of study (Course EMTL 2630 Introduction to Paramedicine)

Clinical & Field Practicum

Code	Title	Credit Hours
EMTL 2760	Clinical Practicum I	2.0
EMTL 2770	Clinical Practicum II	3.0
EMTL 2780	Field Practicum I	2.0
EMTL 2790	Field Practicum II	3.0
Total Credit Hours		10.0

Code	Title	Credit Hours
Prerequisite Credit Hours		8.5
EMT Program Credit Hours		32.0
Clinical & Field Practicum Credit Hours		10.0
Total Credit Hours		50.5

Emergency Medical Services, AAS

Prerequisite Courses

These courses are required for acceptance to paramedic program:

Code	Title	Credit Hours
EMTL 1520	Emergency Medical Technician(EMT) I	4.0
Select one of the following courses:		4.0
EMTL 1530	Emergency Med Technician (EMT) II	
National Registry EMT Certification		
State EMT License		
Select one of the following courses:		0.5
EMTL 1110	American Heart BLS Provider	
Current AHA or ASHI BLS Certification		
Total Credit Hours		8.5

EMT Program Courses

Code	Title	Credit Hours
EMTL 2630	Introduction to Paramedicine	3.0
EMTL 2640	Paramedic Pharmacology	3.0
EMTL 2650	Airway Management/Ventilation	1.0
EMTL 2660	Patient Assessment	3.0
EMTL 2670	Shock Resuscitation/Trauma	5.0
EMTL 2680	Medical Emergencies I	5.0
EMTL 2690	Medical Emergencies II	8.0
EMTL 2730	Special Considerations	3.0
EMTL 2750	Operations/Putting It All Together	1.0
Total Credit Hours		32.0

* A student may enroll in the program at the beginning of the sequence of study (Course EMTL 2630 Introduction to Paramedicine)

Clinical & Field Practicum

Code	Title	Credit Hours
EMTL 2760	Clinical Practicum I	2.0
EMTL 2770	Clinical Practicum II	3.0
EMTL 2780	Field Practicum I	2.0
EMTL 2790	Field Practicum II	3.0
Total Credit Hours		10.0

General Education Requirements

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
SPCH 1010	Fund of Speech Communication	3.0
	or SPCH 1090 Fund of Human Communication	
BIOS 1100	Basic Anatomy & Physiology	3.0
PSYC 1810	Intro to Psychology	3.0
	or SOCI 1010 Intro to Sociology	
Business or Computer Course		3.0
Total Credit Hours		15.0

Code	Title	Credit Hours
Prerequisite Credit Hours		8.5
EMT Program Credit Hours		32.0

Clinical & Field Practicum Hours	10.0
General Education Requirements (p. 24)	15.0
Total Credit Hours	65.5

Fire Science Technology

Program Description

The Fire Science Technology program is designed to provide academic education and training to develop competent Fire Fighters in fire protection, prevention and administration.

Upon successful completion of the program, the graduate is eligible to take national certification exams in Fire Fighter I and II and Hazardous Material Operations.

Students will complete a core of courses designed to ensure they possess the base knowledge necessary in Fire Science Technology. Satisfactory completion of prescribed 53 semester credit hours will lead to a Diploma. An additional 15 semester credit hours of the general education requirements will result in an Associate of Applied Science Degree.

Program Fee

Fire Science Technology Students will be required to have training gear. A \$500.00 non-refundable, one-time fee will be charged to students who rent this gear from the college. Students must provide and arrive to class with the following: Structure Firefighting boots, Structure Firefighting gloves and Structure Protective hood.

Program Objectives

- Have knowledge of hazards and related safety practices associated with fire science technology.
- Perform tasks related to fire protection, prevention and administration.
- Demonstrate an understanding of personal and work characteristics that contribute to effective job performance.
- Use effective communication skills appropriate to the fire science industry.
- Apply the theory of fire science to specific jobs using critical thinking/ reasoning skills and the ability to work independently.
- Use mathematical data and reasoning skills in relation to fire science technology.
- Prepare for certification/licensing.

Career Opportunities

Employment opportunities include city, town and rural salaried fire departments, government agencies, construction firms, insurance companies and hazardous materials handling. While not a salaried position, many communities depend on volunteer firefighters solely or in coordination with the salaried fire department personnel.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedFireScience.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedFireScience.aspx>)

Associate of Applied Science Degree

- Fire Science Technology, AAS (p. 62)

Diploma

- Fire Science Technology Diploma (p. 62)

Fire Science Technology Diploma

Students will be awarded a Diploma upon satisfactorily completing the specific program requirements listed below.

Course	Title	Credit Hours
First Semester		
EMTL 1520	Emergency Medical Technician(EMT) I	4.0
FRST 1650	Principles of Emergency Services	4.0
FRST 1670	Prin Fire Emergency Service Safety	3.0
FRST 1900	Fire Behavior & Combustion	3.0
Credit Hours		14.0
Second Semester		
EMTL 1530	Emergency Med Technician (EMT) II	4.0
FRST 1300	Strategy & Tactics	3.0
FRST 1700	Wild Land Firefighting	3.0
FRST 1770	Fire Apparatus Operations	2.0
Credit Hours		12.0
Third Semester		
FRST 1220	Fire Prevention	3.0
FRST 1511	Firefighter I/Hazmat Operations	5.0
FRST 1610	Fire Investigation I	3.0
FRST 1660	Prin of Fire & Emergency Service Ad	3.0
FRST 2000	Rescue I	2.0
Credit Hours		16.0
Fourth Semester		
FRST 1420	Fire Protection Systems	3.0
FRST 1640	Fire Investigation II	3.0
FRST 1980	Building Construction for Fire Prev	3.0
FRST 2010	Rescue II	2.0
Credit Hours		11.0
Total Credit Hours		53.0

Fire Science Technology, AAS

Suggested Sequence of Study

Refer to Semester Schedule for Course Offerings

Course	Title	Credit Hours
First Semester		
EMTL 1520	Emergency Medical Technician(EMT) I	4.0
FRST 1650	Principles of Emergency Services	4.0
FRST 1670	Prin Fire Emergency Service Safety	3.0
FRST 1900	Fire Behavior & Combustion	3.0
General Education Course (p. 24)		3.0
Credit Hours		17.0
Second Semester		
EMTL 1530	Emergency Med Technician (EMT) II	4.0

FRST 1300	Strategy & Tactics	3.0
FRST 1700	Wild Land Firefighting	3.0
FRST 1770	Fire Apparatus Operations	2.0
General Education Courses (p. 24)		6.0
Credit Hours		18.0

Third Semester

FRST 1220	Fire Prevention	3.0
FRST 1511	Firefighter I/Hazmat Operations	5.0
FRST 1610	Fire Investigation I	3.0
FRST 1660	Prin of Fire & Emergency Service Ad	3.0
FRST 2000	Rescue I	2.0
General Education Course (p. 24)		3.0
Credit Hours		19.0

Fourth Semester

FRST 1420	Fire Protection Systems	3.0
FRST 1640	Fire Investigation II	3.0
FRST 1980	Building Construction for Fire Prev	3.0
FRST 2010	Rescue II	2.0
General Education Course (p. 24)		3.0
Credit Hours		14.0
Total Credit Hours		68.0

Code	Title	Credit Hours
Total Fire Science Technology Courses		53.0
General Education Courses (p. 24)		15.0
Total Credit Hours		68.0

Graphic Design/Visual Communications

Program Description

The purpose of the Graphic Design/Visual Communications Program is to prepare students for the job market after graduation in two years with an Associate of Applied Science degree.

Courses are taught with both Windows and Mac environments to give students a cross platform experience so they are comfortable working with either one. Graphic design courses will include experience with software for print media and multimedia applications, such as video, DVD, and the Web.

A major focus of the program design is to incorporate graphic design skills with computer technology and business skills. Technology has created new opportunities for graphic designers to start their own businesses in areas where it previously would have been difficult to do so. The blending of information from these three departments will help give students a well-rounded background if they choose to go into business for themselves.

Another important focus of the program is to encourage students to take responsibility for their own learning. Technology and software programs change at an ever-increasing speed. Individuals who choose graphic design as a career need to develop a desire and attitude for lifelong learning to remain up-to-date in technology as well as with the ever-changing design trends.

Program Objectives

- Perform tasks related to entry level employment in the graphic design industry.
- Demonstrate skill in visual problem solving.
- Use effective communication skills necessary for a career in graphic design.
- Determine and use appropriate software for given visual problem solving situations.
- Apply business fundamentals learned to employment in a graphic design setting.
- Develop a print and digital portfolio to be used in finding entry level employment in graphic design.

Career Opportunities

The Associate of Applied Science Degree in Graphic Design/Visual Communications is intended for students seeking employment immediately following graduation. Career opportunities exist for print, multimedia and web design in advertising and design agencies as well as in-house positions with retailers, manufacturers and organizations. Graduates may seek employment with companies that have already been established or they may take advantage of opportunities provided by advances in technology to operate their own business.

Employment opportunities with this degree may include the following:

- Animation
- Advertising
- Branding
- Desktop Publishing
- Illustration
- Information Technology
- Marketing and Sales
- Multimedia
- Video Editing
- Visual Communications
- Web Design

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedGraphicDesignVCDiploma.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedGraphicDesignVCDiploma.aspx>) and www.mpcc.edu/financial-services/GainfulEmployment/GedPrintDesignMultimediaCertificates.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedPrintDesignMultimediaCertificates.aspx>)

Associate of Applied Science Degree

- Graphic Design/Visual Communications, AAS (p. 64)

Diploma

- Graphic Design/Visual Communications Diploma (p. 64)

Certificates

- Print Design Certificate (p. 64)
- Multimedia Design Certificate (p. 64)

Graphic Design/Visual Communications Diploma

Code	Title	Credit Hours
GDVC 1400	Introduction to Graphic Design	3.0
GDVC 1450	Typography	3.0
GDVC 1500	Digital Imaging	3.0
GDVC 1550	Illustration	3.0
GDVC 2400	Multimedia	3.0
GDVC 2450	3-D & Animation	3.0
GDVC 2600	Portfolio	3.0
CSCE 2570	Desktop Publishing	3.0
INFO 1695	Web Design I	3.0
INFO 1696	Web Design II	3.0
Total Credit Hours		30.0

Graphic Design/Visual Communications, AAS

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
GDVC 1400	Introduction to Graphic Design	3.0
GDVC 1500	Digital Imaging	3.0
CSCE 2570	Desktop Publishing	3.0
BSAD 1010	Personal/Professional Development	3.0
Select one of the following courses:		3.0
ACCT 1025	Bookkeeping for Business	
ACCT 1200	Principles of Accounting I	
OFFT 2080	Business Math & Calculators	
MATH 1150	College Algebra	
Credit Hours		15.0
Second Semester		
GDVC 1450	Typography	3.0
GDVC 1550	Illustration	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 1050	Introduction to Business	3.0
BSAD 2250 or ENGL 1010	Business Communications or English Composition I	3.0
Credit Hours		15.0
Third Semester		
GDVC 2400	Multimedia	3.0
GDVC 2450	3-D & Animation	3.0
ARTS 1210	Drawing I	3.0
BSAD 2520	Principles of Marketing	3.0
INFO 1695	Web Design I	3.0
Credit Hours		15.0
Fourth Semester		
GDVC 2600	Portfolio	3.0
GDVC 2700	Internship	3.0
ENTR 1050	Introduction to Entrepreneurship	3.0

INFO 1696	Web Design II	3.0
General Education Requirements (p. 24) ¹		3.0
Credit Hours		15.0
Total Credit Hours		60.0

¹ Humanities or Social Science (Select from List of Courses under AAS Degree)

Multimedia Design Certificate

Code	Title	Credit Hours
GDVC 1400	Introduction to Graphic Design	3.0
GDVC 1500	Digital Imaging	3.0
GDVC 1550	Illustration	3.0
GDVC 2400	Multimedia	3.0
GDVC 2450	3-D & Animation	3.0
GDVC 2600	Portfolio	3.0
Total Credit Hours		18.0

Print Design Certificate

Code	Title	Credit Hours
GDVC 1400	Introduction to Graphic Design	3.0
GDVC 1450	Typography	3.0
GDVC 1500	Digital Imaging	3.0
GDVC 1550	Illustration	3.0
GDVC 2600	Portfolio	3.0
CSCE 2570	Desktop Publishing	3.0
Total Credit Hours		18.0

Heating, Ventilation, Air Conditioning & Refrigeration Technology

Program Description

The Heating, Ventilation, Air Conditioning and Refrigeration Technology Program prepares students for skilled positions installing and servicing heating and cooling systems.

Students receive intensive training in labs to apply lecture material to practical situations. An Associate of Applied Science Degree, a 45-credit hour Diploma or Certificates (Furnace, Heat Pump, or Air Conditioning) are options available to the students.

As part of the Degree program, students may participate in a summer internship with local HVAC/R employers to receive valuable on-the-job training.

Program Objectives

- Demonstrate knowledge of electrical hazards and related safety practices.
- Possess the knowledge and skills to perform entry level employment in the HVAC/R field.
- Demonstrate an understanding of personal and work characteristics that contribute to effective job performance.
- Use effective communication skills appropriate to the HVAC/R industry.

- Apply the theory of HVAC/R to specific jobs using reasoning/critical thinking and the ability to work independently.
- Use mathematical/technical data in relation to the HVAC/R field.
- Be prepared to pass the EPA Certification Exam for Air Conditioning and Refrigeration Technicians.

Career Opportunities

Graduates may be employed by contractors in the field or operate their own business.

Internships

Internships are an option for this program. A student may take additional electives instead of an internship.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedHVAC.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedHVAC.aspx>)

Associate of Applied Science Degree

- Heating, Ventilation, Air Conditioning and Refrigeration Technology, AAS (p. 66)

Diploma

- Heating, Ventilation, Air Conditioning and Refrigeration Technology Diploma (p. 65)

Certificates

- Heating, Ventilation, Air Conditioning and Refrigeration Technology Air Conditioning Certificate (p. 65)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology Furnace Certificate (p. 65)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology Heat Pump Certificate (p. 66)

Heating, Ventilation, Air Conditioning and Refrigeration Technology Air Conditioning Certificate

The Air Conditioning Certificate provides limited educational opportunity to enhance a student's skill and ability in this speciality area by completing the following required classes.

Code	Title	Credit Hours
HVAC 1005	Safety	1.0
HVAC 1315	Electrical Theory	3.5
HVAC 1320	Electrical Applications Lab	1.0
HVAC 1410	A/C Cycle Theory	3.0
HVAC 1425	A/C Cycle Lab	2.0
HVAC 1445	A/C Apps Refrigerant/Rec	4.0
HVAC 1460	A/C Applications Lab	1.0
Total Credit Hours		15.5

HVAC 1005 Safety is a prerequisite for all HVAC classes, except night classes.

Heating, Ventilation, Air Conditioning and Refrigeration Technology Diploma

The Diploma is intended for students who want hands-on skills and job knowledge for service and installation employment. Students will complete the required courses for the fall, spring and summer terms of the HVAC program for a total of 45 semester credit hours. Students seeking the Diploma option should plan on 8 credit hours for internships for this award.

Course	Title	Credit Hours
First Semester		
Fall		
HVAC 1005	Safety	1.0
HVAC 1315	Electrical Theory	3.5
HVAC 1320	Electrical Applications Lab	1.0
HVAC 1330	Sheetmetal Installation	3.0
HVAC 1340	Furnace Fundamentals	4.0
HVAC 1350	Furnace Fundamentals Lab	3.0
HVAC 1360	Fall Internship	1.5
EMTL 1310	American Heart First Aid Plus	0.5
Credit Hours		17.5

Second Semester

Spring

HVAC 1410	A/C Cycle Theory	3.0
HVAC 1425	A/C Cycle Lab	2.0
HVAC 1435	A/C Controls Theory	3.0
HVAC 1440	A/C Controls Lab	1.0
HVAC 1445	A/C Apps Refrigerant/Rec	4.0
HVAC 1460	A/C Applications Lab	1.0
HVAC 1475	Heat Pumps Theory	3.0
HVAC 1480	Heat Pumps Lab	1.0
HVAC 1400	Spring Internship	1.5
Credit Hours		19.5

Third Semester

Summer

Select one of the following internship courses:		8.0
HVAC 1490	Internship	
HVAC 1500 & HVAC 1510	Comm Refrigeration Elec Mechanical and Comm Refrigeration Elec Mech Lab	
Credit Hours		8.0
Total Credit Hours		45.0

HVAC 1005 Safety is a prerequisite for all HVAC classes, except night classes.

Heating, Ventilation, Air Conditioning and Refrigeration Technology Furnace Certificate

The Furnace Certificate provides limited educational opportunity to enhance a student's skill and ability in this speciality area by completing the following required classes.

Code	Title	Credit Hours
HVAC 1005	Safety	1.0
HVAC 1315	Electrical Theory	3.5
HVAC 1320	Electrical Applications Lab	1.0
HVAC 1330	Sheetmetal Installation	3.0
HVAC 1340	Furnace Fundamentals	4.0
HVAC 1350	Furnace Fundamentals Lab	3.0
Total Credit Hours		15.5

HVAC 1005 Safety is a prerequisite for all HVAC classes, except night classes.

Heating, Ventilation, Air Conditioning and Refrigeration Technology Heat Pump Certificate

The Heat Pump Certificate provides limited educational opportunity to enhance a student's skill and ability in this speciality area by completing the following required classes.

Code	Title	Credit Hours
HVAC 1005	Safety	1.0
HVAC 1315	Electrical Theory	3.5
HVAC 1320	Electrical Applications Lab	1.0
HVAC 1410	A/C Cycle Theory	3.0
HVAC 1425	A/C Cycle Lab	2.0
HVAC 1475	Heat Pumps Theory	3.0
HVAC 1480	Heat Pumps Lab	1.0
Total Credit Hours		14.5

HVAC 1005 Safety is a prerequisite for all HVAC classes, except night classes.

Heating, Ventilation, Air Conditioning and Refrigeration Technology, AAS

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
HVAC 1005	Safety	1.0
HVAC 1315	Electrical Theory	3.5
HVAC 1320	Electrical Applications Lab	1.0
HVAC 1330	Sheetmetal Installation	3.0
HVAC 1340	Furnace Fundamentals	4.0
HVAC 1350	Furnace Fundamentals Lab	3.0
HVAC 1360	Fall Internship	1.5
EMTL 1310	American Heart First Aid Plus	0.5
Credit Hours		17.5

Second Semester

Spring

HVAC 1410	A/C Cycle Theory	3.0
HVAC 1425	A/C Cycle Lab	2.0
HVAC 1435	A/C Controls Theory	3.0
HVAC 1440	A/C Controls Lab	1.0
HVAC 1445	A/C Apps Refrigerant/Rec	4.0
HVAC 1460	A/C Applications Lab	1.0
HVAC 1475	Heat Pumps Theory	3.0
HVAC 1480	Heat Pumps Lab	1.0
HVAC 1400	Spring Internship	1.5
Credit Hours		19.5

Third Semester

Summer

Select one of the following internship courses:		8.0
HVAC 1490	Internship	
HVAC 1500 & HVAC 1510	Comm Refrigeration Elec Mechanical and Comm Refrigeration Elec Mech Lab	
Credit Hours		8.0
Total Credit Hours		45.0

Code	Title	Credit Hours
HVAC Program		45.0
General Education Requirements (p. 24)		15.0
Total Credit Hours		60.0

HVAC 1005 Safety is a prerequisite for all HVAC classes, except night classes.

Information Technology

Program Description

The Information Technology Program provides sufficient education and training to enable graduates to procure entry-level positions in the information technology field and provides adequate applied instruction to meet the training and retraining needs of employers.

Information Technology (IT) is a broad and expanding field of applied science encompassing parts of many disciplines that relate to information processing and management. The IT program is designed to provide graduates with the necessary skills to function in today's business world with particular emphasis on the centrality of information and its processing, distribution and presentation. IT graduates will obtain competencies in areas such as personal computer (PC) support services and network technology. Graduates will have completed a core of courses including interpersonal skills, written and oral communications, and actual hands-on experience. Students will complete a core of courses to ensure they possess the base knowledge necessary in the field. Specialization areas will allow students to pursue a more focused aspect of the IT program.

Program Objectives

- Possess the knowledge to perform tasks related to entry-level information technology positions.
- Apply the theory of information technology to specific jobs.
- Think analytically and logically in relation to information technology.

- Use effective communication skills and work ethics appropriate to an information technology workplace environment.

Career Opportunities

Graduates may find employment as a customer support specialist, PC repair technician, network technician, system analyst, help desk specialist, or project manager.

Core Degree Requirements

Code	Title	Credit Hours
Info Tech Core Requirements		
INFO 1000	Intro to Information Tech	3.0
INFO 1010	Microcomputer Applications	3.0
INFO 1025	Operating Systems I	3.0
INFO 1030	Database Concepts & Design	3.0
Gen Ed Core Requirements		
Select one of the following Written Communication courses:		3.0
BSAD 2250	Business Communications	
ENGL 1010	English Composition I	
ENGL 1040	Basic Technical Communications	
Select one of the following Oral Communication courses:		3.0
BSAD 1030	Business & Professional Speaking	
SPCH 1010	Fund of Speech Communication	
SPCH 1090	Fund of Human Communication	
SPCH 1110	Public Speaking	
Select one of the following Social Science courses:		3.0
ECON 1000	Contemporary Economic Issues	
ECON 2110	Principles of Macroeconomics	
ECON 2120	Principles of Microeconomics	
POLS 1000	American Government	
POLS 1600	International Relations	
PSYC 1810	Intro to Psychology	
SOCI 1000	Human Relations: People Skills	
SOCI 1010	Intro to Sociology	
SOCI 2150	Issues of Unity & Diversity	
Select one of the following Mathematics courses:		3.0
MATH 1010	Intermediate Algebra (or higher) *	
Total Credit Hours		24.0

* MATH 1150 College Algebra is required for several programming classes.

See a program advisor for a list of electives.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedPCSupportNetworkTechnology.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedPCSupportNetworkTechnology.aspx>) and www.mpcc.edu/financial-services/GainfulEmployment/GedCustomerServiceHelpdesk.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedCustomerServiceHelpdesk.aspx>)

Associate of Applied Science Degree

- PC Support / Network Technology, AAS (p. 67)

Diplomas

- PC Support Services Diploma (p. 68)
- Network Technology Diploma (p. 68)

Certificates

- PC Support Certificate (p. 68)
- Network Technology Certificate (p. 69)
- Customer Service/Help Desk Certificate (p. 69)

PC Support / Network Technology, AAS

Program Description

Information Technology refers to an entire industry involved in the use of computers and software to manage information.

In a large company the information technology department might be responsible for storing information, protecting information, processing the information, transmitting the information as necessary and later retrieving information as necessary.

PC Support/Network Technology specialization is designed to provide graduates with the skills necessary to troubleshoot and implement a course of action necessary to solve customer hardware and software problems, to implement and manage a local/wide-area network as well as support network users. The graduates will obtain the necessary skills to function in today's business world with particular emphasis on the centrality of information and its processing and distribution.

Careers in PC Support/Network Technology involve network analysis, planning and implementation, including design, installation, maintenance and management of network systems. Successful establishment and maintenance of information technology infrastructure is critical to the success of every organization. People with expertise in PC Support/Network Technology are in high demand for a variety of positions in organizations of all sizes and types.

Career Opportunities

Employment opportunities with this degree may include the following:

- Computer support specialists
- Data entry keyers
- Computer automated teller
- Office machine repairers
- Computer security specialists
- Medical appliance technicians
- Network and computer systems administrators
- Computer and information systems managers
- Computer operators
- Computer support specialists
- Computer hardware engineers
- Network systems and data communications analysts

Associate of Applied Science Degree Information Technology

PC Support/Network Technology Emphasis

Suggested Sequence of Study

This specialization is designed to prepare the graduate with the skills necessary to implement and manage a local/wide area network. This degree enables the graduate to obtain employment in areas that may require knowledge and skills in network hardware and software administration and support. See Course Descriptions for specific information regarding industry standard certifications.

Course	Title	Credit Hours
First Semester		
Fall		
INFO 1000	Intro to Information Tech	3.0
INFO 1025	Operating Systems I (Partial preparation for Comp TIA's A+OS Exam 220-302)	3.0
INFO 1050	Networking Essentials	3.0
INFO 1200	Fund of Computer Hardware	3.0
MATH 1010	Intermediate Algebra (or higher level math course)	3.0
Credit Hours		15.0
Second Semester		
Spring		
INFO 1010	Microcomputer Applications (Partial preparation for several MOS certifications)	3.0
INFO 1220	PC Troubleshooting /Repair (Partial preparation for Microsoft certification exam 70-271 and 70-272)	3.0
INFO 1620	Network Administration I (Partial Preparation for Microsoft certification exam 70-270)	3.0
INFO 2025	Operating Systems II (Partial preparation for Comp TIA's A+OS exam 270-302)	3.0
Oral Communication Requirement		3.0
Credit Hours		15.0
Third Semester		
Fall		
INFO 1030	Database Concepts & Design	3.0
INFO 2600	Network Administration II (Partial Preparation for Microsoft certification exam 70-290)	3.0
INFO 2630	Security +	3.0
Written Communication Requirement		3.0
Electives *		3.0
Credit Hours		15.0
Fourth Semester		
Spring		
INFO 1260	Customer Support/Help Desk (Partial Preparation for Comp TIA's Security + exam SYO-101)	3.0

INFO 2700	Administering Directory Services (Partial Preparation for Microsoft certification exam 70-217)	3.0
INFO 2900	Internship	3.0
Social Science Requirement		3.0
Electives *		3.0
Credit Hours		15.0
Total Credit Hours		60.0

* See Advisor for list of Electives

PC Support Services Diploma

This specialization is designed to provide graduates with skills necessary to troubleshoot and implement a course of action necessary to solve customer hardware and software problems.

Code	Title	Credit Hours
INFO 1000	Intro to Information Tech	3.0
INFO 1010	Microcomputer Applications	3.0
INFO 1025	Operating Systems I	3.0
INFO 1030	Database Concepts & Design	3.0
INFO 1050	Networking Essentials	3.0
INFO 1200	Fund of Computer Hardware	3.0
INFO 1220	PC Troubleshooting /Repair	3.0
INFO 1260	Customer Support/Help Desk	3.0
INFO 1620	Network Administration I	3.0
INFO 2025	Operating Systems II	3.0
Total Credit Hours		30.0

Network Technology Diploma

Code	Title	Credit Hours
INFO 1000	Intro to Information Tech	3.0
INFO 1010	Microcomputer Applications	3.0
INFO 1025	Operating Systems I	3.0
INFO 1050	Networking Essentials	3.0
INFO 1200	Fund of Computer Hardware	3.0
INFO 1260	Customer Support/Help Desk	3.0
INFO 1620	Network Administration I	3.0
INFO 2025	Operating Systems II	3.0
INFO 2600	Network Administration II	3.0
INFO 2700	Administering Directory Services	3.0
Total Credit Hours		30.0

PC Support Certificate

Code	Title	Credit Hours
INFO 1025	Operating Systems I	3.0
INFO 1050	Networking Essentials	3.0
INFO 1200	Fund of Computer Hardware	3.0
INFO 1220	PC Troubleshooting /Repair	3.0
INFO 2025	Operating Systems II	3.0
Total Credit Hours		15.0

Network Technology Certificate

Code	Title	Credit Hours
INFO 1050	Networking Essentials	3.0
INFO 1260	Customer Support/Help Desk	3.0
INFO 1620	Network Administration I	3.0
INFO 2600	Network Administration II	3.0
INFO 2630	Security +	3.0
Total Credit Hours		15.0

Customer Service/Help Desk Certificate

Code	Title	Credit Hours
INFO 1000	Intro to Information Tech	3.0
INFO 1010	Microcomputer Applications	3.0
INFO 1025	Operating Systems I	3.0
INFO 1030	Database Concepts & Design	3.0
INFO 1260	Customer Support/Help Desk	3.0
INFO 2025	Operating Systems II	3.0
Total Credit Hours		18.0

Licensed Practical Nursing Program Description

Licensed Practical Nursing (LPN) classes start in August. The LPN program has a selective admission process.

Approval for admission will be granted by the Faculty Organization in the LPN program. The application deadline for fall classes is due to the nursing department by March 1st. Applicants who have met all admission requirements and have been selected by the Faculty Organization will be notified by April 1st of their acceptance into the August class. An acceptance form will be sent to those applicants admitted; this form must be returned by the specified deadline to secure a position in the August class. A **mandatory** orientation will take place during the summer prior to beginning the nursing program. Applicants who are not placed in the August class or fail to attend the mandatory orientation will be placed on a candidacy status for the next year. For more information on the selective admission process contact the nursing department.

The nursing program is designed to prepare students for employment as a Licensed Practical Nurse. The nursing program includes nursing and non-nursing courses. Non-nursing courses may be taken at any MPCC location or transferred from an accredited college or university. The program includes a concept based nursing curriculum and state-of-the-art simulations to improve student and program outcomes. Clinical sites will be in local hospitals, long term care facilities and various other community agencies and clinics.

Graduates have met the education eligibility requirement to take the National Council of State Board of Nursing Licensing Examination for Practical Nurses (NCLEX-PN), which meets one requirement leading to state licensure as a Licensed Practical Nurse. Once an applicant has received a LPN license in the State of Nebraska they are eligible to take the Licensed Practical Nurse-Certified (LPN-C) Examination.

Mid-Plains Community College's LPN program is approved by the Nebraska State Board of Nursing. MPCC is fully accredited by the Higher Learning Commission, a member of the North Central Association.

Admission Requirements

The applicant will need to have a completed file to be accepted into the LPN Program. Please read and comply with the following admission requirements.

1. Fulfill Mid-Plains Community College's General Admission Requirements.
2. Complete application to Mid-Plains Community College specifying interest in the nursing program, specify Practical Nursing Program.
3. Submit official high school transcript or GED.
4. Submit official college or university transcripts if other than Mid-Plains Community College.
5. Submit ACT scores which must have a composite score of at least 21 with all subscores 19 or higher.
OR Complete Accuplacer testing. Scores will be used to determine admission into nursing programs. Accuplacer Test Scores must meet the nursing criteria of: Arithmetic 75; Reading Comprehension 74; and Sentence Skills 84.
6. Must have 2 references from teachers and/or current employers. Submit name, position and phone number.
7. Complete Math for Health Occupations course with a C + or higher.
8. Active status on the Nebraska Nursing Assistant Registry.
9. Must speak and understand the English language in order to communicate clearly with patients and staff. (Refer to information concerning international students).

****Test results valid for three years****

****All general education courses must be passed with a C + or higher****

Due by First Day of Class

The following must be completed prior to beginning the program: Due dates will be given at mandatory orientation.

1. Immunizations must be current (refer to immunization form)
2. Current American Heart Association Healthcare Provider CPR card .
3. Proof of professional liability insurance.
4. Criminal background check. Based on the outcome of the background check, a student may be prevented from entering the program due to inability to place in a clinical area. Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. (Contact the State Board of Nursing with questions).
5. Approval of clinical facilities.

Career Opportunities

The Licensed Practical Nurse provides nursing interventions within the framework of their educational background under the direction of a licensed practitioner or a registered nurse. They practice in environments such as hospitals, long-term care facilities, home health and medical offices. Job openings are available throughout the country and in a wide variety of health care agencies. Salary levels will vary with the geographical area and the type of position. A LPN-C may perform limited intravenous therapy interventions under the direction of a registered nurse or licensed practitioner.

Progression in Program

All NURS courses must be completed with a grade of 78% (C) or higher to progress through the program. All non-nursing courses must be completed with a grade of C+ or higher to progress through the program. Courses must be followed in the sequence of study. If a student receives a grade lower than a “C” in an NURS course or a “C+” in non-nursing courses during a given semester, withdrawal from the program is required. Unsatisfactory clinical performance will result in a non-passing grade for the nursing course.

Educational Advancement

LPNs may use their Practical Nurse education and experience to continue their education by completing the following:

- Receive advanced placement into RN programs (subject to the RN programs’ policies.)

Program Objectives

Upon completion of the program, the graduate will be prepared to:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patients across the lifespan.
2. Engage in clinical reasoning to make patient-centered care decisions in a safe care environment.
3. Participate in quality improvement processes to improve patient care outcomes.
4. Participate in teamwork and collaboration with members of the interdisciplinary team, the patient, and the patient’s support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Use leadership, management, legal, and ethical principles to guide practice as a professional nurse.
7. Promote a culture of caring to provide holistic, compassionate patient care

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedLPN.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedLPN.aspx>)

Diploma

- Practical Nursing Diploma (p. 70)

Practical Nursing Diploma

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
NURS 1100	Nursing Concepts I: Adult Nursing	6.0
NURS 1101	Critical Thinking In Nursing	2.0
BIOS 2250 & BIOS 2251	Human Anatomy/Physiology I and Human Anatomy/Physiology I Lab	4.0

ENGL 1010	English Composition I	3.0
Credit Hours		15.0
Second Semester		
Spring		
NURS 1200	Nursing Concepts II: Family Health	4.0
NURS 1201	Nursing Concepts III: Mental Health	3.0
BIOS 2260 & BIOS 2261	Human Anatomy/Physiology II and Human Anatomy/Physiology II Lab	4.0
PSYC 1810	Intro to Psychology	3.0
Credit Hours		14.0
Third Semester		
Summer		
NURS 1300	Practical Nursing Exit Course	6.0
Credit Hours		6.0
Total Credit Hours		35.0

Medical Laboratory Technician

Program Description

The Associate of Applied Science Medical Laboratory Technician (MLT) Program is designed to prepare students for employment in medical, clinical, research and public health laboratories.

The technician collects or receives patient specimens, performs many general laboratory tests, records data, and reports results to physicians to aid in the diagnosis and treatment of disease.

The MLT program combines academic general education with a concentration in basic life sciences, didactic studies in medical laboratory science and clinical training at hospital laboratories. The program requires two years, (four semesters and one summer session) of full-time study. Students with previous college work may apply for advanced placement pending evaluation of transcripts. Upon completion of the academic and clinical requirements, students will be awarded an associate degree and become eligible to take the national certification examination.

Students completing the MLT program may transfer up to sixty semester credit hours to the University of Nebraska Medical Technology program.

The Mid-Plains MLT program is accredited by

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd., Suite 720
Rosemont, IL 60018-5119
Phone: 773-714-8880
Website: www.naacls.org (<http://www.naacls.org>)

Program Objectives

- Possess the appropriate and necessary competencies for entry level employment in the medical laboratory.
- Demonstrate the appropriate and necessary personal and work characteristics that contribute to effective job performance and relations.
- Use appropriate and necessary communication skills to ensure success in job performance, job relations and job retention.
- Apply the theory of technical specialization using critical thinking/reasoning while working independently.

- Use mathematical data and reasoning skills in relation to the medical laboratory.
- Be prepared to take external certification examinations.

Career Opportunities

Medical laboratory technicians are employed by hospitals, clinics, doctors' offices, veterinary clinics, research centers, colleges and universities, medical schools, government agencies and industrial medical laboratories.

Admission Requirements

The MLT program is a selective admission program. Upon contacting the MLT Program Director, prospective MLT students will undergo a screening process. Prior to admission to the MLT program, the applicant must meet the following criteria:

- Be at least 17 years of age
- Possess a high school diploma or GED
- Be able to meet essential functions (contact MLT Program Director for specific details)
- Submit official high school transcript or GED to Mid-Plains Community College
- Submit official college transcripts if other than Mid-Plains Community College
- Fulfill Mid-Plains Community College General Admission Requirement
- Complete application to Mid-Plains Community College specifying interest in MLT program
- Submit MLT program application
- Submit three letters of recommendation from teachers and/or current employers
- Complete Accuplacer placement exam with minimum scores of: Sentence Skills – 84, Reading – 74, Arithmetic – 65
- Submit a Pre-Entrance Medical Statement
- Submit documentation of current immunizations or proof of immunity as required by the program
- Have satisfactory Criminal Background Check results
- Schedule an interview with the MLT Program Director

All of the above admission requirements must be met prior to being accepted into the MLT program. Failure to respond to requests for information, incomplete files, or failure to meet deadlines will inactivate the application for MLT program admission. Approval for admission will be granted by MLT program faculty with the final approval decision resting with the MLT Program Director. After MLT program admission approval is granted, the student will be accepted into the first available class and receive written notification of acceptance.

Associate of Applied Science Degree

- Medical Laboratory Technician, AAS (p. 71)

Medical Laboratory Technician, AAS

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
BIOS 1010	General Biology	4.0

CHEM 1050 or CHEM 1090	Survey of Chemistry I or General Chemistry I	4.0
ENGL 1010	English Composition I	3.0
MEDT 1000	MLT Orientation	2.0
SPCH 1090	Fund of Human Communication	3.0
Credit Hours		16.0

Second Semester

Spring

BIOS 1100	Basic Anatomy & Physiology	3.0
CHEM 1060 or CHEM 1100	Survey of Chemistry II or General Chemistry II	4.0
MEDT 1100	Hematology	5.0
MEDT 1710	Immunology	1.5
OFFT 2150	Integrated Information Processing	3.0
Credit Hours		16.5

Third Semester

Summer

BIOS 1110	Microbiology	4.0
MEDT 1060	Lab Math	1.0
MEDT 2010	Serology	1.5
MEDT 2250	Urinalysis	2.0
Credit Hours		8.5

Fourth Semester

Fall

MEDT 2100	Medical Microbiology	5.0
MEDT 2410	Clinical Chemistry	5.0
MEDT 2500	Blood Banking	4.0
PSYC 1810 or SOCI 1010	Intro to Psychology or Intro to Sociology	3.0
Credit Hours		17.0

Fifth Semester

Spring

MEDT 2720	Clinical Hematology Practicum *	4.0
MEDT 2730	Clinical Chemistry Practicum *	4.0
MEDT 2740	Clinical Microbiology Practicum *	4.0
MEDT 2750	Clinical Blood Bank Practicum *	4.0
MEDT 2760	Clinical Urinalysis Practicum *	1.0
MEDT 2770	Clinical Sp Studies Practicum *	1.0
Credit Hours		18.0
Total Credit Hours		76.0

* Clinical Practicums are conducted in hospital laboratories affiliated with the program for a period of 18 weeks (5 of these 18 weeks are in North Platte). Students must be prepared to drive or find lodging on their own to attend clinical practicum experience. Clinical site assignments are made by one of the following:

1. Agreement among classmates for site choices.
2. If no agreement can be reached, the Program Director will assign student sites.

All program coursework must be successfully completed prior to beginning clinical practicums. Students must also obtain and maintain healthcare coverage during clinical practicum experience.

Welding Technology

Program Description

Welding Technology is a program that leads to a Diploma or Associate of Applied Science Degree for employment opportunities in the welding/machine shop field.

The program provides the skills and knowledge necessary for entry-level job production welding or job shop employment upon graduation.

Students may enter at different stages of readiness and progress according to his/her abilities and efforts. Students will be assessed and evaluated as they complete each measurable performance objective. Upon completion of a set of prescribed technical competencies, students will be able to perform skills necessary to be successfully employed at the entry level or above with a selected occupation.

WELD 1005 Safety is a prerequisite for all Welding Technology classes except night classes.

Program Objectives

- Demonstrate knowledge of welding hazards and related safety practices.
- Possess knowledge to perform tasks consistent with entry-level welding employment.
- Demonstrate an understanding of personal and work characteristics that contribute to effective welding job performance.
- Use effective communication skills appropriate to the welding setting.
- Apply the theory of welding technology to specific jobs using critical thinking/reasoning and the ability to work independently.
- Use mathematical data and reasoning skills in relation to welding.
- Be prepared to obtain certification for welding in accordance with code qualification.

Career Opportunities

Construction companies, machine shops, repair shops, utility companies, and manufacturers of automobiles, recreational vehicles, tools, machinery, toys, household appliances and other metal products offer potential employment opportunities. Other industries employing welders include agriculture, industrial machinery, mining, railroad, transportation and trucking.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at www.mpcc.edu/financial-services/GainfulEmployment/GedWelding.aspx (<http://www.mpcc.edu/financial-services/GainfulEmployment/GedWelding.aspx>)

Associate of Applied Science Degree

- Welding Technology, AAS (p. 72)

Diploma

- Welding Technology Diploma (p. 72)

Welding Technology Diploma

The Diploma is intended for students wanting to gain hands-on welding skills and knowledge to enter the welding industry. Students complete

the 45 semester credit hours of program specific welding classes listed below.

Course	Title	Credit Hours
First Semester		
WELD 1005	Safety	1.0
WELD 1115	Arc/Gas Welding I	4.0
WELD 1125	Intro to TIG Welding	1.0
WELD 1135	Intro to MIG Welding	1.0
WELD 1140	Metals & Metallurgy	3.0
WELD 1145	Print Reading	2.0
Credit Hours		12.0
Second Semester		
WELD 1220	Arc/Gas Welding II	3.0
WELD 1240	Intermediate MIG	3.0
WELD 1245	Welding Prefabrication	2.0
WELD 1250	Intermediate TIG	3.0
WELD 1260	Applied Math for Welders	3.0
Credit Hours		14.0
Third Semester		
WELD 2310	Advanced TIG	4.0
WELD 2320	Plate Pre-Qualification	2.0
WELD 2330	Pipe Pre-Qualification	2.0
WELD 2340	Codes & Standards	2.0
WELD 2350	Project Layout	2.0
Credit Hours		12.0
Fourth Semester		
WELD 2410	Welding Qualification	5.0
WELD 2420	Welding Internship	2.0
Credit Hours		7.0
Total Credit Hours		45.0

Welding Technology, AAS Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
WELD 1005	Safety	1.0
WELD 1115	Arc/Gas Welding I	4.0
WELD 1125	Intro to TIG Welding	1.0
WELD 1135	Intro to MIG Welding	1.0
WELD 1140	Metals & Metallurgy	3.0
WELD 1145	Print Reading	2.0
General Education Course (p. 24)		3.0
Credit Hours		15.0
Second Semester		
Spring		
WELD 1220	Arc/Gas Welding II	3.0
WELD 1240	Intermediate MIG	3.0
WELD 1245	Welding Prefabrication	2.0
WELD 1250	Intermediate TIG	3.0
WELD 1260	Applied Math for Welders	3.0

General Education Course (p. 24)	3.0
Credit Hours	17.0

Third Semester**Fall**

WELD 2310	Advanced TIG	4.0
WELD 2320	Plate Pre-Qualification	2.0
WELD 2330	Pipe Pre-Qualification	2.0
WELD 2340	Codes & Standards	2.0
WELD 2350	Project Layout	2.0
General Education Course (p. 24)		3.0
Credit Hours		15.0

Fourth Semester**Spring**

WELD 2410	Welding Qualification	5.0
WELD 2420	Welding Internship	2.0
General Education Courses (p. 24)		6.0
Credit Hours		13.0
Total Credit Hours		60.0

Code	Title	Credit Hours
	Total Welding Technology Courses	45.0
	General Education Courses (p. 24)	15.0
	Total Credit Hours	60.0

COURSE DESCRIPTIONS

Course Numbering System

Course numbers appearing in this catalog follow a few basic guidelines. Those numbered 1-1990 are primarily for freshmen, and those numbered 2000-2990 are primarily for sophomores. The number 2980 is reserved for Directed Study - individual student research under the sponsorship of an instructor. The number 2990 is reserved for Special Topics - courses for which there is a temporary demand or courses offered on an experimental basis.

Directed Studies and Special Topics

The 2980 and 2990 course numbers are available for each discipline with the following common course descriptions:

2980 Directed Study 0.5-3 credit hours

8-45 Study Hours + 0 Lab Hours = 8-45 Classroom Hours

Directed Study is independent study within a subject area or at a subject level not available in regular catalog courses. Faculty assistance in planning and evaluation is required. No more than a total of twelve semester hours Directed Study and Special Topics may apply to an associate degree program. Directed Study may not be taken Pass/No-Pass. Prerequisite: Approval by the instructor, the division chairperson, and the Vice-President for Educational Services and Student Development. Offered on demand.

2990 Special Topics 0.5-3 credit hours

8-45 Study Hours + 0 Lab Hours = 8-45 Classroom Hours

A course, seminar, or workshop within a subject area or at a subject level not available in regular catalog courses. Consult current Schedule of Classes for course title. No more than a total of twelve semester hours of Special Topics and Directed Study may apply to an associate degree program. Offered on demand.

Specially Arranged Courses

These courses are intended to give the student, through independent study, the same experiences and knowledge that he/she would receive in the regularly scheduled class.

Limitations and Conditions

1. Students may not enroll in more than two Independent Study courses per semester.
2. Students will pay regular tuition and fees.
3. Instructors have the right to refuse to offer an Independent Study.
4. Students must obtain approval by the instructor before registering.
5. Students may not receive credit for more than four Independent Study courses.

Semester Hours of Credit

Each semester credit hour of a regular academic course represents at least 15 classroom hours and from two to three times as much outside study. Each semester hour of a laboratory, internship, clinical experience or practicum represents a minimum of 30 to 60 contact hours, with additional outside study.

Prerequisite Courses

When related courses are offered in a series, with each subsequent course building on knowledge and skills specifically covered in the previous course, students may be required to complete the series in order. In such cases, each course is a "prerequisite" for the following course; the students are not allowed to skip ahead without demonstrating that they have the ability to undertake advanced study.

Many courses list prerequisites or permission of instructor. It should be noted that a student is responsible for insuring his/her success in a course when a prerequisite is waived. It is not the responsibility of the instructor. Students should also check with transfer institutions concerning transferability of courses when a prerequisite was waived.

Course Scheduling

Many courses are offered every semester on the three campuses. However, the college cannot guarantee that every course listed in the catalog will appear on all of the semester and summer session schedules.

Course Descriptions

On the following pages are the descriptions in alphabetical order by prefix for credit courses offered by MPCC. Each course is described by an alpha prefix and a number identification, followed by the course title, semester credit hours, classroom hours, lecture hours, and CLIP hours (clinical, laboratory, internship, practicum), if appropriate. The total credit hours allocated to each course include hours generated through any combination of lecture and/or CLIP hours in compliance with Nebraska statutes.

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Accounting (ACCT)

ACCT 1010 Payroll Accounting

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

This course is designed to help small business managers and current or prospective payroll employees develop an understanding of the personnel and payroll records required by law and for the operation of an effective payroll accounting system. Topics covered include payroll operations, recording payroll accounting entries, preparation of payroll tax returns, and the use of computer accounting programs for payroll accounting. This course is designed for accounting personnel and may not be accepted for transfer.

ACCT 1020 Accounting Fundamentals

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

This course is designed for individuals with no accounting or bookkeeping experience. Topics covered include the accounting equation, debit and credit rules, trial balance and financial statements, double-entry accounting, general journal entries, worksheet preparation, adjusting and closing entries, cash management, payroll, and accounting for personal services. This course is not designed to be a transfer course for business majors. (Replaces ACCT 1000 MC Accounting Fundamentals)

ACCT 1025 Bookkeeping for Business

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

An introductory course to provide students with a sound basic knowledge of accounting terms, concepts, and procedures. Includes the accounting cycle for a service business, accounting for cash and payroll, and the accounting cycle for a merchandising business. This course is not designed to be a transfer course for business majors.

ACCT 1200 Principles of Accounting I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owner's equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business. (Replaces ACCT 1030.)

ACCT 1210 Principles of Accounting II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is a continuation of ACCT 1200. Introductory Accounting II includes accounting for businesses organized as corporations, cash flow statements, accounting for manufacturing, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements. Prerequisite: ACCT 1200. (Replaces ACCT 1040.)

ACCT 2020 Income Tax Acct for Individuals**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A beginning course in the preparation of federal tax returns for individuals and an introduction to federal taxation laws. Topics include basic tax concepts and familiarization with frequently used tax forms. The course contains the information needed to prepare most individual income tax returns according to current laws.

ACCT 2130 Intermediate Accounting I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Includes theoretical foundation of accounting; a review of the accounting model, income statement, retained earnings, the balance sheet, and statement of cash flows; in-depth study of the concepts of future and present values, cash control, short-term investments, receivables, inventories, liabilities, income taxes timing problems, property, plant, equipment depreciation and depletion. Prerequisite: ACCT 1210.

ACCT 2160 Intermediate Accounting II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Problems relating to current and non-current liabilities, stockholders' equity, leases, and pension, and analytical problems under study by the accounting profession. Prerequisite: ACCT 2130.

ACCT 2170 Introductory Cost Accounting**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Includes the nature of cost accounting concepts, classifications and statements; cost and control of materials, labor, and overhead; cost accumulation systems-job order and process; joint product and by-product costing; and standard costs. Prerequisite: ACCT 1210.

ACCT 2980 Directed Study**3.0 credit hours**

0 Classroom Hours

Directed Study

ACCT 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Agriculture (AGRI)

AGRI 1005 Intro to Ag & Natural Resources**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A survey course that provides an overview of historical development of agriculture, its present status and future challenges. The course will also evaluate the relationship and importance of educational programs to agriculture. Educational and career opportunities and objectives will be studied.

AGRI 1015 Animal Agriculture**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The uses of animals and animal products, the structure of the industry as well as trends and current issues related to production and consumption of animal products. Replaces AGRI 1010.

AGRI 1030 Introduction to Plant Science**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will cover plant physiology and morphology and its relationship to growth, development and reproduction of crop and forage plants. Seed identification, is also included.

AGRI 1031 Intro to Plant Science Lab**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lab Hours

This course is a lab that is required to be taken concurrently with AGRI 1030 Introduction to Plant Science.

AGRI 1410 Intro to Ag-Economics**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

The purpose of this introductory course is for students to develop a basic understanding and appreciation for the role of economics in agriculture at the (1) firm, (2) national, and (3) international levels. The main focus of this course will be directed at the firm level or the study of microeconomics. Students will learn to apply various economic principles and concepts relating to production agriculture, business management, consumer behavior, market price analysis and equilibrium, and public policy formation. An overview of the structure and scope of the U.S. food and fiber sector and its current trends/implications for the national economy will also be presented. Additional course topics will include rural development, natural resources, world food economics, international trade and policy, market structure and competition, and monetary/fiscal policies as time permits during the semester.

AGRI 1540 Introduction to Soil Science**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to the study of soil science, including the development, physics, chemistry, biology, and classification of soils. Emphasis is placed on the role of soils in the growth of plants. Prerequisite: high school chemistry or one semester of college chemistry, sophomore standing, or permission of instructor.

AGRI 1541 Intro to Soil Science Lab**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lab Hours

This is a lab course that is to be taken concurrently with AGRI 1540 Introduction to Soil Science.

AGRI 1745 Agribusiness & Food Marketing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is an introductory course in agribusiness and food products marketing offered for students interested in the marketing of agricultural commodities and food products in the agribusiness industry as it relates to the Food and Fiber Sector of the U. S. economy. This course will acquaint students with the workings of the U.S. food marketing system and enable them to examine how this system affects farm producers, middlemen (processors, wholesalers, retailers, and food services) and consumers. Students will gain an understanding how food products move through a food marketing channel to the final point of consumption (i.e. at home or away from home). The course will also illustrate how consumer demand, marketing, and information technology as well as political forces have shaped the agricultural food marketing industry over time.

AGRI 1850 Gold Medal Management**4.0 credit hours**

60.0 Classroom Hours = 60.0 Lecture Hours

This course is designed to fulfill Farmer's Home Administration requirements for production and financial management training. The overall objective of the course is to improve the students' understanding of production and financial management techniques and enable the students to better analyze and manage their farming operations.

AGRI 2040 Farm & Ranch Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The purpose of this course is to develop an understanding of the various business management decisions involved in the organization and operation of a farm or ranch firm for continuous profit and efficiency. Students will acquire knowledge and proficiency in applying the various economic principles and business management analysis concepts which aid a farm/ranch operator in the decision making process for a farm/ranch business operation.

AGRI 2041 Farm & Ranch Management Lab**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lab Hours

This is a lab course that is to be taken concurrently with AGRI 2040 Farm and Ranch Management.

AGRI 2100 Animal Products**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

This course will provide knowledge of edible animal products with particular emphasis to meat products from livestock and poultry. Course material will include all aspects of the meat industry from slaughter to consumption. Methods of slaughter and fabrication, conversion of muscle to meat, processing techniques, preservation and storage and consumer related topics will be discussed and demonstrated.

AGRI 2500 Animal Management**3.0 credit hours**

72.0 Classroom Hours = 40.0 Lecture Hours + 32.0 Lab Hours

Principles of managing animals in typical production systems. Emphasis is to provide the basics of managing beef, dairy, horses, poultry, sheep and swine through the life cycle for economic and efficient production.

AGRI 2620 Intro to Pest Management**4.0 credit hours**

90.0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours

This course will teach proper methods for pesticide application and safety, and preparation for commercial pesticide applicator certification and relevant pesticides, their different forms, types, and modes of action. Identification of plant pests, including morphology and life cycles of selected insects, weeds and diseases of horticultural plants will be included. Pest control methods will include chemical, physical, mechanical, cultural, and biological techniques. Application of integrated pest management will be stressed.

AGRI 2910 Agribusiness Internship**3.0 credit hours**

400.0 Classroom Hours = 400.0 Lab Hours

On-the-job training through a cooperative arrangement with business, and industrial organizations. Students work a minimum of 400 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Emphasis is placed on the application of technical knowledge, communication skills, and relationships with others. This class is designed for the Associate of Applied Science Degree in Business or interested in transferring for a degree in Agribusiness at a larger institution. Prerequisite: C average and 30 hours of program course work with at least 15 hours from MPCC. Application for an internship at least one semester before the internship is to begin.

AGRI 2920 Agriculture Education Internship**3.0 credit hours**

400.0 Classroom Hours = 400.0 Lab Hours

On-the-job training through a cooperative arrangement with business, and educational organizations. Students work a minimum of 400 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Emphasis is placed on the application of technical knowledge, communication skills, and relationships with others. Students will also be required (part of the 400 hours) to observe two different agriculture based classes. This class is designed for students interested in transferring to a larger institution to pursue a degree in agriculture education. Prerequisite: C average and 30 hours of program course work with at least 15 hours from MPCC. Application for an internship at least one semester before the internship is to begin.

AGRI 2930 Diversified Agriculture Internship**3.0 credit hours**

400.0 Classroom Hours = 400.0 Lab Hours

On-the-job training through a cooperative arrangement with business, and industrial organizations. Students work a minimum of 400 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Emphasis is placed on the application of technical knowledge, communication skills, and relationships with others. This class is designed for the students interested in a career with production agriculture. Prerequisite: C average and 30 hours of program course work with at least 15 hours from MPCC. Application for an internship at least one semester before the internship is to begin.

AGRI 2950 Vocational Career Tour**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lecture Hours

Career exploration into various vocational areas relating to skills, management, labor, experience, and educational requirements pertaining to employment salary and advancements. This unit consists of a 3-4 day field trip in the Midwest. Students participating must be members of a vocational organization. Note: This course may not transfer toward degree and/or program requirements at a four-year college. Contact transfer college for information.

AGRI 2980 Directed Study**3.0 credit hours**

0 Classroom Hours

Directed Study

AGRI 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Architectural Drafting and CAD Technology (ARCH)

ARCH 1760 Comp Asst Drafting Appl**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

(AutoCad Release 14 Windows) Advanced computer developed graphics.

Prerequisite: ARCH 1750 Computer Assisted Drafting Application or equal experience.

Art (ARTS)

ARTS 1000 Art Structure**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

An introduction to the language and manipulation of two and three-dimensional forms of art. Lecture and studio. For elementary education and non-art majors. Text and supplies required. Fee \$20.

ARTS 1010 Introduction to the Visual Arts**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society. [Offered as ARTS 1210: Art Appreciation prior to Fall 2016]

ARTS 1050 Intro to Art History & Criticism I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A survey of major works of art in all media from Prehistory through the end of the Late Gothic. Artistic styles will be discussed in relation to contemporary history, society, and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context. [Offered as ARTS 2310: Art History Survey I prior to Fall 2016]

ARTS 1060 Intro to Art History & Criticism II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A survey of major works of art in all media from the Renaissance through Post-Modernism. Artistic styles will be discussed in relation to contemporary history, society, and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context. Prerequisite: ARTS 1050 or permission of instructor. [Offered as ARTS 2320: Art History Survey II prior to Fall 2016]

ARTS 1070 Design**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

Study of the application and manipulation of two-dimensional elements and principles of design. Emphasis on theory and practical applications of each element of design. Studio required. Fee \$10.

ARTS 1210 Drawing I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A fundamental study of drawing utilizing a variety of media and subject matter. Emphasis on composition and manipulation of design elements. Studio lab required. Fee \$15. [Offered as ARTS 1010 Drawing I prior to Fall 2016]

ARTS 1220 Drawing II**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

A continuation of ARTS 1210 with emphasis on expressive applications. Studio required. Prerequisite: ARTS 1210 or permission of instructor. [Offered as ARTS 1020: Drawing II prior to Fall 2016]

ARTS 1300 Ceramics I**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

An introduction to the manipulation of clay, the evolution of form, application of glazes, and application of three-dimensional composition. Prerequisite: ARTS 1070 or permission of instructor. Fee \$35.

ARTS 1310 Ceramics II**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

A continuation of ARTS 1300 with emphasis on improvement of technique and wider expression of individual creativity with clay. Studio required. Prerequisite: ARTS 1300 or permission of instructor. Fee \$35.

ARTS 1400 Fund of Photography**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

An introduction to the principles of photography. A lecture/demonstration course in learning to use the camera. Deals with the basic camera functions and darkroom techniques for black and white and color.

ARTS 1500 Sculpture I**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

An introduction of sculpture including the physical qualities of materials; plaster, clay, wood, stone, metal, and combination by mixed media construction. Fee \$15.

ARTS 1600 Three Dimensional Design**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

Further study of the application and manipulation of the elements and principles of design with emphasis in three-dimensional studies. Studio required. Prerequisite: ARTS 1070. Fee \$15.

ARTS 2020 Life Drawing**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

The course deals partially with the human anatomy. Drawing from the human form (full figure and portrait) in various drawing media. Prerequisite: ARTS 1210 or permission of instructor.

ARTS 2100 Painting I**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours

An introduction to the application and manipulation of paint media in a variety of techniques and subject matter utilizing the elements and principles of design. Studio required Prerequisite: ARTS 1210 and 1070 or permission of instructor. Fee \$10.

ARTS 2110 Painting II**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours
A continuation of ARTS 2100 with emphasis on expressive applications. Studio required. Prerequisite: ARTS 2100 or permission of instructor. Fee \$10.

ARTS 2200 Problems in Painting I**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours
Individual problems in various painting media will be investigated. Technique, color, composition, and originality will be emphasized. Prerequisite: ARTS 1700, 2100, 2190, or permission of instructor.

ARTS 2220 Problems in Painting II**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours
Continuation of ARTS 2210. Prerequisite: ARTS 2200.

ARTS 2230 Problems in Painting III**3.0 credit hours**

75.0 Classroom Hours = 35.0 Lecture Hours + 40.0 Lab Hours
Continuation of ARTS 2220. Prerequisite: ARTS 2220.

ARTS 2450 Portfolio**3.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours
Students will be directed in the refining process of their portfolio to help them prepare for employment after graduation. Included in the course will be the exhibition of student work for public display. This course should be taken the final semester of the student's study. Fee \$45.

ARTS 2980 Directed Study**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours
Directed Study

ARTS 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours
Special topic course description upon request.

Auto Body Technology (AUTB)

AUTB 1005 Safety**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours
Specific safety practices that apply to the auto body shop. Prerequisite: permission of instructor.

AUTB 1110 Basic Metal Working**5.0 credit hours**

165.0 Classroom Hours = 30.0 Lecture Hours + 135.0 Lab Hours
Shop safety and practical experience in metal repair, straightening, filing, finishing and panel alignment, including fiberglass repair. Fee \$30.

AUTB 1120 Auto Body Painting**5.0 credit hours**

170.0 Classroom Hours = 45.0 Lecture Hours + 125.0 Lab Hours
Practical experience in preparation, using painting equipment, applying and mixing paint, sanding and masking. Instruction in using both high pressure and high volume/low pressure paint guns in down draft paint booths, including maintenance of paint equipment. Fee \$30.

AUTB 1130 Auto Body Hydraulics**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
Pushing and pulling operations on body and supporting sections with power tools and equipment. Safety procedures and use of hydraulic jack to align body panels.

AUTB 1150 Auto Body Welding**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
Oxyacetylene, Arc, TIG and MIG welding for auto body frame and chassis repair. Safety, warpage control and cutting procedures. Fee \$20.

AUTB 1210 Adv Metal Working**5.0 credit hours**

165.0 Classroom Hours = 30.0 Lecture Hours + 135.0 Lab Hours
Auto body repair of frames, chassis, body interior and exterior, including glass, trim and upholstery removal and installation. Prerequisite: AUTB 1110 or permission of instructor. Fee \$20.

AUTB 1220 Adv Auto Body Painting**5.0 credit hours**

165.0 Classroom Hours = 30.0 Lecture Hours + 135.0 Lab Hours
Emphasis on paint application and matching conventionally and with computers, including feather edging using single stage and base coat/clear coat, spot repairs, blending techniques and power buffing. Prerequisite: AUTB 1120 or permission of instructor. Fee \$30.

AUTB 1230 Automotive Electrical**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours
Electrical system fundamentals, batteries, charging systems, horns, lights and practical problems with the electrical system.

AUTB 1240 Job Estimating**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours
Practice in writing estimates, repair methods and procedures, and business practices used in the auto body industry.

AUTB 1250 Auto Air Conditioning**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours
Repair, charging and testing of auto air conditioning units. Fee \$30.

AUTB 1510 Frame Repair & Alignment**6.0 credit hours**

180.0 Classroom Hours = 45.0 Lecture Hours + 135.0 Lab Hours
Safety and function of equipment. Proper procedures for repairing structural damage to both unitized and full frame vehicles.

AUTB 1520 Wheel Alignment**3.0 credit hours**

90.0 Classroom Hours = 30.0 Lecture Hours + 60.0 Lab Hours
Basic front-end alignment, principles and functions of steering components.

AUTB 1530 Auto Body Mechanics**3.0 credit hours**

90.0 Classroom Hours = 30.0 Lecture Hours + 60.0 Lab Hours
Replacement of collision damaged drivetrain and mechanical components.

AUTB 1710 Auto Body Repair**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Auto body mechanics, safety, small dent removal, basic metal straightening and damage analysis. Fee \$60.

AUTB 1720 Auto Body Repair, Advanced**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Dent removal, plastic filling, sanding, sheetmetal repair and replacement of glass. Fee \$60.

AUTB 1730 Auto Body Component Repairs**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Auto body, MIG, gas and plastic welding, and rust and plastic repair. Fee \$60.

AUTB 1740 Auto Body Maj Component Rep**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Collision repair, including replacement of fenders, doors and quarter panels, and alignment of body parts. Fee \$60.

AUTB 1750 Auto Body Paint & Refinishing**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Paint application and safety, panel painting, color sanding, spray gun adjustment and primer techniques. Fee \$60.

AUTB 2000 English Wheel Techniques**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
English wheels are the perfect tool for giving students hands on experience in metal shaping. With practice and patience students can form just about anything pertaining to automotive body panels, motorcycle gas tanks, and many other types of vehicles.

AUTB 2010 Adv Unibody/Frame Realignment**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
Auto Body repair of car frames and unibody cars. Prerequisites: AUTB 1005, AUTB 1510, and sophomore standing.

AUTB 2020 Repairing Automotive Plastics**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
After studying this course student should be able to repair automotive plastics, identify and explain the different types of plastics used in automobiles. Prerequisites: AUTB 1005, AUTB 1510, and sophomore standing.

AUTB 2030 Restoring Corrosion Protection**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
Changes in vehicle construction have demanded corrosion protection treatments from the manufacturer. This in turn places demands on the collision repair industry to replace this protection during and after the repair process. If the protection is allowed to deteriorate, it can affect the structural integrity and safety of the vehicle. Prerequisites: AUTB 1005 and sophomore standing.

AUTB 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours
Special topic course description upon request.

Automotive Technology (AUTO)

AUTO 1005 Safety**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours
Specific safety practices for auto/diesel mechanic shops.

AUTO 1105 Gas Engine Design & Fund**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
Design and construction. Engine components, cooling, lubrication and ignition systems, engine classification and parts identification. .
Prerequisite: AUTO 1005 and Corequisite: AUTO 1125. Fee \$30.

AUTO 1125 Automotive Engine Repair**4.0 credit hours**

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours
Engine overhaul, disassembly, service of cylinder head valve train, valves, crankshaft, main bearing, connecting rods and bearings, camshaft, timing gear, engine block, cylinder and rings. Corequisite: AUTO 1105 or permission of instructor. Fee \$50.

AUTO 1140 Applied Automotive Welding**2.0 credit hours**

48.0 Classroom Hours = 24.0 Lecture Hours + 24.0 Lab Hours
Soldering, brazing, gas welding, cutting torches in the transportation field.
Prerequisite: TRAN 1005.

AUTO 1170 Equipment Maintenance**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours
Shop safety and equipment maintenance; selection, and use of tools, drill sizes, tap and dies, files and pipe and brass fitting.

AUTO 1200 Automotive Suspension System**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours
Manual and power steering service procedures and wheel balancing on and off the automobile. Fee \$20.

AUTO 1215 Automotive Brake Systems**4.0 credit hours**

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours
Brake theory and system service, maintenance, operation and testing, including antilock brake systems. Fee \$20.

AUTO 1230 Mechanics Electrical Systems**4.0 credit hours**

120.0 Classroom Hours = 60.0 Lecture Hours + 60.0 Lab Hours
Basic electrical principles, automobile circuits, batteries, alternators, starters and other systems. Fee \$20.

AUTO 1265 Body Controls**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours
Theory and repair of automotive accessory systems. Prerequisite: AUTO 1005 and Corequisite: AUTO 1230. Fee \$20.

AUTO 1500 Automotive Parts Management I**0.5 credit hours**

23.0 Classroom Hours = 23.0 Lab Hours
This course will prepare the student for a possible career in the automotive parts sales field.

AUTO 1505 Automotive Parts Management II**0.5 credit hours**

23.0 Classroom Hours = 23.0 Lab Hours

This course will prepare students for employment in the Automotive parts & supply's field.

AUTO 1710 Auto Mechanics**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Shop procedure and automotive engine design and operation in relation to repair and reconditioning.

AUTO 1725 Auto Prev Maint & Minor Repair**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

This course is designed for students to learn fundamental maintenance and repair of an automobile accomplished with a basic set of hand tools. Fee \$20.

AUTO 1750 Auto Elec System Diagnosis & Repair**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

The electrical diagnosis of charging, starting and wiring systems of the automobile. Will work with wiring diagrams, show how to test battery, alternator, starters, and wiring shorts using volt-ohm meters and test lights. Learn how to rebuild alternators and starters and make wire repairs. Fee \$20.

AUTO 1755 Wheel Alignment**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

Wheel alignment maintenance and repair. Fee \$20.

AUTO 2200 Auto Service Management I**0.5 credit hours**

23.0 Classroom Hours = 23.0 Lab Hours

This course will prepare students for a career in the Automotive Service Advisory field.

AUTO 2205 Auto Service Management II**0.5 credit hours**

23.0 Classroom Hours = 23.0 Lab Hours

This course will prepare students for a career in the Automotive Service Advisory field.

AUTO 2300 Adv Electronics & Computers**4.0 credit hours**

150.0 Classroom Hours = 60.0 Lecture Hours + 90.0 Lab Hours

Preparation for diagnosing electrical problems and digital multimeter use. Electrical circuits, series, parallel, series parallel circuits, troubleshooting; checking resistance, load and capacities; operation of computerized electrical systems, (ECM) Electronic Control Modules and microprocessors. Prerequisites: AUTO 1230 or permission of instructor. Fee \$25.

AUTO 2315 Automotive Drive Lines**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Clutch systems design, diagnosis and repair; rear axle systems design, diagnosis and repair; front wheel drive axle systems design, diagnosis and repair; drive shaft design, diagnosis and repair. Fee \$25.

AUTO 2345 Engine Performance & Drivability**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours

Procedures, problems, and diagnosis; including primary and secondary scope patterns, ignition systems, charging and starting systems, emission control designs and air pump maintenance. Prerequisites: AUTO 1005, AUTO 1230, and Co-requisites: AUTO 2300 and AUTO 2350. Fee \$25.

AUTO 2350 Adv. Automotive Diagnostics**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours

This class deals with the theory, operation, diagnoses, and repair of the various systems effecting the performance and drivability of the automobile as a whole. This class will focus mainly on scan tool and oscilloscope diagnostics.

AUTO 2410 Standard Trans & Transfer Cases**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours

Manual transmissions, transaxle, and transfer case design, operation, maintenance, and repair Fee \$25.

AUTO 2415 Automatic Transmissions**4.0 credit hours**

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours

Automatic transmission design, operation and disassembly; fluid couplings, torque converters, clutches, band materials, servos, valve bodies, pressure and power flow. Fee \$35.

AUTO 2430 Air Conditioning & Climate Control**4.0 credit hours**

100.0 Classroom Hours = 50.0 Lecture Hours + 50.0 Lab Hours

Repair and troubleshooting of air conditioning and climate control systems. Fee \$40.

AUTO 2460 Preparing For ASE Certification**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This class will prepare students to take ASE certification exams. It will cover ASE (Automotive Service Excellence) history, types of questions, certification areas, and reasons for becoming a certified technician.

AUTO 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request. Fee \$10.

Aviation (AVIA)

AVIA 1020 Intro to Flight**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lecture Hours

A short introduction to the realm of flight intended to familiarize the student with the actual flight operation of an aircraft. Involves approximately 10-15 hours of flight instruction. Course is completed when the student takes his/her first solo flight.

AVIA 1210 Basic Ground Training**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Guides those interested in earning either a pilot's certificate or ground instructor certificate through all of the necessary subject areas. Successful completion prepares the student for the federal written exam.

AVIA 2010 Intermediate Flight**2.0 credit hours**

32.0 Classroom Hours = 32.0 Lecture Hours

Approximately 40 hours of flight training which completes the application requirements for a Private Pilot's Certificate issued by the Federal Aviation Administration. The course is completed when the student successfully completes the oral examination and checkride with the FAA examiner. Prerequisite: AVIA 1020 or equivalent training.

AVIA 2310 Adv Ground Training**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Intended for those interested in gaining more than a basic knowledge of flight. Continues into advanced systems, instrument flight, and complex aircraft operation. Completion qualifies the student for the instrument flight written examinations. Prerequisite: AVIA 1210 or permission of instructor.

AVIA 2350 Adv Flight**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Thirty to forty hours of flight instruction required to qualify for the practical portion of the instrument rating. Prerequisite: AVIA 2310 or current enrollment.

AVIA 2980 Directed Study**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Directed Study

AVIA 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special Topics

Biology (BIOS)

BIOS 1010 General Biology**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

This course covers fundamental processes of cells and organisms, cell structure, genetics, evolution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystems, and biosphere level. It is designed as both a course for non-majors and as a foundation course for those planning additional work in biology. Includes lab.. Fee \$15.

BIOS 1011 General Biology Lab**0.0 credit hours**

0 Classroom Hours

Lab for General Biology.

BIOS 1060 Birds of Nebraska**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

A survey of general avian biology, ecology, and systematics. Emphasis will be on natural history and identification of Nebraska species. Field trips required.

BIOS 1090 General Botany**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

A basic study of plants and plant-like organisms, including topics such as anatomy, physiology, growth, reproduction, morphology, taxonomy, genetics, and evolution. Leads to an understanding of economic importance and relationships to the environment. Prerequisite: BIOS 1010 or equivalent or permission of instructor. Fee \$30.

BIOS 1091 General Botany Lab**0.0 credit hours**

0 Classroom Hours

Lab for General Botany.

BIOS 1100 Basic Anatomy & Physiology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A basic study of the human body systems and their respective functions. Designed for medical office students and those students that need a beginning course in the subject. Non-lab course.

BIOS 1110 Microbiology**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

An introductory study of the morphology, physiology, growth, and reproduction of microorganisms, with emphasis on bacteria.

Prerequisites: BIOS 1010 and CHEM 1050 or 1090 or one year of high school chemistry within the last three years, or permission of instructor. Fee \$30.

BIOS 1111 Microbiology Lab**0.0 credit hours**

0 Classroom Hours

Lab for Microbiology.

BIOS 1120 Intro to Zoology**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

A survey of the animal kingdom with emphasis on broad zoological principles. The evolution, distribution, ecology and current importance of major animal groups and animal-like organisms will be studied.

Prerequisite: BIOS 1010 or equivalent or permission of instructor. Fee \$30.

BIOS 1121 Intro to Zoology Lab**0.0 credit hours**

0 Classroom Hours

Lab for Zoology.

BIOS 1200 Ecology/Environment**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introductory analysis of the fundamental principles of environmental science - including natural resources, the scientific method, pressures on the global environment and concepts of sustainability and sustainable development.

BIOS 1210 Ecology/Environment w/Lab**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

An introductory analysis of the fundamental principles of environmental science - including natural resources, the scientific method, pressures on the global environment and concepts of sustainability and sustainable development. This course includes a lab portion.

BIOS 1400 Intro to Nutrition**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Principles of nutritional science with regard to the functions of various nutrients in the human body and the special nutrient requirements of individuals based on age, sex, occupation, and condition of health.

Recommended for pre-nursing, physical education, and family and consumer science emphases.

BIOS 1600 Current Issues in Biology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course reflects issues discussed in the current world of science.

The topics may cover Cancer, Biological Terrorism, HIV-AIDS, Emerging Infectious Diseases, Stem Cells, Alzheimers and the Human Genome.

Topic study will reflect the scientific and historical basis, the current status and the affect on society.

BIOS 2120 Genetics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introductory analysis of the fundamental principles of heredity including Mendelian inheritance, mutations, and applied genetics. Non-lab course.

BIOS 2140 Genetics**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

An introductory analysis of the fundamental principles of heredity including Mendelian inheritance, mutations, and applied genetics. This is a lab required course.

BIOS 2141 Genetics Lab**0.0 credit hours**

0 Classroom Hours

Lab for BIOS 2140 Genetics.

BIOS 2250 Human Anatomy/Physiology I**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

A study of the anatomical and physiological processes of the systems comprising the human body. Subject matter includes the structure and function of cells and tissues of the human body. Emphasis will be placed on the skeletal, muscular and nervous systems. Prerequisite: BIOS 1010 or equivalent or a strong background in high school biology strongly recommended or permission of instructor. Fee \$30.

BIOS 2251 Human Anatomy/Physiology I Lab**0.0 credit hours**

0 Classroom Hours

Lab for Human Anatomy and Physiology I.

BIOS 2260 Human Anatomy/Physiology II**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

A continued study of the physiological processes of the human body; areas emphasized will be the endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory and reproductive systems. Prerequisite: BIOS 2250 or permission of instructor. Fee \$15.

BIOS 2261 Human Anatomy/Physiology II Lab**0.0 credit hours**

0 Classroom Hours

Lab for Human Anatomy & Physiology II.

BIOS 2300 Intro To Biotechnology I**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

Examination of fundamental principles of biotechnology including biotechnology developments past and present, cellular organization, measurements and solution preparation, DNA structure and function, sources of DNA, Polymerase Chain Reaction and Gel Electrophoresis. Designed for science majors.

BIOS 2301 Intro To Biotechnology I Lab**0.0 credit hours**

0 Classroom Hours

Lab for Introduction to Biotechnology I.

BIOS 2310 Intro to Biotechnology II**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

Examination of fundamental principles of biotechnology including biotechnology developments past and present, advanced protein studies, and producing recombinant DNA. Designed for science majors.

BIOS 2311 Intro To Biotechnology II Lab**0.0 credit hours**

0 Classroom Hours

Lab for Introduction to Biotechnology II.

BIOS 2500 Scientific Research Experience**2.0 credit hours**

0 Classroom Hours

Under supervision of a faculty member, students will conduct original research in the field of biology. Students will select their own or participate in ongoing research projects, write a literature review, design and conduct experiments, analyze data, and present their conclusions in a public seminar. Designed for students intending on attending graduate or professional school or pursuing careers in biological science.

BIOS 2980 Directed Study**3.0 credit hours**

0 Classroom Hours

Directed Study

BIOS 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Building Construction Technology (BLDC)

BLDC 1005 Safety**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Specific safety practices that apply to the building construction trade.

BLDC 1105 Framing Construction**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Basic introduction to residential framing and residential codes.

BLDC 1115 Framing Construction Lab**3.0 credit hours**

135.0 Classroom Hours = 135.0 Lab Hours

Lab for Framing Construction. Fee \$15.

BLDC 1125 Exterior Finish

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

Understanding exterior finish, energy seal and windows.

BLDC 1130 Construction Drafting & Sketching

2.0 credit hours

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Drawing and designing a floor plan with emphasis on measurements, room size, utility placement, door and window arrangement and building specifications.

BLDC 1135 Exterior Finish Lab

3.0 credit hours

135.0 Classroom Hours = 135.0 Lab Hours

Lab for Exterior Finish. Fee \$15.

BLDC 1140 Construction Blueprint Reading

2.0 credit hours

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Blueprint Reading in the construction field, including lines, symbols, abbreviations, schedules and building specifications for the purpose of building layout and estimating.

BLDC 1160 Computer Aided Design

2.0 credit hours

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Drawing and designing a floor plan with emphasis on measurements, room size, utility placement, door and window arrangement and building specifications.

BLDC 1180 Plumbing

1.0 credit hours

45.0 Classroom Hours = 45.0 Lab Hours

An introduction to plumbing.

BLDC 1210 Interior Wall & Cabinetry

5.0 credit hours

165.0 Classroom Hours = 30.0 Lecture Hours + 135.0 Lab Hours

Students will learn about different types of drywall and their uses and how they relate to fire codes as well as moisture control. Installation and finishing of drywall, plastering, painting, and paneling. Construction of cabinet boxes as well as the types of joints on face frames and doors including modular, job built, and special cabinetry. Fee \$10.

BLDC 1215 Interior Trim & Finish II

4.0 credit hours

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Production, finish and installation of interior jambs, trim, doors, built-ins and cabinetry, plastic laminate, floor and wall covering. (Replaces BLDC 1220 Interior Trim & Finish, 5 credits.)

BLDC 1220 Interior Trim & Finish I

5.0 credit hours

165.0 Classroom Hours = 30.0 Lecture Hours + 135.0 Lab Hours

Students will learn about estimating production costs, finish and installation of interior jambs, trim doors, built-ins and cabinetry, plastic/solid surface laminates, floor and wall covering and labor costs associated with interior applications.

BLDC 1225 Bldg City Codes & State Standards

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

A study of the uniform building code.

BLDC 1240 Green Build Technology

2.0 credit hours

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

New techniques to enhance existing structure weatherization as well as construction techniques using renewable resources.

BLDC 1270 Spreadsheets & Estimating

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

Residential blueprints, material take-off forms for formulas and estimating quantities and introduction to computer spreadsheets for estimating, job costing, and cost controls. (Replaces BLDC 1260.)

BLDC 1720 Cabinetmaking

2.0 credit hours

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Cabinet construction, materials, techniques and use of power tools. Fee \$30.

BLDC 1760 Concrete & Forming

2.0 credit hours

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Estimating, layout, forming, placing and finishing concrete.

BLDC 2115 Advanced Framing

4.0 credit hours

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours

Advanced section on framing techniques, layouts, and supervisory responsibilities. Prerequisites: BLDC 1105 and 1115. (Replaces BLDC 2110.)

BLDC 2180 Plumbing

2.0 credit hours

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

An introduction to the basics of plumbing.

BLDC 2220 Cabinetry

4.0 credit hours

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Installation and finishing construction of built-ins and special cabinetry.

BLDC 2230 Countertops, Fabrication & Install

2.0 credit hours

90.0 Classroom Hours = 90.0 Lab Hours

This class outlines the basic fabrication and installation techniques for both laminate and solid surface. It will also cover the installation of both surface mounted and under mounted sinks. (Replaces BLDC 2125.) Prerequisite: BLDC 1005.

BLDC 2240 Construction Internship

1.5 credit hours

90.0 Classroom Hours = 90.0 Lab Hours

Hands on experience working as an employee with a local construction business coordinated by Mid-Plains Building Construction Department. (Replaces BLDC 2400.)

BLDC 2720 Cabinetmaking, Advanced

2.0 credit hours

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Constructing custom cabinets, casework, furniture and special projects. Fee \$30.

BLDC 2990 Special Topics

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Business (BSAD)

BSAD 1000 Leadership & Team Development

1.5 credit hours

24.0 Classroom Hours = 24.0 Lecture Hours

Applies leadership practices common to successful leaders through team building activities. This class is designed for the Associate of Applied Science Degree in Business. Attendance is mandatory.

BSAD 1010 Personal/Professional Development

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Special emphasis on relating image and social awareness to job success. Covers on-the-job situations of problem-solving, time management, goal setting, business etiquette, listening skills, work groups, and the relationship between productivity and job attitude. A major emphasis will be placed on developing productive work ethics. This class is designed for the Associate of Applied Science Degree in Business.

BSAD 1030 Business & Professional Speaking

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

The basic objective of this course is to provide students with a variety of theoretical and verbal communication approaches that are intended to help them achieve maximum effectiveness in their day-to-day relations with people at work. Classroom presentations are required. This class is designed for the Associate of Applied Science Degree in Business.

BSAD 1050 Introduction to Business

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand, analyze, interpret business news and information. [Offered as BSAD 1020: Introduction to Business prior to Fall 2016]

BSAD 1060 Introduction to Sports Management

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

The purpose of this course is to provide an exploration into the specialized field of sports management. Students will be introduced to the history of sports management, management principles and how to apply them to sports management, financial and economic principles as they apply to sports management, and legal and ethical issues within the industry.

BSAD 1070 Customer Service

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course will aid the student in developing methods for successful customer relations while improving upon an attitude of superior customer service which is critical to success in all organizations. Students will learn how to enhance customer relationships and differentiate between internal and external customers in a service and manufacturing organization.

BSAD 1080 Personal Finance & Business Oper

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to introduce the concepts associated with owning and operating a successful small business as well as the concepts of achieving financial independence through tax planning, protection planning, credit analysis and budgeting.

BSAD 1095 Job Search Strategies

1.5 credit hours

23.0 Classroom Hours = 23.0 Lecture Hours

Instruction designed to provide the student with the tools and skills to design an effective job search campaign. Emphasis will be placed on the written and oral communications necessary to market one's potential. Topics will include but are not limited to: self-evaluation and identification of transferable skills; methods of analyzing and finding a job opportunity; resume preparation; development of customized application letters; preparation of follow-up communications; critique of interview skills; practice in professional networking; social media strategies for job search.

BSAD 1100 Personal Finance

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

A practical approach to managing one's personal finances that includes financial record keeping and personal federal income tax, major consumer purchases and financing, investment fundamentals, and other financial topics of interest. Note: This course may not transfer toward general education or degree requirements at some four-year colleges.

BSAD 1110 Introduction to Events Management

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

The purpose of this course is to provide an exploration into the specialized field of "event management." Students will become familiar with management techniques and strategies required for successful planning, promotion, implementation and evaluation of special events.

BSAD 1120 Social Issues/Nonprofit Sector

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course examines the scope of the nonprofit sector and the role nonprofit organizations play in our society when dealing with complex social issues such as social services, poverty, homelessness, animal welfare, healthcare, child abuse, education, arts, religion, legal reform and other timely social issues.

BSAD 1130 Entrepreneur Venture

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

Students will gain an introductory understanding of entrepreneurship and the challenges, rewards, and components of owning and running a small business. This course is intended for WEC business technology students only.

BSAD 1500 Leadership Behavior

1.5 credit hours

24.0 Classroom Hours = 24.0 Lecture Hours

This course focuses on developing behaviors and habits that lead to positive and productive lifestyles. Students will understand that leadership is a 360-degree proposition – we lead ourselves before we lead others. With this insight, students will develop personal habits and exhibit behaviors that lead to positive influence with others.

BSAD 2000 Intro to Leadership Concepts**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course introduces leadership theory by focusing on definitions of leadership, exploring historical and contemporary leadership theory, and examining the role of leaders in various contexts. Students will develop foundational leadership and collaboration skills through a variety of group activities and exercises.

BSAD 2010 Principles of Selling**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to salesmanship. Covers the sales process and techniques effectively employed in selling. Includes sales demonstrations, including demonstrations by students.

BSAD 2020 Leadership Development**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course helps to prepare students to assume increasingly responsible leadership roles in their personal, professional and academic lives and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities. Readings are from the PTK Leadership Training Manual, and the course is taught by PTK/Kellogg Foundation Certified Leadership Instructors.

BSAD 2030 Practical Leadership**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The mission of the Leadership Institute is to develop effective community leaders from every section of Southwest Nebraska who will strengthen and transform the area.

BSAD 2050 Strategic Planning and Leadership**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to teach leadership skills and strategic planning by having students take on the role of board members and consultants and expose them to the realities of strategic planning in a simulated environment. Students will gain the knowledge needed to facilitate, formulate, execute, and monitor strategic planning for any organization.

BSAD 2060 Intro Sports Facilities Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The purpose of this course is to provide a general introduction to sports facilities management. Students will be introduced to the concepts of facility management, facilities planning, site design, construction considerations, facility systems, operations and maintenance. Students will be introduced to the concepts of marketing and sales as well as budgeting for events and facility upkeep. Legal responsibilities as well as security considerations will also be covered.

BSAD 2070 Risk Management for Events & Sports**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will learn to recognize potential risks in special and sporting events and to prioritize those risks for action and minimization. Practical strategies to manage risks of people, property and reputation are stressed. Students will also learn how to comply with legal regulations such as permitting, insurance, vendor contracts, federal laws, state laws and local laws as they pertain to events. Fire codes, handicap compliance and security considerations when dealing with minors will also be examined.

BSAD 2080 Event Marketing/Sponsorship**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is a study of the principles and techniques of effective promotions. The course is designed to provide foundation skills in sponsorship, sales, public relations and event marketing. Emphasis is on creating an integrated sponsorship and marketing plan for events. Students will also focus on how the sponsorship plan fits into the overall budget of an event.

BSAD 2100 Organizational Behavior**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides an understanding of the complex interrelationships of people in formal organizations that affect the achievement of organizational goals. Course topics include organizational culture, structure and design; team dynamics; motivation; leadership; conflict management; power, influence and organizational politics; communications; decision-making; and change implementation.

BSAD 2110 Non-profit Management & Leadership**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This survey course will provide an overview of nonprofit law and operations. The course begins with the legal structure of the sector, and also covers both general management practices that apply to all public and private organizations (marketing, inter-organizational relations, human resources, ethics and financial management) and practices unique to nonprofits (boards and governance, volunteer management, legal responsibilities, fundraising, etc.).

BSAD 2120 Fundraising for a Cause**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will be introduced to the process and methods used in fundraising such as direct mail, online asks, major donors, bequest and special events. Special attention will be paid to donor-centered fundraising and ethics in fundraising. Students will analyze needs and develop fundraising strategies for a nonprofit organization of his/her choosing.

BSAD 2210 Supervisory Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Comprehensive cases will be used to examine the functions of management that supervisors must perform. Productivity and quality measurements are analyzed. In addition, communication, ethics, and organizational policies are explored. This class is designed for the Associate of Applied Science Degree in Business.

BSAD 2250 Business Communications**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course focuses on the introduction to the basic styles of communication in the business world. The overall objective of this course is to familiarize students with the principles of written and oral communication needed for business. Focus will be given on how to effectively write business messages (routine, bad-news, goodwill, persuasive, etc.) and business reports. Focus will also be given on how to effectively communicate orally and deliver a formal presentation in the business work environment. Correct usage of the language is emphasized. This course is a Writing Intensive course. Prerequisite: Appropriate score on placement test or have passed ENGL 0990 and/or ENGL 0920 with a "C" or higher, or have passed OFFT 1070 with a "C" or higher.

BSAD 2340 Intro to Marketing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course explores strategic planning, marketing management philosophies, consumer markets, consumer buyer behaviors, advertising, sales promotions and public relations. A formalized marketing plan is written and presented in this class. This class is designed for the Associate of Applied Science Degree in Business.

BSAD 2350 Advertising**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to apply advertising functions within the broader context of business and marketing. Prerequisite: BSAD 2340 or 2520.

BSAD 2370 E-Marketing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course applies the techniques of using electronic marketing in the workplace. Strategies for businesses that may initiate or reassess the overall effectiveness and value of digital elements will be emphasized. The course will specifically focus on integrating E-marketing tools, including e-mail lists and databases, into total marketing efforts along with organizational goals and functions. Ethical and societal implications of e-commerce on the marketplace, customer base, and employee will be included. Prerequisite: BSAD 2340 or 2520.

BSAD 2510 Business Computer Systems**4.0 credit hours**

60.0 Classroom Hours = 60.0 Lecture Hours

This course explores the integration of technology into the business environment through the application of basic computer concepts and terminology. The course addresses basic competencies and applications of computer skills in basic file management, word processing, spreadsheets, database and presentation software using the Office Suite. NOTE: Not open to students who have previously completed OFFT 2150.

BSAD 2520 Principles of Marketing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies. [Offered as BSAD 2410: Principles of Marketing prior to Fall 2016]

BSAD 2540 Principles of Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to management theory and practice with emphasis on the primary functions of planning, organizing, leading and controlling. Topics will include the ever-changing challenges and opportunities within the management field. [Offered as BSAD 2310: Introduction to Management prior to Fall 2016]

BSAD 2710 Business Law I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of the law on contracts, employment, insurance, property, and sales. Emphasis is placed upon the application of the Uniform Commercial Code.

BSAD 2720 Business Law II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of the law covering partnerships, corporations, real property, commercial transactions, negotiable instruments, government regulation of businesses, and related topics.

BSAD 2730 Pre-Internship Business Seminar**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

Prepares the students for the internship experience by addressing specific job descriptions, job qualifications, and employer expectations. Students will receive information about their responsibilities for the internship. In addition, students will be required to attend a specified number of business seminars or training sessions; e.g., new government regulations, labor laws and taxes, changing market forces, and economic development incentives. This class is designed for the Associate of Applied Science Degree in Business. Prerequisite: C average and 30 hours of program course work with at least 15 hours from MPCC. Concurrent enrollment with BSAD 2740 and 2750 or permission of instructor.

BSAD 2740 Business Internship**4.0 credit hours**

240.0 Classroom Hours = 240.0 Lab Hours

On-the-job training through a cooperative arrangement with business, and industrial organizations. Students work a minimum of 240 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Emphasis is placed on the application of technical knowledge, communication skills, and relationships with others. This class is designed for the Associate of Applied Science Degree in Business. Prerequisite: C average and 30 hours of program course work with at least 15 hours from MPCC. Concurrent enrollment with BSAD 2730 and 2750 or permission of instructor.

BSAD 2745 Business Internship**5.0 credit hours**

255.0 Classroom Hours = 15.0 Lecture Hours + 240.0 Lab Hours

Students will review job descriptions, qualifications, and employer expectations and receive information about their internship responsibilities. Students will experience on-the-job training through a cooperative arrangement with an organization, working a minimum of 240 clock hours under the direction of a sponsoring manager or supervisor. Emphasis is placed on the application of technical knowledge, communication skills, and relationships with others. Students will be required to attend a specified number of business or personal development seminars as approved by the instructor. This class is designed for the Associate of Applied Science in Business Degree Program. (Replaces BSAD 2730, 2740, and 2750.)

BSAD 2750 Post-Internship Business Seminar**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

Students will exchange perceptions and expectations of the work environment. Job application and interviewing skills will be reviewed and revised. This class is designed for the Associate of Applied Science Degree in Business. Prerequisite: Concurrent enrollment in BSAD 2730, BSAD 2740, or permission of instructor.

BSAD 2900 Project Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Project management is the discipline of defining and managing the vision, tasks, and resources required to complete a project. This course provides an introduction to the project management process, resource management (time, money, and people), quality control, communications, and risk. (Replaces CSCE 2300 MC Project Management)

BSAD 2950 Vocational Career Tour**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Career exploration into various vocational areas relating to skills, management, labor, experience, and educational requirements pertaining to employment salary and advancements. This unit consists of a 3-4 day field trip to metro/rural regions in the Midwest. Students participating must be members of a vocational organization. Note: This course may not transfer toward degree and/or program requirements at a four-year college. Contact transfer college for information. Dual numbered FACS 2950.

BSAD 2980 Directed Study**3.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Directed Study

BSAD 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Business Office Technology (OFFT)

OFFT 1030 Computer Keyboarding**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Instruction designed to teach microcomputer keyboarding using computer-assisted instruction. The contents cover the alphanumeric keyboard, the ten-key numeric keypad and selected microcomputer special function keys. Not intended for business technology majors. Note: This course may not transfer toward degree and/or program requirements at a four-year college. Contact transfer college for information. (Replaces OFFT 1120 MC Keyboarding on Microcomputers) Fee \$5.

OFFT 1070 Business English**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Preparation for written communication is vital to communicate effectively in today's workplace. This course emphasizes the basic English grammar, spelling, punctuation, correct word usage, sentence structure, and paragraph construction as it applies to effective written communication in business.

OFFT 1150 Input Keyboard Technology I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to touch keyboarding using the alphabetic and figure symbol keys on a standard computer keyboard. Students will prepare basic documents such as business letters, memos, tables, and basic reports formatting and be introduced to a popular word processing software application. Fee \$10.

OFFT 1160 Input Keyboard Technology II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Reinforce keyboarding techniques and develop speed and accuracy skills needed for effective office employment. Instruction includes hands-on use of various input devices. Extensive preparation of business documents includes the following: business letters, mail merges, memos, tables, reports, forms, and other business related documents. Prerequisite: Typing speed of 25-30 words per minute. Fee \$10.

OFFT 1310 MOS Cert MS Word**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Word exam. Upon completion of the course, the student will have covered objectives for the MOS Word exam. Partial preparation for MOS Certification. Fee \$5.

OFFT 1320 MOS Cert MS Excel**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Excel exam. Upon completion of the course, the student will have covered objectives for the MOS Excel exam. Partial preparation for MOS Certification. Fee \$5.

OFFT 1330 MOS Cert MS Access**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Access exam. Upon completion of the course, the student will have covered objectives for the MOS Access exam. Partial preparation for MOS Certification. Fee \$5.

OFFT 1340 MOS Certification: PowerPoint**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the MOS (Microsoft Office Specialist) PowerPoint exam. Upon completion of the course, the student will have covered objectives for the MOS PowerPoint Exam.

OFFT 2050 Records Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of the record life cycle from creation to disposition. Emphasis is placed on applying the alphabetic filing rules and application to the basic filing systems—alphabetic, numerical, geographic and subject filing. Creation, storage, checkout procedures, retention, transfer and disposition of records. Microfilm, electronic storage and computerized storage and retrieval of records (database). Fee \$10.

OFFT 2080 Business Math & Calculators**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Basic math concepts applicable in business situations such as invoicing, discounts, pricing, payroll, basic banking procedures, interest, and practical business applications. Individualized and group instruction in the use and operation of the most commonly used electronic calculators. Prerequisite: Score into MATH 0900 or higher on the Math COMPASS placement test or permission of instructor. Fee \$10.

OFFT 2150 Integrated Information Processing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduces students to integrating MS Office Word, Excel, and Access computer applications. Students get experience in developing, creating, and integrating computer software programs to create workplace projects. NOTE: Computer and/or keyboarding skills necessary. Not open to students who have previously completed BSAD 2510. Fee \$10.

OFFT 2170 MS Office Integration**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This is an advanced computer applications integrated course. Focus will be on how to effectively use the various office suite applications and integrate them to meet project demands of today's electronic workplace. Prerequisite: OFFT 1160 and OFFT 2150 or BSAD 2510 or permission of instructor. Fee \$10.

OFFT 2270 Transcription/Voice Activation**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Focus is given to utilizing the current technology tools in today's workplace to effectively transcribe and produce documents.

Transcription techniques and skills - spelling, punctuation, proofreading and editing - are stressed. Students will learn how to operate a popular voice activation software--Dragon NaturallySpeaking. Prerequisites: OFFT 1160, typing speed of 50 words per minute, or permission of instructor. Fee \$10.

OFFT 2350 Administrative Proc & Mgmt**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Focus is given to meeting the challenges in today's workplace - the digital age. Current issues in the workplace are addressed. Some of the topics include workplace etiquette, business ethics, effective communication techniques, leadership and management, e-business, digital tools, conferences, and future trends. Prerequisite: OFFT 1160.

OFFT 2440 Legal Terminology/Transcription**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to give students the knowledge and understanding of over 900 terms commonly used in the legal profession. The student will learn to define the terms and use them in legal context. Pronunciation guides are provided for each word, and the correct pronunciation is reinforced by taped dictation.

OFFT 2450 Legal Office Procedures I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course introduces students to the legal workplace environment. Focus is given to the types of tasks that students will encounter in the law office setting. In this class emphasis is given to the legal environment, law office management, real estate and business organizations, and probate. Legal terms and forms for non-court documents pertaining to the areas of real estate, contracts, corporations, wills, and probate will be covered.

OFFT 2460 Legal Office Procedures II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Continuation of OFFT 2450. Court procedures and court documents are stressed. In this class emphasis is given to the legal system, litigation process, substantive law, and legal research. The class begins with an overview of the structure of the court system. A study of and practice in preparing frequently used court documents and litigation documents such as motions, complaints, stipulations, answers, judgments, notices of appeal, and briefs will be covered. Prerequisite: OFFT 2450.

OFFT 2500 Medical Terminology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to equip the student with a usable vocabulary unique to the medical profession field. The student will be able to define and use terms relating to structure of the human body, the skeletal system, muscular system, cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, urinary system, nervous system, the eyes and ears, integumentary system, endocrine system, reproductive systems, diagnostic and imaging procedures, and general medical terminology.

OFFT 2520 Coding I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide advanced and in depth instruction in ICD10-CM and ICD10-PSC coding, claims management, application and case scenario studies, and interpretation of medical encounter forms. Prerequisite or Corequisite: OFFT 2500 or concurrent enrollment..

OFFT 2530 Medical Transcription I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to develop proficiency in the use of medical reference texts as well as to develop proficiency in the art of medical transcription. Students will transcribe a number of medical reports and other medical documents covering various procedures and body systems. Prerequisites: OFFT 2500 and OFFT 1160 or equivalent or permission of instructor.

OFFT 2550 Computerized Med Office Proc**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Designed to give the student experience similar to what could be expected in various medical-related offices. Medical records, financial records, insurance, scheduling, and telephone use are included. Students will learn to use the computer and medical office software to perform most of these functions. NOTE: Keyboarding ability and basic computer knowledge are necessary. Prerequisite: OFFT 2500 or permission of instructor.

OFFT 2560 Coding II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide advanced and in depth instruction in CPT and HCPCS, claims management, application and case scenario studies, interpretation of medical encounter forms. Prerequisite: OFFT 2520.

OFFT 2570 Medical Billing & Reimbursement**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide instruction on a variety of health insurance billing topics such as insurance terminology, documents and forms used for medical billing, electronic submission of claims, legal implications of billing, collections, and reimbursement negotiations. Prerequisite: OFFT 2520 Coding I or concurrent enrollment in Coding I.

OFFT 2700 Business Technology Internship Semi**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Prepares students for internship experience by addressing specific job descriptions, job qualifications, and employer expectations. Students will exchange perceptions and expectations of the work environment. This class is designed for the Associate of Applied Science in Business Technology. Must be taken concurrently with OFFT 2710, 2720, or 2730. Prerequisites: Concurrent enrollment in a Business Technology Internship, permission of a Business Technology Internship supervisor and permission of the advisor.

OFFT 2710 Business Technology Internship**1.0 credit hours**

60.0 Classroom Hours = 60.0 Lab Hours

On-the-job training through a cooperative arrangement with business, service, not-for-profit, legal and medical organizations. This class is designed for the Associate of Applied Science in Office Technology. Concurrent enrollment in OFFT 2700 is required. Prerequisite: Completion of at least 30 credit hours toward an AAS in Office Technology Degree, current enrollment in the Office Technology Internship Seminar, permission of the appropriate Office Technology Internship supervisor, and permission of advisor.

OFFT 2720 Business Technology Internship**2.0 credit hours**

120.0 Classroom Hours = 120.0 Lab Hours

On-the-job training through a cooperative arrangement with business, service, not-for-profit, legal and medical organizations. This class is designed for the Associate of Applied Science in Office Technology. Concurrent enrollment in OFFT 2700 is required. Prerequisite: Completion of at least 30 credit hours toward an AAS in Office Technology Degree, current enrollment in the Office Technology Internship Seminar, permission of the appropriate Office Technology Internship supervisor, and permission of advisor.

OFFT 2730 Business Technology Internship**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

On-the-job training through a cooperative arrangement with business, service, not-for-profit, legal and medical organizations. This class is designed for the Associate of Applied Science in Office Technology. Concurrent enrollment in OFFT 2700 is required. Prerequisite: Completion of at least 30 credit hours toward an AAS in Office Technology Degree, current enrollment in the Office Technology Internship Seminar, permission of the appropriate Office Technology Internship supervisor, and permission of advisor.

OFFT 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Career Planning (CAPC)

CAPC 1710 Career Planning**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This class assists the student in examining the components of career planning. Planning skills and self-assessment instruments will help identify tentative career options. Decision-making strategies, resume writing, interviewing skills, and job search techniques will be reviewed.

CAPC 1720 Career Assessment/Planning II**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

This class will assist the student in examining, identifying, and acknowledging their personal skills, aptitudes, and abilities they possess and will help them identify career options. Students will be given various assessments to include interest, aptitude and ability indications to help them with career decisions. Students will also develop decision-making strategies, design a resume, practice interviewing skills, and identify job search techniques.

Chemistry (CHEM)

CHEM 1000 Chemistry Recitation**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed for students who have a weak or limited mathematics or science background. The recitation class will reinforce the objectives presented during the lecture portion of the course with additional individualized and group instruction.

CHEM 1050 Survey of Chemistry I**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

This course is for non-science major students to study basic chemistry principles, methods and techniques. Study of electronic configurations of atoms, characteristic properties of groups of elements, periodic table, the naming of chemical compounds, chemical reactions, the calculations in chemical reactions and gas laws. Prerequisites: Two years of high school algebra or one year of high school algebra and MATH 1010, or permission of instructor. If taken online, students will need to purchase a lab kit for approximately \$225 from an outside vendor for this laboratory course. Fee \$15 if course is taken on-ground..

CHEM 1051 Survey of Chemistry I Lab**0.0 credit hours**

0 Classroom Hours

Lab for Survey of Chemistry I. If taken online, students will need to purchase a lab kit for approximately \$225 from an outside vendor for this laboratory course in lieu of normal course fee.

CHEM 1060 Survey of Chemistry II**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

Continuation of CHEM 1050 with an introduction to organic chemistry and nuclear chemistry. Study of radioactivity, nuclear decay, nuclear fission and fusion, functional groups, the structure, isomer, nomenclature, properties of organic compounds and the basic reactions in organic chemistry. Prerequisite: CHEM 1050 or permission of instructor. Fee \$15.

CHEM 1061 Survey of Chemistry II Lab**0.0 credit hours**

0 Classroom Hours

Lab for Survey of Chemistry II.

CHEM 1090 General Chemistry I**4.0 credit hours**

90.0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours

The first semester of a comprehensive year course in chemistry that includes the principles and theories of modern chemistry. This course is designed for students who need a good theoretical background in chemistry, and it is the prerequisite for advanced chemistry courses. Prerequisites: Two years of high school algebra or one year of high school algebra and MATH 1010, and one year of high school chemistry or permission of instructor. Fee \$15.

CHEM 1091 General Chemistry I Lab**0.0 credit hours**

0 Classroom Hours

Lab for General Chemistry I.

CHEM 1100 General Chemistry II**4.0 credit hours**

90.0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours

The second semester of the comprehensive year course in chemistry. Prerequisite: CHEM 1090 or permission of instructor. Fee \$15.

CHEM 1101 General Chemistry II Lab**0.0 credit hours**

0 Classroom Hours

Lab for General Chemistry II.

CHEM 2410 Organic Chemistry I**4.0 credit hours**

90.0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours

The chemistry of carbon compounds dealing with alkanes, alkenes, alkynes, aromatics, and cyclics. A study of reaction types, reaction mechanisms, and stereochemistry. Prerequisite: CHEM 1090 or 1100 or equivalent. Fee \$15.

CHEM 2411 Organic Chemistry I Lab**0.0 credit hours**

0 Classroom Hours

Lab for Organic Chemistry I.

CHEM 2420 Organic Chemistry II**4.0 credit hours**

90.0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours

A continuation of CHEM 2410, including reactions and preparations of alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, and amines. Includes spectroscopic identification of organic compounds and the study of other selected topics. Prerequisite: CHEM 2410 or equivalent. Fee \$15.

CHEM 2421 Organic Chemistry II Lab**0.0 credit hours**

0 Classroom Hours

Lab for Organic Chemistry II.

CHEM 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

CHEM 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Computer Science (CSCE)

CSCE 1290 Digital Photo**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

This course will cover the most basic tools and techniques of editing digital pictures.

CSCE 1502 Beginning Computer I**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

This course is designed for individuals that have little or no computer experience. Topics include computer terminology, hardware components, software, and windows operating environment. Individuals will identify parts of the computer; use Windows operating environment to create individual folders and to move/copy files and to modify the desktop; and use a software application program to create, format, print, and save a variety of word processing documents.

CSCE 1504 Beginning Computer II**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

This course is designed to follow Beginning Computer I. Students should have a minimal experience working with computers or have taken Beginning Computer I. The class will take a brief look at Windows, Word, Excel and exploring the Internet.

CSCE 1511 Show Me PC I**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

This course is designed for the non-traditional student who has NO previous experience with the computer. Instruction will include basic computer terminology, Windows features, mouse and keyboard operations, basic word processing and spreadsheets and use of database Wizards and templates. NOTE: This course may not transfer toward degree and/or program requirements at a four-year college. Contact transfer college for information. Fee \$5.

CSCE 1512 Show Me PC II**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

This course is designed for the non-traditional student who has had a basic introduction to computers. Course content will continue from CSCE 1511 and will cover the topics more in depth. An Internet unit will be covered. Prerequisite: CSCE 1511 or permission of instructor.

CSCE 1544 Intro to Windows**1.5 credit hours**

23.0 Classroom Hours = 23.0 Lecture Hours

The course provides an introduction to the Windows operating environment. Topics include using notepad and its Date/Time function; designing a four-level tree file structure; using Find, Graphics and Wordpad; creating shortcuts; and copying and pasting within a document. Fee \$5.

CSCE 1562 QuickBooks**0.5 credit hours**

7.5 Classroom Hours = 7.5 Lecture Hours

This course provides a hands-on introduction to the features of the QuickBooks. Students will practice using the basic features of the software.

CSCE 1563 QuickBooks**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lecture Hours

An introduction to the basic features of QuickBooks through hands-on practice. Students will enter and track various types of business information as well as explore how QuickBooks can save time and help organize business finances. Fee \$5.

CSCE 1565 QuickBooks**2.0 credit hours**

32.0 Classroom Hours = 32.0 Lecture Hours

This course provides an introduction to QuickBooks Pro. Topics include creating a chart of accounts, recording transactions with customers and vendors, recording payroll, using time tracking, estimates and progress billing, and preparing financial statements. Fee \$5.

CSCE 1566 QuickBooks**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides an introduction to QuickBooks Pro. Topics include creating a chart of accounts, recording transactions with customers and vendors, recording payrolls, using time tracking, estimates and progress billing, preparing financial statements, and other supporting reports.

CSCE 1603 Word Processing on Microcomputers**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed as an introduction to word processing on computers. Students will learn how to create, save, revise, and print documents. Topics will include formatting and enhancing documents, creating tables, and preparing mail merge documents. Fee \$5.

CSCE 1604 Intro to Microsoft Word**1.5 credit hours**

23.0 Classroom Hours = 23.0 Lecture Hours

This is an introduction to basic features of the Microsoft Word software program. Focus will be given to utilizing graphics, templates, report styles, tables, columns, language references, merging and WordArt. This course is an elective for students in the Business Technology program who lack computer skills, for persons needing a computer elective in another program, or for personal use. Prerequisite: Basic computer knowledge or permission of instructor. Fee \$5.

CSCE 1642 Excel Basic**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

This course will focus on excel basic functions and features. Students will learn to create, save, edit, and print worksheets. Topics include creating worksheets, moving and copying data, entering and editing formulas, formatting text and numbers, and printing worksheets.

CSCE 1643 Spreadsheets on Micro**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lecture Hours

This course is designed as an introduction to spreadsheets. Students will learn to create, save, edit and print worksheets. Topics will include formulas and functions, formatting, charting, and grouping. Fee \$5.

CSCE 1644 MS Office Excel**1.5 credit hours**

24.0 Classroom Hours = 24.0 Lecture Hours

This course is designed to provide the fundamental skills and concepts of using the Excel spreadsheet software in a hands-on environment. Students will benefit from the step-by-step approach that is emphasized in the course. Fee \$5.

CSCE 1645 Microsoft Excel for Windows**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

This course is designed to teach the student the basics of the Microsoft Excel program. In addition to creating, saving, revising, and printing documents, students will perform basic formatting and editing functions, work with formulas and functions, multiple worksheets, charts, database lists, and graphics. Students will learn to create folders and organize documents. Fee \$5.

CSCE 1647 Advanced MS Office Excel**1.5 credit hours**

23.0 Classroom Hours = 23.0 Lecture Hours

This course is designed to provide the advanced skills and concepts of using spreadsheet software in a hands-on environment. Students will benefit from the step-by-step approach that is emphasized in the course. Prerequisite: CSCE 1644.

CSCE 1664 MS Office Access**1.5 credit hours**

24.0 Classroom Hours = 24.0 Lecture Hours

This course is designed to provide the fundamental skills and concepts of using the Access database software in a hands-on environment. Students will benefit from the step-by-step approach that is emphasized in the course. Fee \$5.

CSCE 1682 Using Internet**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

This course provides an introduction to the use of the Internet. Topics include searching the world wide web, exploring search engines, and exchanging e-mail.

CSCE 1692 Web Page Design**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lecture Hours

This course covers the steps for writing HTML files, creating web pages, and uploading them to the Internet. Requires textbook and USB flash drive.

CSCE 1711 Microsoft Office**2.0 credit hours**

32.0 Classroom Hours = 32.0 Lecture Hours

Microsoft Office is a comprehensive survey of the four major applications in the Microsoft Office Suite: Word, Excel, Access, and PowerPoint.

CSCE 1752 MS Office PowerPoint**0.5 credit hours**

8.0 Classroom Hours = 8.0 Lecture Hours

Fundamental skills to use presentation software.

CSCE 1753 MS Office-PowerPoint**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This course provides an overview of fundamental skills necessary to effectively use Microsoft PowerPoint. Microsoft PowerPoint is a presentation application from which not only overhead type slides can be developed but also computer driven presentations. Fee \$5.

CSCE 1754 MS Office-PowerPoint**1.5 credit hours**

23.0 Classroom Hours = 23.0 Lecture Hours

An introduction to a complete presentation graphics program to produce professional-looking presentations. Students will become acquainted with the proper way to build a presentation through a series of projects.

CSCE 2510 Desktop Pub /PhotoShop**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Students will be introduced to PhotoShop software to learn how to produce high-quality digital images. A large number of editing tools and special effect capabilities will be used to manipulate scanned images, slides, and original artwork.

CSCE 2570 Desktop Publishing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course teaches desktop publishing techniques. Students will learn to efficiently use design software such as Adobe Photoshop and Adobe PageMaker/InDesign to create sophisticated, real-world projects. Emphasis will be given to planning, designing, and utilizing the software tools and techniques to develop camera-ready professional documents for today's workplace such as flyers, business cards, brochures, newsletters, and other advertising promotional materials. Fee \$10.

CSCE 2670 Design Technologies**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This is an advanced course using a variety of popular desktop publishing, multi-media, web and photo editing software packages. This course will provide an in-depth study of layout, design, photo imaging, animation, and hypermedia to create professional documents that will meet the challenging needs of businesses today. Focus will be given to integrating various software components to create dynamic presentation materials for the workplace and e-business environments. Prerequisite: CSCE 2570 Desktop Publishing.

CSCE 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Criminal Justice (CRIM)

CRIM 1010 Intro to Criminal Justice**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Provides an overview of the history, development, and philosophies of crime control within a democratic society. Examines the criminal justice system with emphasis on the police, the prosecution and defense, the courts, and the correctional agencies.

CRIM 1020 Intro to Corrections**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Outlines corrections in a systematic process showing the evolving changes within institutional and community based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.

CRIM 1030 Courts & the Judicial Process**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Survey of the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions, and process. Coverage includes adult and civil courts.

CRIM 2030 Police & Society**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Examines the role of the police in relationship to law enforcement and American society. Topics include, but are not limited to, the role and function of police, the nature of police organizations and police work, and the patterns of police-community relations. (Replaces CRIM 2230 Police and Society)

CRIM 2090 Juvenile Justice**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Causes of delinquency and crime, personality conditions, and social patterns. Rates and types of crime studies are compared from the perspective of age, sex, area, socioeconomic conditions, family status, race, and nationality.

CRIM 2150 Contemporary Issues in Crim Justice**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will expose students to current social issues impacting the Criminal Justice field and its professionals, victims, and defendants. Possible topics include racism, sexism, homophobia, poverty, hate crimes, capital punishment, addiction, ethic, gangs, child abuse, terrorism, sexual assault, domestic violence, suicide, mental illness, pornography, prostitution, and other timely topics.

CRIM 2180 CRJ Organization & Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Covers contemporary concepts and principles of organization and management as they relate to the administration of criminal justice agencies. (Replaces CRIM 2220 MB Criminal Justice Organization and Management and CRIM 2220 MC Criminal Justice Administration)

CRIM 2200 Criminal Law**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention. Dual numbered POL 2000.

CRIM 2210 Criminology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to study the concepts of crime and criminology, theories of crime causation, and crime typologies.

CRIM 2260 Criminal Investigation**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to, the proper collection, organization and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation.

CRIM 2310 Rules of Evidence**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Emphasizes the concept of evidence and the rules governing its admissibility. Includes theoretical and pragmatic consideration of constitutional requirements affecting evidence and procedure.

CRIM 2950 Criminal Justice Internship**1.0 credit hours**

60.0 Classroom Hours = 60.0 Lab Hours

Internship with an organized correction, law enforcement, or other criminal justice agency. Prerequisite: nine (9) credit hours of criminal justice classes or permission of instructor. Arrange with instructor.

CRIM 2960 Criminal Justice Internship**2.0 credit hours**

120.0 Classroom Hours = 120.0 Lab Hours

Internship with an organized correction, law enforcement, or other criminal justice agency. Prerequisite: nine (9) credit hours of criminal justice classes or permission of instructor. Arrange with instructor.

CRIM 2970 Criminal Justice Internship**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

Internship with an organized correction, law enforcement, or other criminal justice agency. Prerequisite: nine (9) credit hours of criminal justice classes or permission of instructor. Arrange with instructor.

CRIM 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

CRIM 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Custodial and Maintenance Training (CUST)

CUST 1710 Professional Cleaning I**0.5 credit hours**

7.5 Classroom Hours = 7.5 Lecture Hours

An overview of the professional custodian; standard time for task completion; development of quality/cleaning standards; specialty cleaning and safe handling of cleaning chemicals; floor finishes/coatings; and care and use of tools and equipment. Fee \$10.

CUST 1810 Professional Cleaning II**0.5 credit hours**

7.5 Classroom Hours = 7.5 Lecture Hours

Effective cleaning techniques to increase the indoor air quality (IAQ) and prevent sick building syndrome (SBS). Areas covered: ceiling and light units, walls and baseboards, furniture, chalkboards, rooms and offices, restrooms, windows, brick walls (interior and exterior), floors (vinyl, concrete, terrazzo, marble, brick, quarry and ceramic tile). Fee \$10.

Dental Assisting (DENT)

DENT 1100 Head & Neck Anatomy**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Overview of head and neck structures and their functions.

DENT 1110 Dental Assisting Concepts**5.0 credit hours**

105.0 Classroom Hours = 60.0 Lecture Hours + 45.0 Lab Hours

Orientation to dentistry: terminology, history, career opportunities, job duties, relationship to other health occupations, interpersonal communications and ethical considerations. Instrument identification, uses and maintenance of dental equipment, safety and infection control protocols, principles of four-handed dentistry are utilized for basic examination and restorative procedures. Placement of matrix bands is taught to pre-clinical level. Fee \$40.

DENT 1120 Dental Materials**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

Structure and properties of dentistry materials and use of dental laboratory equipment to manipulate them. Included are dental stones, impression materials, and different types of restorative materials. Fee \$25.

DENT 1130 Dental Science**4.0 credit hours**

60.0 Classroom Hours = 60.0 Lecture Hours

Microbiology, embryology, histology, morphology. Emphasis is on tooth structure and function.

DENT 1220 Dental Asst. Clinical Practice I**2.0 credit hours**

90.0 Classroom Hours = 90.0 Lab Hours

Students will be assigned to area dental offices chairside applications for general restorative procedures. Prerequisites: DENT 1110, DENT 1120, DENT 1130, DENT 1140 or BIOS 1100.

DENT 1230 Prevention & Nutrition**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

Nutrition, dietary counseling, correlation between diet and dental health with emphasis on preventive dentistry. Basic pathology and coronal polishing are included in this course. Students who successfully complete the Prevention and Nutrition course along with other courses required for the dental assisting diploma, will receive certification to perform coronal polishing in the state of Nebraska. Prerequisites: DENT 1110, DENT 1120, DENT 1130, DENT 1140 or BIOS 1100. Fee \$15.

DENT 1250 Dental Radiology**4.0 credit hours**

90.0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours

Understanding of the basic principles of x-ray production, processing, and image receptor placement. Knowledge of radiation protection in dentistry and basic interpretation of common dental diseases, such as caries and alveolar bone loss. This course certifies students to expose dental radiographs in the state of Nebraska. Prerequisites: DENT 1110, DENT 1120, DENT 1130, DENT 1140 or BIOS 1100. Fee \$50.

DENT 1260 Dental Assisting Procedures**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Dental specialty procedures and office management skills are studied. Prerequisites: DENT 1110, DENT 1120, DENT 1130, DENT 1140 or BIOS 1100. Fee \$40.

DENT 1270 Pharmacology & Med Emergencies**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Understanding drugs commonly used in a dental office, including acquisition, care and storage, legal considerations and proper administration. Students are prepared to deal with possible medical emergencies that may occur in the dental setting. Prerequisites: DENT 1110, DENT 1120, DENT 1130, DENT 1140 or BIOS 1100.

DENT 1510 Dental Assisting Seminar**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Seminars addressing job seeking skills, material updates and interpersonal communications.

DENT 1520 Dental Asst. Clinical Practice II**5.0 credit hours**

225.0 Classroom Hours = 225.0 Lab Hours

Students will be assigned to area dental offices for procedures including advanced chairside applications, orthodontics, endodontics, periodontics and prosthodontics.

Diesel Technology (DSLTL)

DSLTL 1005 Safety**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Specific safety practices for auto/diesel mechanic shops. (Replaces TRAN 1005.)

DSLTL 1100 Heavy Duty Engine Design & Fund**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Engine identification and design and function of major components, diesel engine classification and parts identification. Prerequisite: DSLTL 1005. Fee \$15.

DSLTL 1115 HD Engine Systems Reconditioning**4.0 credit hours**

150.0 Classroom Hours = 20.0 Lecture Hours + 130.0 Lab Hours

Engine identification and design and function of major components, diesel engine classification and parts identification. Corequisite: DSLTL 1115. Fee \$20.

DSLTL 1130 Mechanics Electrical**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Basic electrical principles, electrical circuits, batteries, charging systems, engine controls. Fee \$20.

DSLTL 1170 Equipment Maintenance**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Drill sizes, tap and dies, files, pipe and brass fitting, and shop equipment maintenance. Prerequisite: DSLTL 1005.

DSLTL 1190 Preventive Maintenance**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

Introduces the student to correct procedures and practices of vehicle preventative maintenance and inspections.

DSLTL 1200 Powertrain Repair**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Design function and repairing of transmissions, axle assemblies, clutches and drivelines. Fee \$15.

DSLTL 1215 Mechanical Hydraulic Systems**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Hydraulics applied to design and function, troubleshooting and repair. Fee \$15.

DSLTL 1230 Mechanics Air Conditioning**2.0 credit hours**

90.0 Classroom Hours = 10.0 Lecture Hours + 80.0 Lab Hours

Air conditioning and heater system diagnosis and repair procedures. Prerequisite: DSLTL 1005. Fee \$10.

DSLTL 1250 Applied Welding for Prime Movers**2.0 credit hours**

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Soldering, brazing, gas welding, and cutting torches used in the transportation and prime mover fields.

DSLTL 1270 Hydraulic & Anti-lock Brakes**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

Theory and application of hydraulic and anti-lock brake systems as used in medium and heavy-duty trucks. Fee \$10.

DSLTL 2300 Fuel Systems & Maintenance**4.0 credit hours**

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours

The study of fuels, fuel systems and fuel delivery pumps. Proper inspection, maintenance and repair of fuel systems and fuel pumps.

DSLTL 2350 Heavy Duty Suspensions**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

Repair and maintenance of heavy duty suspension systems. Fee \$10.

DSLTL 2360 Diesel Systems Networking Comm/Tele**4.0 credit hours**

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours

Maintenance of electronic navigation, collision avoidance, and electronic maintenance diagnostics systems. Telematics, data gathering and communications as used in agriculture from planting, fertilizing, pesticide application, irrigation, harvesting, yield monitoring and soil sampling. Along with diagnostics and service indicators on major components engines, transmissions, and systems. Automated services such as variable rating fertilizers, irrigation, and pesticides. Using GPS, geosynchronous orbit, data hub, Bluetooth, and cybernetics to collect store, monitor and transmit data through the use of telematics. Replaces DSLTL 2318.

DSLTL 2400 Engine Testing**4.0 credit hours**

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours

Overhaul procedure of major components and subcomponents; run in and troubleshooting procedure for Detroit, Caterpillar and Cummins diesel engines and foreign made engines. Prerequisite: Sophomore standing or permission of instructor. Fee \$15.

DSLTL 2425 Engine Overhaul**3.0 credit hours**

135.0 Classroom Hours = 135.0 Lab Hours

Engine removal and disassembly. Service of cylinder head, valve train, valves, crankshaft, timing gears, engine block, cylinders, rings and connecting rods. Fee \$15.

DSLTL 2440 Electronic Fuel Controls**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

Operational theory, troubleshooting and programming using hand held diagnostic and laptop computers. Fee \$5.

DSLTL 2470 Air & Engine Brakes**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

Theory, operation and repair of braking systems used in agriculture, trucks and heavy equipment. Fee \$5.

DSLTL 2490 Allison Transmissions**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

Allison automatic transmission design, operation, and overhaul.

Prerequisite: DSLTL 1005 and Sophomore standing. Fee \$5.

Economics (ECON)

ECON 1000 Contemporary Economic Issues**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to help students acquire an understanding of the U.S. economy. (Not open to students who have previously completed ECON 2110 or ECON 2120.)

ECON 2110 Principles of Macroeconomics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is a study of the "big ideas" of macroeconomics such as GDP, inflation, unemployment, labor, and international trade. A look at public-policy decision making using macro theories such as: monetary policy, fiscal policy and other economic-stabilization theories, is also presented. This course will also examine the economic challenges facing our economy.

ECON 2120 Principles of Microeconomics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Analysis of competitive and non-competitive markets, including the behavior of producers and consumers. Topics include price and income elasticity, income distribution, production costs, resource allocation, comparative advantage and current economic problems.

ECON 2980 Directed Study**1.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

ECON 2990 Special Topics**1.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Education (EDUC)

EDUC 1010 College Success**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to increase student success in college by assisting the students in obtaining skills necessary to reach their educational goals. Study skills, life skills, career goals, college resources and elements of Blackboard will be covered.

EDUC 1160 Early Language & Literacy**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will focus on the development of literacy and language skills from birth to age eight. The student will plan and prepare developmentally appropriate language and literacy activities.

EDUC 1310 Intro to Professional Education**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An overview of education in the United States viewed in terms of history, philosophy, finance and governance. The course encourages critical thought regarding the role of education in our multicultural society, the role of the teacher, and educational practices in schools. The course is designed to help students explore education as a prospective career.

EDUC 1700 Professional Practicum**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Designed to acquaint the student with the classroom situation and atmosphere by participation in the teaching-learning process. Includes observation and assistance in classroom-related activities under supervision of an experienced teacher. Prerequisite: EDUC 1310. (Replaces EDUC 2910.)

EDUC 1701 Professional Practicum**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Designed to acquaint the student with the classroom situation and atmosphere by participation in the teaching-learning process. Includes observation and assistance in classroom-related activities under supervision of an experienced teacher. Prerequisite: EDUC 1310. (Replaces EDUC 2920.)

EDUC 1702 Professional Practicum**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Designed to acquaint the student with the classroom situation and atmosphere by participation in the teaching-learning process. Includes observation and assistance in classroom-related activities under supervision of an experienced teacher. Prerequisite: EDUC 1310. (Replaces EDUC 2930.)

EDUC 1703 Professional Practicum**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Designed to acquaint the student with the classroom situation and atmosphere by participation in the teaching-learning process. Includes observation and assistance in classroom-related activities under supervision of an experienced teacher. Prerequisite: EDUC 1310. (Replaces EDUC 2940.)

EDUC 1900 Field Exp: Human Services**1.0 credit hours**

60.0 Classroom Hours = 60.0 Lab Hours

The student will be assigned to a human services agency that works with youth and families. Must be taken concurrently with EDUC 2890. This is for UNK transfer students.

EDUC 2000 Educational Psychology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is a study of the three focal areas in education: the learner, the learning process, and the learning environment. It is a survey of the principles of psychology as applied to classroom teaching; emphasis on development, learning, motivation, evaluation, adjustment, and educational techniques and innovations.

EDUC 2300 Intro to the Exceptional Learner**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This introductory course is a study of the characteristics of students with disabilities or exceptionalities. Emphasis is on the psychosocial implications, identification differences, learning characteristics and manifest behaviors. The effects of educational practices and attitudes, and nature of and forces for social change will be explored. This course will include 10 hours of observation in a special education classroom. Prerequisites: EDUC 1310 and PSYC 2000 or permission of instructor.

EDUC 2350 Children's Literature**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to the literature of literacy for children. Practice in creating literacy experiences for children and in selecting and developing appropriate materials.

EDUC 2590 Instructional Technology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is an introduction to a variety of technologies and strategies for use in the instructional process to accommodate all learners. The focus will also be on the social, ethical, legal, and human issues surrounding the use of technology. Prerequisites: EDUC 1310 and EDUC 2000 or permission of instructor. Fee \$5. (Replaces EDUC 2240.)

EDUC 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

EDUC 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Electrical Technology (ELTR)

ELTR 1005 Safety**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Deals with specifics on hazards in the workplace for electricians.

ELTR 1115 Direct Current Theory**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

Course of study includes concepts of electrical charges, characteristics of direct current, defines resistance, voltage amperage. It also introduces the student to Ohm's Law, series circuits, parallel circuits, series/parallel circuits, and electromagnetism. Prerequisites: ELTR 1005 and ELTR 1150, (Replaces ELTR 1110 and 1120.)

ELTR 1130 Alt Current Theory**4.0 credit hours**

120.0 Classroom Hours = 50.0 Lecture Hours + 70.0 Lab Hours

This course covers AC voltages, frequency, wave forms, inductors, capacitors, transformers, and three phase systems. Prerequisites: ELTR 1005 Safety, ELTR 1150 Math, ELTR 1115 Direct Current Theory (Replaces ELTR 1135 and 1210)

ELTR 1150 Applied Math**2.0 credit hours**

50.0 Classroom Hours = 50.0 Lecture Hours

Mathematics required for understanding electrical circuits, including basic algebra, word problems, and power ratios.

ELTR 1200 Construction Wiring**9.5 credit hours**

293.0 Classroom Hours = 68.0 Lecture Hours + 225.0 Lab Hours

Conduit bending, voltage drop, lighting, blueprint reading, transformers, conduit fill, conductor sizing and derating, NEC, short circuit calculations, and service calculations. Prerequisite: ELTR 1255. (Replaces ELTR 1265.) Fee \$50.

ELTR 1235 Electric Motor Control**8.0 credit hours**

270.0 Classroom Hours = 45.0 Lecture Hours + 225.0 Lab Hours

Use of 2-wire and 3-wire control, pneumatic, solid state, and synchronous timers are covered. The drawing of ladder and wiring diagrams are also included. Includes the use of magnetic motor starters, control relays, and contactors. Prerequisites: ELTR 1005, ELTR 1150, and ELTR 1250.

ELTR 1255 Residential Wiring**6.0 credit hours**

210.0 Classroom Hours = 30.0 Lecture Hours + 180.0 Lab Hours

Residential wiring takes the student through every step in detail from designing the electrical installation to the final finished installation. The student will learn the National Electrical Code (NEC) sections dealing with residential wiring. Prerequisites: ELTR 1005, ELTR 1150, and ELTR 1115.

ELTR 1370 Industrial Controls**8.0 credit hours**

270.0 Classroom Hours = 45.0 Lecture Hours + 225.0 Lab Hours

In the current industry electricians are more and more exposed to PLC control and variable frequency drives. At first, these controls seem difficult to understand. This course is designed to teach you and help you understand them in an easy-to-understand way. Prerequisite: ELTR 1235. (Replaces ELTR 1530.)

ELTR 1380 Electrical Technology Internship**10.0 credit hours**

600.0 Classroom Hours = 600.0 Lab Hours

Hands on experience working as an employee with an electrical contractor.

ELTR 1560 Advanced Construction Wiring**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

Advanced training for construction wiring. Prerequisites: ELTR 1005 and ELTR 1265. (Replaces ELTR 1545).

ELTR 2990 Special Topics:**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Emergency Medical Training (EMTL)

EMTL 1050 American Heart BLS CPR Instructor**1.0 credit hours**

15.0 Classroom Hours = 13.0 Lecture Hours + 2.0 Lab Hours

Certification class for becoming an AHA BLS CPR and First Aid Instructor. The class covers instructional methods and materials used in classroom training.

EMTL 1110 American Heart BLS Provider**0.5 credit hours**

7.5 Classroom Hours = 4.5 Lecture Hours + 3.0 Lab Hours

This class is intended to provide the Health Care student with training, as an individual or as a team member, to administer adult, child, and infant CPR. Usage of an AED, pocket mask, and bag-valve mask is also included. This class fulfills the CPR requirement for most other health related professions. Fee \$20 (book and two year certification card).

EMTL 1310 American Heart First Aid Plus**0.5 credit hours**

8.0 Classroom Hours = 4.5 Lecture Hours + 3.5 Lab Hours

General principles of first aid for medical and injury emergencies are provided training in the class. Single responder CPR, AED, and environmental emergencies are included in the training. This class meets the requirements for some daycare and law enforcement providers. Fee \$20 (book and two year certification card)

EMTL 1410 Emergency Medical Responder**3.0 credit hours**

60.0 Classroom Hours = 40.0 Lecture Hours + 20.0 Lab Hours

The primary focus of this class is to train the responder to initiate immediate lifesaving care to critical patients who access the emergency medical system. This training will be basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and how to assist higher-level trained personnel at the scene and during transport. These trained skills are performed with minimal equipment and under medical direction. Fee \$5. (Replaces HLTH 1410.)

EMTL 1520 Emergency Medical Technician(EMT) I**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

Emergency Medical Technician I Course is designed as the first course of a two course offering for successful completion of an EMT Course following the National EMS Educational Standards and Guidelines. The course is the first component in the training that will provide basic knowledge and skills necessary to provide patient care and transportation as a component of a comprehensive EMS response team. This emergency medical course will include the following modules: Preparatory, Airway Management, Patient Assessment, Pharmacology, and Trauma. Upon successful completion of EMTL 1520 EMT I the student will be required to complete the EMTL 1530 EMT II in order to successfully complete the entire EMT training. Successful completion of both EMTL 1520 and EMTL 1530 will allow a student to sit for the National Registry written and practical exams and apply for the State of Nebraska EMT certification.

EMTL 1530 Emergency Med Technician (EMT) II**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

The Emergency Medical Technician II Course is the second component of a two course offering for successful completion of an EMT course following the National EMS Educational Standards and Guidelines. This course will provide basic knowledge and skills necessary to provide patient care and transportation as a component of a comprehensive EMS response team. This emergency medical course will include the following modules: Medical Emergencies, Special Patients/Populations, Ambulance Operations (including NIMS 100 & 700, HAZWOPER). Upon successful completion of the EMTL 1520 EMT I and EMTL 1530 EMT II the student will be allowed to sit for the National Registry written and practical exams and apply for the State of Nebraska EMT certification. Prerequisite: EMTL 1520 EMT I within one year. (EMTL 1520 and 1530 replaces EMTL 1510.)

EMTL 1550 Emergency Med Tech Refresher**2.0 credit hours**

35.0 Classroom Hours = 25.0 Lecture Hours + 10.0 Lab Hours

A classroom review of emergency medical care focused on procedures and skills that meet the requirements for National and State of Nebraska relicensure. Prerequisites: EMTL 1510 or EMTL 1520 and EMTL 1530 or proof of licensure, and a current BLS CPR certification. Fee \$10. (Replaces HLTH 1550.)

EMTL 1640 Intravenous Therapy**2.0 credit hours**

48.0 Classroom Hours = 36.0 Lecture Hours + 12.0 Lab Hours

This course provides instruction in preparatory, respiratory and circulatory systems, pharmacology, and correct techniques of peripheral venipuncture for IV therapy. (Replaces HLTH 1640.)

EMTL 2100 PHTLS Pre-Hospital Trauma Life Sup**1.0 credit hours**

16.0 Classroom Hours = 12.0 Lecture Hours + 4.0 Lab Hours

The PHTLS Provider course is an intensive two-day course which will introduce the student to knowledge of the physiology, patho-physiology, and kinetics of injury. This course will advance the student's level of competence to specific pre-hospital trauma intervention skills and provide an overview of the management of the multi-system trauma patient. Prerequisites: EMTL 1510 or EMTL 1530.

EMTL 2110 AMLS Advanced Medical Life Support**1.0 credit hours**

16.0 Classroom Hours = 12.0 Lecture Hours + 4.0 Lab Hours

The AMLS Provider course is an intensive two-day course which will introduce the student to knowledge of the physiology, patho-physiology of the medical patient. This course will advance the student's level of competence to specific medical conditions and provide an overview of the treatment and management of the medical patient. Prerequisites: EMTL 1110 and 1510.

EMTL 2630 Introduction to Paramedicine**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to the foundation of the paramedic practice including; roles and responsibilities, well being of the paramedic, injury and illness prevention, medical legal, ethics, body systems, concepts of pathophysiology, and life span development. Prerequisites: Current Healthcare CPR Certification or equivalent; Current EMT Certification. Corequisites: EMTL 2640, EMTL 2650, and EMTL 2660.

EMTL 2640 Paramedic Pharmacology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to the basic principles of pharmacology, drug and chemical classification, and medication administration used in prehospital emergency setting. Corequisites: EMTL 2630, EMTL2650, and EMTL2660.

EMTL 2650 Airway Management/Ventilation**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Introduction to knowledge of the airway anatomy and physiology, and the establishment and management techniques for a patent airway. Corequisites: EMTL 2630, EMTL 2640, and EMTL 2660.

EMTL 2660 Patient Assessment**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction of cognitive and psychomotor principles of patient assessment including therapeutic communication, patient history taking, communications, documentation, patient care, and transport. Corequisites: EMTL 2630, EMTL 2640, and EMTL 2650.

EMTL 2670 Shock Resuscitation/Trauma**5.0 credit hours**

75.0 Classroom Hours = 75.0 Lecture Hours

Introduce the paramedic student to the pathophysiological principles of shock and trauma injuries in order to perform an appropriate assessment and to formulate and implement a treatment plan for the trauma patient. Prerequisites: EMTL 2630, EMTL2640, EMTL2650, and EMTL2660. Corequisite: EMTL2680.

EMTL 2680 Medical Emergencies I**5.0 credit hours**

75.0 Classroom Hours = 75.0 Lecture Hours

Introduction of cognitive and psychomotor principles of the cardiovascular anatomy and physiology, epidemiology of cardiovascular disease, cardiac rhythms, ECG monitoring, mechanisms of cardiac dysrhythmias, pathophysiological principles of cardiac assessment, and the formulation and implementation of algorithms and defibrillation for treatment plans of the cardiac patient. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, and EMTL 2660. Corequisite: EMTL 2670.

EMTL 2690 Medical Emergencies II**8.0 credit hours**

120.0 Classroom Hours = 120.0 Lecture Hours

Introduce the paramedic student to the pathophysiological principles of medical emergencies in order for the student to perform an appropriate assessment and to formulate and implement a treatment plan for the medical patient with respiratory, allergy and anaphylactic, neurological, non-traumatic abdominal, toxicological, renal, endocrine, environmental, infectious disease, gynecological, and behavioral emergencies. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, and EMTL 2680. Corequisites: EMTL 2760 and EMTL 2780.

EMTL 2730 Special Considerations**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to knowledge of assessment, formulation and implementation of treatment plans for the special patient populations including obstetrics and gynecology, neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, social issues, and care for the patient with a chronic illness. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, EMTL 2680, EMTL 2690, EMTL 2760, and EMTL 2780. Corequisites: EMTL 2750, EMTL 2770, and EMTL 2790.

EMTL 2740 EMS Instructor Trainer**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to teach the methods needed to effectively instruct others in emergency medical services courses. Lecture, discussion, and performance are components of this class. The course meets one of the State of Nebraska requirements for licensure as an EMS instructor. Prerequisite: Current certification as an EMS Provider. (Replaces HLTH 2740.)

EMTL 2750 Operations/Putting It All Together**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Introduction to knowledge in assessment-based management, clinical decision making, and transporting of the critical patient. This course will prepare the paramedic student for ambulance operations, crime scene awareness, dispatch activities, emergency vehicle operations, EMS operations command and control, vehicle rescue, tactical EMS, and response to hazardous materials incidents. Prerequisites: EMTL 2630, EMTL2640, EMTL2650, EMTL 2660, EMTL 2670, EMTL2680, EMTL 2690, EMTL 2760, and EMTL 2780. Corequisites: EMTL 2730, EMTL 2770, and EMTL 2790.

EMTL 2760 Clinical Practicum I**2.0 credit hours**

92.0 Classroom Hours = 92.0 Lab Hours

Students rotate through a variety of clinical settings including emergency departments, operating rooms, respiratory therapy, progressive care, and critical care units. The student will have an emphasis on skills including patient assessment, airway management, endotracheal intubation, medication administration, and intravenous cannulation. This class also requires a community service component of 15 contact hours for completion of the paramedic program. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, and EMTL 2680. Corequisites: EMTL 2690 and EMTL 2780.

EMTL 2770 Clinical Practicum II**3.0 credit hours**

138.0 Classroom Hours = 138.0 Lab Hours

Student will rotate through a variety of clinical settings including emergency departments, operating rooms, respiratory therapy, progressive care, psychiatric departments, pediatric, Obstetrics/delivery, and intensive care units. The student will have an emphasis on skills including patient assessment, airway management, endotracheal intubation, medication administration, intravenous cannulation, cardiac rhythm recognition, and infant births. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, EMTL 2680, EMTL 2690, EMTL 2760, and EMTL 2780. Corequisites: EMTL 2730, EMTL 2750, and EMTL 2790.

EMTL 2780 Field Practicum I**2.0 credit hours**

80.0 Classroom Hours = 80.0 Lab Hours

Students will focus on the practical application of emergency care in an EMS field setting including scene management, patient assessment, treatment, and communications under the direct supervision of a field preceptor. The practicum's emphasis is implementation of paramedic skills and the role of a team leader as an integral portion in the final evaluation process for completion of the paramedic program. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, and EMTL 2680. Corequisites: EMTL 2690 and EMTL 2760.

EMTL 2790 Field Practicum II**3.0 credit hours**

120.0 Classroom Hours = 120.0 Lab Hours

Students will focus on the practical application of emergency care in an EMS field setting including scene management, patient assessment, treatment, and communications under the direct supervision of a field preceptor. The practicum's emphasis is implementation of paramedic skills and the role of a team leader as an integral portion in the final evaluation process for completion of the paramedic program. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, EMTL 2680, EMTL 2690, EMTL 2760, and EMTL 2780. Corequisites: EMTL 2730, EMTL 2750, and EMTL 2770.

EMTL 2990 Special Topics:**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Engineering (ENGR)

ENGR 1000 Engineering Essentials**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is a one-semester introductory engineering course for students who are considering engineering as a career. The course will include an overview of the major engineering fields and subdivisions, including histories, achievements, failures and present outlooks in engineering today. The course will also include several individual and group projects designed to give the students experience in technological design, project planning, teamwork and communication.

ENGR 1010 Introduction to Engineering Design**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is a one-semester multidisciplinary freshman design course that will introduce students to the engineering problem solving process in the context of several disciplines and develop teamwork and communication skills.

ENGR 1020 Programming & Problem Solving**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is a one semester, three credit hour, computer programming course that teaches structured programming and problem solving using computers. The course will consist of a sequence of programming assignments that require students to write computer programs to solve engineering problems. Each problem will come from a different engineering discipline. The course has no prerequisites.

ENGR 2010 Intro to Circuits & Electronics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This is a one semester, three credit hour course in the basic analysis of passive and electronic circuits. This course will be based on existing UNL courses ELEC 211 (Electrical Engineering for Non-Majors) and ELEC 215 (Circuits I). This course will be accepted by almost all of the UNL College of Engineering degree programs. Prerequisites: MATH 1600 and MATH 1900. PHYS 1410 and PHYS 1420 are strongly suggested.

ENGR 2011 Intro to Circuits & Electronics Lab**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Lab course to accompany ENGR 2010. Includes DC and AC circuitry, circuit analysis, discrete semiconductors, analog integrated circuits and digital circuitry. This course will be based on existing UNL course ELEC 231 (Electrical Engineering Lab for Non-Majors.)

ENGR 2020 Engineering Statics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The action of forces on engineering structures and machines. Force systems, static equilibrium of frames and machines, centroids, friction, moment of inertia. Prerequisites: MATH 1900 and PHYS 1410.

ENGR 2500 Engineering Internship Seminar**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lab Hours

Engineering Internship Seminar is a course designed to guide students through a successful internship experience. Each week students will meet with the instructor to report on their work, turn in timesheets, review logbooks and receive instructions. The course may also include training on specific internship-related issues as needed. Students will be required to give detailed presentations of their work at the end of each semester they are in the class. Students working more than 60 hours in their internship can get additional credits by enrolling concurrently in ENGR 2510 (1 cr., minimum 60 hrs), ENGR 2520 (2 cr., minimum 120 hrs) or ENGR 2530 (3 cr., minimum 180 hours).

ENGR 2510 Engineering Internship**1.0 credit hours**

60.0 Classroom Hours = 60.0 Lab Hours

Engineering Internship is a companion course to ENGR 2500 for students who log at least 60 hours of internship work during the semester they are enrolled in the course. This course must be taken concurrently with ENGR 2500.

ENGR 2520 Engineering Internship**2.0 credit hours**

120.0 Classroom Hours = 120.0 Lab Hours

Engineering Internship is a companion course to ENGR 2500 for students who log at least 120 hours of internship work during the semester they are enrolled in the course. This course must be taken concurrently with ENGR 2500.

ENGR 2530 Engineering Internship**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

Engineering Internship is a companion course to ENGR 2500 for students who log at least 180 hours of internship work during the semester they are enrolled in the course. This course must be taken concurrently with ENGR 2500.

ENGR 2990 Special Topics**1.0 credit hours**

0 Classroom Hours

Special topic course description upon request.

English (ENGL)

ENGL 0920 College Prep Reading**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This reading skills course is designed to improve vocabulary, reading rate, comprehension, and study skills to be successful in college. Note: This course does not satisfy the general education requirement for an associate degree and cannot be used as an elective. This course is not designed to transfer to a four-year college. This course can act as a prerequisite for ENGL 1010. Students achieving a reading Accuplacer score between 43 and 73 or equivalent scores on the ACT or SAT are placed in this class. Students scoring below 43 are also strongly encouraged to join ABE classes. [Offered as READ 0920: College Prep Reading prior to Fall 2016]

ENGL 0980 Language Skills**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This developmental course is designed to improve basic English skills. Emphasis is placed on spelling, basic grammar, and sentence development. Note: This course does not satisfy the general education requirement for an associate degree and cannot be used as an elective. This course is not designed to transfer to a four-year college. This course can act as a prerequisite for ENGL 0990. Students achieving a sentence skills Accuplacer score between 44 and 63 or equivalent scores on the ACT or SAT are placed in this class. Students scoring below 44 are also strongly encouraged to join ABE classes.

ENGL 0990 College Prep Writing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

College Prep Writing is a review of grammar and sentence writing skills including usage of words, parts of speech, parts of a sentence, agreement of subject and verb, punctuation of sentences, vocabulary development, and paragraph development. This course strengthens English proficiency before attempting college composition. Note: This course does not satisfy the general education requirement for an associate degree and cannot be used as an elective. This course is not designed to transfer to a four-year college. This course can act as a prerequisite for ENGL 1010. Students achieving a sentence skills Accuplacer score between 64 and 83 or equivalent scores on the ACT or SAT or passed ENGL 0980 with a "C" or higher are placed in this class. Prerequisite: Minimum Accuplacer, ACT, or SAT score or completion of ENGL 0980 with a "C" or higher.

ENGL 1010 English Composition I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

English Composition I is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned papers. The course emphasizes the clear written expression of ideas and the importance of organization, word choice, logic, and sentence construction. The process of planning, writing, revising, researching, documenting, and editing essays for a particular audience is also emphasized. Students must have achieved an 84 or higher on the Accuplacer sentence skills exam or the equivalent on the ACT or SAT or have passed ENGL 0990 with a "C" or higher. Students must have achieved a 74 on the Accuplacer reading exam or the equivalent on the ACT or SAT or have passed ENGL 0920 with a "C" or higher. Prerequisite: Minimum Accuplacer reading and writing scores or the equivalent as outlined above.

ENGL 1020 English Composition II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Focuses on extended source-based writings and/or projects, including a required research paper. Emphasized organizational strategies for research, the integration of multiple resources, and the ethical use of information source to produce informative and/or argumentative texts. Prerequisite: Completion of ENGL 1010 with a "C" or higher.

ENGL 1040 Basic Technical Communications**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Designed for students in vocational-technical programs in which an emphasis on job-related writing is desired. Course content will range from structure and development of the paragraph to identifying, selecting, planning, and writing a variety of clear, well-organized, thorough reports. Prerequisite: Minimum score on placement exam or satisfactory completion of ENGL 0990 and ENGL 0920.

ENGL 1520 Creative Writing**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to the composition of creative pieces in both prose and poetic forms. Fiction elements including description, characterization, dialogue, plot construction/theme, and a variety of poetic forms, including strict rhyme and scansion, blank verse and free verse will comprise the writing assignments. This course is not applicable to the six-hour English composition credit requirement. Prerequisite: Completion of ENGL 1010 with a "C" or higher.

ENGL 2010 Genre Survey: Short Story/Novel**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Elements and theories of fiction. Study of selected short stories and novels. Emphasis on critical discussion and writing. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2030 Genre Survey: Poetry**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Elements and theories of poetry. Study of selected poems stressing the development of a method of analysis and criticism. Emphasis on critical discussion and writing. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2040 Genre Survey: Drama**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Chronological approach to the study of drama with emphasis on the conceptual and formal evaluation of the genre. Representative plays from each period are studied stressing development of a method of critical analysis, critical listening and reading skills, interpretive reading, and critical discussion and writing. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2050 The Novel**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to selected English, American, and Continental novels. Includes traditional and contemporary novels. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2060 20th Century Fiction**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of 20th century fiction in English, including both the novel and short story. Emphasis is on influential works of recognized modern literacy figures. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2100 Introduction to Literature**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This survey course introduces students to the major genres and conventions associated with literature including fiction, poetry, and drama. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. The course exposes students to a range of authors representing a variety of cultural and ethnic backgrounds. Reading/Writing skills at ENGL 1010 level or its equivalent. Prerequisite: ENGL 1010 with "C" or higher.

ENGL 2110 Nebraska Writers**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Study of selected Nebraska writers from the perspectives of how they perceived and what they contributed to the American temper. Selected works of these authors will be studied from structural, thematic, and stylistic points of view. This course does not fulfill the humanities-literature requirement for the Associate of Arts degree. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2300 Shakespeare**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A critical study of selected works of Shakespeare. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2440 Film as Literature**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to the study of films as literary and cultural texts, using critical theories to analyze various film genres (such as Film Noir, the Western, etc.) from the 1900s to the present day. Includes analysis of narrative, character, form and cultural/historical context. Prerequisite: ENGL 1010.

ENGL 2450 Television as Literature**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to the study of television shows as literary and cultural texts, using critical methods to analyze varied television genres; examines narrative, character, form and cultural/historical context. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2460 American Literature Post 1865**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This survey of American authors of the 19th and 20th centuries will introduce students to some of the important writers and literary, artistic, and cultural movements in the United States of this time. The students will develop the ability to read, appreciate, understand and critically assess a variety of literary works from different historical periods, from different ethnic communities and in different genres. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2510 Science Fiction - Supernatural Lit**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of science fiction and supernatural stories and novels emphasizing themes and techniques common to these literary forms. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2520 Literature of Nature**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Begins with an examination of the rural dream in America and proceeds to examples of long and short fiction concerned with life in the outdoors. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2550 Short Fiction**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

An introduction to the short story. Includes various types of American, English, and Continental short fiction. Emphasis on theme and form. Prerequisite: ENGL 1010 with 'C' or higher.

ENGL 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

ENGL 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Entrepreneurship (ENTR)

ENTR 1050 Introduction to Entrepreneurship**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy

ENTR 2040 Entrepreneurship Feasibility Study**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The student will evaluate a business concept and create a business plan. Students will assess the strengths and weaknesses of a business concept; apply research data into the plans; and prepare the financial projections for the business concept. Students will identify and evaluate various resources available for funding small businesses.

ENTR 2050 Marketing for the Entrepreneur**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

In the course, the student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students will develop an understanding of traditional and non-traditional entrepreneurial marketing strategies. Prepare marketing strategies with associated tactics to launch and sustain an entrepreneurial venture.

ENTR 2060 Entrepreneurship Legal Issues**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The student will explore legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships, and corporations. Students will review contract law, articles of incorporations and the filing process, employment law (including FEPA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions, disciplinary actions, and business insurance.

ENTR 2070 Entrepreneurship Financial Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will cover financial topics for small business. Financial topics include budgeting, creation of financial statements, and learning how to work with an accounting professional. Other topics covered are income tax, sales and use tax, payroll tax, unemployment tax, employee benefits and retirement planning.

ENTR 2090 Entrepreneurship Business Plan**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The student will evaluate a business concept and create a business plan. Students will assess the strengths and weaknesses of a business concept; apply research data into the plans; and prepare the financial projections for the business concept. Students will identify and evaluate various resources available for funding small businesses.

ENTR 2091 Entrepreneurship Business Plan**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Learn core entrepreneurship concepts through the development of a business concept, personal vision and investigate the market and financial feasibility by testing the concept against a model business.

Family and Consumer Sciences (FACS)

FACS 1050 Expressive Arts**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course focuses on the selection, construction, and use of materials, activities and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum is designed for 3-8 year olds. (Replaces FACS 2920.)

FACS 1060 Healthy Lifestyles**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will enable students to apply principles of healthy living including nutrition, exercise, stress reduction, arranging and maintaining a safe environment to their personal and professional life. Special emphasis placed on supporting families as they incorporate goals of healthy living into their daily activities. (Replaces FACS 1390.)

FACS 1070 Observation, Assessment & Guidance**3.0 credit hours**

55.0 Classroom Hours = 40.0 Lecture Hours + 15.0 Lab Hours

This course is designed to develop an understanding of common behaviors, recognize positive guidance approaches and develop skills in using appropriate methods of guidance when building relationships. The course includes field experience in early childhood and other settings where students will demonstrate the ability to observe, document, and evaluate guidance techniques and overall developmental characteristics that aid in curriculum development. (Replaces FACS 2700.)

FACS 1110 Infant Toddler Development**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course focuses on typical / atypical development of children in the prenatal period of development through 36 months. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social / emotional development are examined. (Replaces FACS 2620.)

FACS 1120 Child Development**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

This course focuses on typical/atypical development of the child ages 3-12 years in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Observation and participation in laboratory experiences for two hours per week is required. Students must be cleared through appropriate background checks and be physically able to participate in experiences with young children. (Replaces FACS 2600.)

FACS 1150 Intro to Early Childhood Education**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An overview of early childhood education, history, trends and the philosophies of various programs, diversity, inclusion, licensing standards, current legislation, professionalism, and advocacy are examined. (Replaces FACS 1900.)

FACS 1210 Design Essentials**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

Development of appreciation of aesthetically pleasing line, space, shape, color, form, and texture; judgment in the use of things pertaining to everyday living. Selecting, evaluating, and arranging many forms of art expression.

FACS 1221 Infant Toddler Practicum**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours

This course is designed to provide an understanding of the developmental stages of children six weeks through 36 months-of-age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interaction while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants and toddlers are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience in addition to attendance and participation at seminar sessions. A passing grade of "C" or better is required for ECED majors. Students must pass appropriate background checks and be physically able to interact with young children. Prerequisite: Permission of Instructor. (Replaces FACS 1970.)

FACS 1230 Clothing & Human Behavior**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Analysis of social, cultural, aesthetic and economic influences on clothing and human behavior.

FACS 1410 Food Preparation**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

Fundamental and scientific principles of food preparation with emphasis on composition, quality control, and nutritive contributions. Includes cultural, social, and economic issues related to food selection. Fee \$15.

FACS 1520 Preschool/School Age Practicum**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours

This course is designed to provide an understanding of the developmental stages of children from three to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interaction while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children from 3-8 years of age are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion sessions is required. Students must also participate in weekly seminar discussions and lectures. A grade of "C" or better is required for all ECED majors. Students must be cleared through appropriate background checks and be physically able to participate in experiences with young children. Prerequisite: Permission of Instructor. (Replaces FACS 1980.)

FACS 1600 Human Development**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A developmental life cycle approach to the study of the individual from conception to old age including death. Each stage of life is studied from the perspective of how individual development is fostered within the family system.

FACS 1620 First Connections**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

First Connections is a web based course designed to make exemplary technology-based training opportunities available to early childhood care and education personnel working with infants and toddlers, including those with special needs, primarily in home-based child care. Course content includes safety, creating healthy learning environments, all aspects of infant and toddler development, behavior guidance and professionalism. This course may not transfer to a 4-year college. Fee \$10.

FACS 2060 Early Childhood Curriculum Planning**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices. (Replaces FACS 1920.)

FACS 2070 Family & Community Relationships**3.0 credit hours**

55.0 Classroom Hours = 45.0 Lecture Hours + 10.0 Lab Hours

This course focuses on the development of skills, techniques and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of community service learning required.

FACS 2300 Visual Merchandising**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Fundamentals of planning promotional activities and store design in the current retail environment. Design principles will be discussed in relationship to in-store and window displaying, signage, and general merchandising within a context of a store image, salesmanship, and promotion.

FACS 2360 Admin of Early Child Programs**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides students with the opportunity to examine and interpret standards pertaining to the establishment and operation of centers for young children. It covers the various types of child care and early education settings, roles and responsibilities of administrator. Issues related to licensing, early learning guidelines, accreditation and ensuring quality are covered in addition to; site selection, policy formation, administrative forms, staffing needs, fiscal management, equipment selection, program evaluation, staff development, parent involvement, and administrative styles and techniques. (Replaces FACS 1930.)

FACS 2450 Family & Consumer Sciences Intern**2.0 credit hours**

120.0 Classroom Hours = 120.0 Lab Hours

The student enrolled in this course receives work experience in approved training stations, supervised by the college coordinator and the employer. The student is compensated for his/her services. The occupational areas include fashion merchandising, food services, interior design, and other related FACS occupations. Prerequisite: Enrollment in a Family and Consumer Sciences program, current enrollment in the Related Studies Seminar, and permission of instructor.

FACS 2500 Family & Consumer Sciences Intern**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

The student enrolled in this course receives work experience in approved training stations, supervised by the college coordinator and the employer. The student may be compensated for his/her services. The occupational areas include fashion merchandising, food services, interior design, human services and other related FACS occupations. Prerequisite: Enrollment in a Family and Consumer Sciences program, current enrollment in the Related Studies Seminar, and permission of instructor.

FACS 2960 Childhood Educ Student Teaching**4.0 credit hours**

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours

This course is designed to give students increasing responsibility for program planning, implementation and evaluation in an early childhood program. In addition to leading activities for children students focus on parent involvement, staff interaction and problem solving. Students will explore three different programs and age groups of children throughout the semester as well as prepare job search materials for their future. In order to take Child Care Student Teaching students must have completed the entire early childhood education core of classes, or have permission of the instructor. A grade of "C" or better is required for all ECED majors. Students must be cleared through appropriate background checks and be physically able to participate in experiences with young children. Successful completion of this course involves the preparation and presentation of a professional portfolio. (Replaces FACS 2970.)

FACS 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study. Fee \$15.

FACS 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request. Fee \$15.

Fire Science Technology (FRST)

FRST 1110 Intro to Firemanship**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The course is designed to acquaint the new fire fighter with the fire department and all the basics of firemanship. The student will learn the equipment, skills, and terminology use in every phase of the job as a firefighter. Fee \$5.

FRST 1120 Fire Service Science**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course including fundamentals in basic science and chemistry as applied to fire service including flammability ranges of various construction materials and manufactured products. Fee \$5.

FRST 1215 Mech Sys Building/Blueprint Reading**4.0 credit hours**

60.0 Classroom Hours = 60.0 Lecture Hours

The firefighter will study the latest developments in building materials and design, as well as those materials and structures presently in use, as to their behavior to abnormal heat and pressure. The student will also express their observation of building structures and fixtures on paper, drawn to scale, using standardized symbols. Fee \$5.

FRST 1220 Fire Prevention**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspection; fire and life safety education; and fire investigation. Fee \$5.

FRST 1300 Strategy & Tactics**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

This course provides the principles of fire ground control through utilization of personal, equipment and extinguishing agents. Prerequisite: FRST 1650.

FRST 1310 Fire Protection Hydraulics**4.0 credit hours**

64.0 Classroom Hours = 64.0 Lecture Hours

Students are instructed in basic hydraulic laws and formulas applied to fire service. Enables student to apply calculations to water supply problems, and relate this information to practical field applications. Fee \$5.

FRST 1320 Essentials of Electricity**2.0 credit hours**

32.0 Classroom Hours = 32.0 Lecture Hours

This course will enable the firefighter to better understand the requirements of electric power construction. Students will apply their understanding of electricity to determine potential hazards and methods for dealing with such circumstances. Fee \$5.

FRST 1420 Fire Protection Systems**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Fee \$5.

FRST 1510 Fire Fighter I**4.0 credit hours**

64.0 Classroom Hours = 64.0 Lecture Hours

This course contains the information and skills needed to perform basic fire fighting functions on the fire ground. Upon completion, students are eligible to take the Nebraska State Fire Fighter I Certification Test. Fee \$5.

FRST 1511 Firefighter I/Hazmat Operations**5.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

This course contains the information and skills needed to perform basic fire fighting function on the fire ground. Upon completion, students are eligible to take the Nebraska State Fire Fighter I Certification Test. Prerequisite: EMTL 1310 or taken concurrently

FRST 1520 Fire Fighting Tactics**2.0 credit hours**

32.0 Classroom Hours = 32.0 Lecture Hours

This course instructs the student on the strategy and tactics of controlling structural fires and wildland or cropland fires. It is comprised of the decision-making process in determining the strategy that dictates tactics. Fee \$5.

FRST 1610 Fire Investigation I**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

This course is intended to provide the students with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter and types of fire causes. Fee \$5.

FRST 1640 Fire Investigation II**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

This course is intended to provide the students with advanced technical knowledge on the rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and courtroom testimony. Prerequisite: FRST 1610.

FRST 1650 Principles of Emergency Services**4.0 credit hours**

67.5 Classroom Hours = 52.5 Lecture Hours + 15.0 Lab Hours

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

FRST 1660 Prin of Fire & Emergency Service Ad**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency services, ethics, and leadership from the perspective of the company officer.

FRST 1670 Prin Fire Emergency Service Safety**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FRST 1700 Wild Land Firefighting**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

The students will learn and understand the S-110, S-130 and S-190 wildland firefighting programs. These programs cover the ICS system, fire behavior and general firefighting.

FRST 1770 Fire Apparatus Operations**2.0 credit hours**

45.0 Classroom Hours = 15.0 Lecture Hours + 30.0 Lab Hours

This course provides fundamental knowledge relating to apparatus driving, operating and overall knowledge of the vehicle.

FRST 1800 Legal Aspects of the Fire Service**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will address the Federal, State and local laws that regulate emergency services and include a review of national standards, regulations and consensus standards.

FRST 1900 Fire Behavior & Combustion**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

This course explores the theories and fundamentals of how and why fires start, spread and are controlled.

FRST 1980 Building Construction for Fire Prev**3.0 credit hours**

60.0 Classroom Hours = 30.0 Lecture Hours + 30.0 Lab Hours

This course provides the components of building construction related to firefighter life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies.

FRST 2000 Rescue I**2.0 credit hours**

45.0 Classroom Hours = 15.0 Lecture Hours + 30.0 Lab Hours

This course provides fundamental knowledge relating to the field of rescue. Topics include: vehicle extrication, basic ropes, water rescue, confined space and basic search for missing persons.

FRST 2010 Rescue II**2.0 credit hours**

45.0 Classroom Hours = 15.0 Lecture Hours + 30.0 Lab Hours

This course provides fundamental knowledge relating to rescue, topics include: truck, bus and farm vehicle extrication, high and low level rope rescue, trench rescue, ice rescue and grain bin rescue and recovery.

FRST 2990 Special Topics:**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Geography (GEOG)

GEOG 1010 Physical Geology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will learn the fundamental processes that shape the earth. Topic areas include minerals, rocks, and ores; the surface features and internal character of the earth; and the forces that are constantly changing it. This is a non-lab course.

GEOG 1040 World Regional Geography**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A global summary of geographic processes at the regional level. The physical, economic, political and cultural variations underlying patterns of human settlement are emphasized.

GEOG 1050 Physical Geography**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

An introduction to the forces, events, materials, and organisms that contribute to our physical environment. Includes topics dealing with weather, earth materials, climate, weathering, landforms, ecosystems and environmental regions. NOTE: Applicable to the physical sciences requirements at most institutions. Laboratory required. Fee \$15.

GEOG 1051 Physical Geography Lab**0.0 credit hours**

0 Classroom Hours

Lab for Physical Geography.

GEOG 1400 Cultural Geography**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of the role of place in human settlement and other patterns of social activity. Considers variations in human life around the world.

GEOG 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

GEOG 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Graphic Design/Visual Communications (GDVC)

GDVC 1400 Introduction to Graphic Design**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will be introduced to the art of visual communication as they study production methods, compositional practices, and graphic design history and trends. Creative development will be the focus of design and computer related studio exercises required for the course.

GDVC 1450 Typography**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will become familiar with the history of typography as they learn the fundamental differences between fonts, and the requirements for quality type reproduction. Students will apply this information as they create aesthetically pleasing typographic documents and explore creative use of typography.

GDVC 1500 Digital Imaging**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will learn the fundamentals of image manipulation with Adobe Photoshop and put these skills to use in a variety of visual problem solving situations. The images will be imported and saved in formats to be used in diverse applications.

GDVC 1550 Illustration**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will develop skills in digital illustration and comparisons will be made between traditional illustration methods and digital methods. Students will research the work of other illustrators and develop their own style as they work on real world project scenarios.

GDVC 2400 Multimedia**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will learn basic video editing skills as they create their own documentaries and movies using video and audio editing software. They will output these projects for use in presentations, as DVDs, and on the Web.

GDVC 2450 3-D & Animation**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will create three-dimensional digital shapes and animate them with custom backgrounds, texture, and lighting as they develop skill in the use of 3-D and animation software.

GDVC 2600 Portfolio**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will design their own ID package and refine their portfolio to help them prepare for employment after graduation. They will create a print, DVD, and a web portfolio. Included in the course will be the exhibition of student work for public display.

GDVC 2700 Internship**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

Students will review employer expectations and receive information about their internship responsibilities. Students will experience on-the-job training through a cooperative arrangement with an organization or business, working a minimum of 180 clock hours under the direction of a sponsoring supervisor. Emphasis is placed on the application of design skills, technical knowledge and communication skills. This class is designed for the Associate of Applied Science in Graphic Design Degree Program.

GDVC 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Health (HLTH)

HLTH 1250 Intro to Healthcare Informatics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed as an overview of healthcare informatics. It introduces students to the applications of informatics systems in healthcare practice, educate, research and administration. This course integrates healthcare science with computer technology and information science to identify, gather, process, and manage health information. Students are introduced to computer hardware, software, databases and communication applications. This course will also discuss Internet use by health care consumers and the current and future role of telehealth in medical practice. Ethical, security, and confidential issues as they relate to computer usage in health care will be discussed. Students will learn how the health care environment has evolved to include technology in assessing patients, developing and implementing healthcare information systems to work more efficiently, allocate resources more effectively and improve patient care.

HLTH 1500 Comm First Aid & Safety**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

American Red Cross Community First Aid and Safety. American Red Cross certificate may be earned.

HLTH 2300 Health Education**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A look at new concepts and trends as related to personal and community health. Topics to be covered include such things as fitness and nutrition, weight control, disease, human sexuality, aging, death, mental health and the role of drugs in our society.

HLTH 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

HLTH 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Heating, Ventilation, and Air Conditioning Technology (HVAC)

HVAC 1005 Safety**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Specific safety practices that apply to the HVAC shop.

HVAC 1315 Electrical Theory**3.5 credit hours**

53.0 Classroom Hours = 53.0 Lecture Hours

Basic electron theory and how we use electrical energy for heating ventilation and air conditioning. Use of electrical meters and circuits to check and troubleshoot HVAC equipment. Safety practices are an integral part of this course. Corequisite: HVAC 1005. (Replaces HVAC 1310.)

HVAC 1320 Electrical Applications Lab**1.0 credit hours**

45.0 Classroom Hours = 45.0 Lab Hours

This course will cover Atomic theory, Ohm's Law., Watt's Law, wiring diagrams and symbols, use of electric meters, types of electric motors, controls, and troubleshooting in a lab application. Prerequisite: HVAC 1310.

HVAC 1330 Sheetmetal Installation**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

The student will be introduced to tools and materials used in sheetmetal work, as well as the procedures used in making heating and cooling ducts and the installation of actual projects.

HVAC 1340 Furnace Fundamentals**4.0 credit hours**

60.0 Classroom Hours = 60.0 Lab Hours

A study of gas and electric furnaces. Students will study and understand applications of installations and repair. Prerequisites: HVAC 1310 and 1320.

HVAC 1350 Furnace Fundamentals Lab**3.0 credit hours**

135.0 Classroom Hours = 135.0 Lab Hours

A study of gas and electric furnaces. Students will study and understand applications of installations and repair in a lab application. Prerequisites: HVAC 1320 and 1340.

HVAC 1360 Fall Internship**1.5 credit hours**

90.0 Classroom Hours = 90.0 Lab Hours

Hands on experience working as an employee with a local HVAC business and coordinated by Mid-Plains HVAC Department.

HVAC 1400 Spring Internship**1.5 credit hours**

90.0 Classroom Hours = 90.0 Lab Hours

Hands on experience working as an employee with a local HVAC business and coordinated by Mid-Plains HVAC Department.

HVAC 1410 A/C Cycle Theory**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will cover basic A/C principles, refrigerants, and the refrigeration cycle. Prerequisite: HVAC 1320 and Corequisites: HVAC 1475 and 1480.

HVAC 1425 A/C Cycle Lab**2.0 credit hours**

90.0 Classroom Hours = 90.0 Lab Hours

This course includes working with actual models of window air conditioners and mock-up trainers while applying shop tools and techniques. Fee \$15.

HVAC 1435 A/C Controls Theory**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will cover residential and commercial A/C wiring diagrams, schematics and electrical control devices including troubleshooting and repair. Prerequisite: HVAC 1310 and Corequisites: HVAC 1445 and 1460.

HVAC 1440 A/C Controls Lab**1.0 credit hours**

45.0 Classroom Hours = 45.0 Lab Hours

This course will cover residential and commercial A/C wiring diagrams, schematics and electrical control devices including troubleshooting and repair. Prerequisite: HVAC 1310.

HVAC 1445 A/C Apps Refrigerant/Rec**4.0 credit hours**

60.0 Classroom Hours = 60.0 Lecture Hours

The student will study design and do maintenance, troubleshooting, repair, and fine tuning of residential and commercial air conditioning. Prerequisite: HVAC 1310 and Corequisite: HVAC 1435.

HVAC 1460 A/C Applications Lab**1.0 credit hours**

45.0 Classroom Hours = 45.0 Lab Hours

The student will study design and do maintenance, troubleshooting, repair, and fine tuning of residential and commercial air conditioning. Corequisite: HVAC 1435. Fee \$10.

HVAC 1475 Heat Pumps Theory**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of heat pumps and electrical sequence of heat pumps. Prerequisites: HVAC 1310 and Corequisite: HVAC 1410.

HVAC 1480 Heat Pumps Lab**1.0 credit hours**

45.0 Classroom Hours = 45.0 Lab Hours

A study of heat pumps. Students will have applications of tracing, troubleshooting, and repair. Prerequisites: HVAC 1310 and Corequisite: HVAC 1410. Fee \$10.

HVAC 1483 HVAC Basic Internship**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

On-the-job training through a cooperative arrangement with HVAC businesses. Students work a minimum of 180 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Prerequisite: The student must have completed both fall and spring semesters in the HVAC program.

HVAC 1484 HVAC Basic Internship**4.0 credit hours**

240.0 Classroom Hours = 240.0 Lab Hours

On-the-job training through a cooperative arrangement with HVAC businesses. Students work a minimum of 240 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Prerequisite: The student must have completed both fall and spring semesters in the HVAC program.

HVAC 1485 HVAC Basic Internship**5.0 credit hours**

300.0 Classroom Hours = 300.0 Lab Hours

On-the-job training through a cooperative arrangement with HVAC businesses. Students work a minimum of 300 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Prerequisite: The student must have completed both fall and spring semesters in the HVAC program.

HVAC 1490 Internship**8.0 credit hours**

480.0 Classroom Hours = 480.0 Lab Hours

On-the-job training through a cooperative arrangement with HVAC businesses. Students work a minimum of 480 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Prerequisite: The student must have completed both fall and spring semesters in the HVAC program.

HVAC 1500 Comm Refrigeration Elec Mechanical**6.0 credit hours**

90.0 Classroom Hours = 90.0 Lecture Hours

This course helps to prepare the student to install, service and repair some light commercial refrigeration systems as ice machines, reach-in coolers and freezers, walk-in coolers and freezers. This course helps to prepare the student to install, service and repair some light commercial refrigeration systems as ice machines, reach-in coolers and freezers, walk-in coolers and freezers. Prerequisites: HVAC 1410, HVAC 1425, HVAC 1435, and HVAC 1440.

HVAC 1510 Comm Refrigeration Elec Mech Lab**2.0 credit hours**

90.0 Classroom Hours = 90.0 Lab Hours

Students will advance through several practical lab competencies designed to develop hands-on skills needed when working on light commercial refrigeration equipment. Prerequisites: HVAC 1410 and HVAC 1435.

HVAC 1710 Refrigeration & Air Conditioning**2.0 credit hours**

45.0 Classroom Hours = 22.0 Lecture Hours + 23.0 Lab Hours

Refrigeration cycle, component principles, repair applications and shop projects. Heating and cooling unit installation and service. Fee \$10.

HVAC 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request. Fee \$10.

History (HIST)

HIST 1000 Western Civilization I to 1715**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will explore the essential ideas, themes, and issues that have shaped the development of Western civilization from prehistoric times to the advent of modern European notions of absolutism and constitutionalism. The course will include ancient civilization, the emergence of European Christendom, feudalism, manorialism, urbanization, medieval kingdoms, Renaissance and Reformation thought, religious conflict, the scientific revolution, and expansion beyond Europe.

HIST 1010 Western Civilization II Since 1715**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will analyze the impact of social, economic, political, cultural, and intellectual changes upon Europe from the close of Louis XIV's reign until the contemporary period. The course will include the Enlightenment, capitalism, industrialization, the French Revolution, liberalism, democracy, nationalism, imperialism, socialism, the Russian Revolution, fascism, World War I, the Great Depression, World War II, the Cold War era, and the Revolutions of 1989.

HIST 1050 World History I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will explore the essential ideas, themes, and issues that have shaped the development of world civilizations from prehistoric times to the advent of European expansion during the beginning of the 16th century. The course will include a review of civilizations in the Middle East, Asia, Africa, the Americas, and Europe.

HIST 1060 World History II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will analyze the impact of social, economic, political, cultural, and intellectual changes in the context of world civilizations from the beginning of the 16th century until the contemporary period. Specific historical trends within the Middle Eastern, Asian, African, European, and Western Hemispheric context from the 16th century until the present will be studied.

HIST 2010 American History I to 1877**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A survey of American history from the pre-colonial era through the period of the Reconstruction. Emphasis will be placed upon the political, economic, cultural, social, religious, and institutional development of the nation. The course will include colonial development, the American Revolution, constitutional evolution and the establishment of a new republic, Jacksonian democracy, the market revolution and reform movements, slavery, westward expansion, the War with Mexico, sectionalism, the Civil War, and social problems in the growth of the American nation.

HIST 2020 American History II Since 1877**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A survey of American history since the Reconstruction that includes a social, cultural, political, intellectual, and economic analysis of the following major issues: industrialized corporate capitalism and its struggle with labor, Gilded Age politics, Populism, the continued settlement of the frontier West and its resistance, immigration, imperialism and the Spanish-American War, Progressivism, World War I and the paradoxes of the interwar period, the Great Depression, the New Deal, World War II, post-war prosperity, cultural disillusionment and the civil rights movement, the conflicts in Korea and Vietnam, the Reagan Revolution, and America as the dominant contemporary world power.

HIST 2130 Nebraska & the West**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A survey of Nebraska history as it relates to the development of the Great Plains and the American West that includes social, cultural, political, intellectual, economic, and geographical themes.

HIST 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

HIST 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Humanities (HUMS)

HUMS 1100 Introduction to Humanities**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This is a survey course focusing on art, music, theatre, film, dance, architecture, and philosophy. It examines the unfolding of global humanistic traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. The course gives the students criteria from which to evaluate their own times and situation and in addition, enriches students' historical perspectives. It shows how the various arts intersect, influence, and are influenced by their times.

HUMS 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Description available from instructor by request.

Information Technology (INFO)

INFO 1000 Intro to Information Tech**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides an overview of information technology. Concepts to be covered include: history of data processing, computer hardware, computer software, problem-solving techniques, business use of computers, social aspects, and careers. Fee \$10.

INFO 1010 Microcomputer Applications**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides an interactive study of microcomputer-based productivity tools. Concepts and fundamental skills in the applications of word processing, spreadsheet, database, and Internet search tools will be covered. NOTE: Keyboarding skills or permission of instructor. Fee \$10.

INFO 1025 Operating Systems I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides the student with a survey and comparison of all major operating systems. Students will install and learn to use current Windows operating systems. Students will learn about the special concerns of Windows on a network, on the Internet, and on notebook computers. They will be introduced to Linux and the Mac OS. This course provides preparation for the current CompTIA A+ Operating System exam. No Prerequisite. (Replaces INFO 2020.)

INFO 1030 Database Concepts & Design**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is an introduction to database development and design. In this course, the basics of database design and manipulation will be covered. Topics include relationships, database normalization, integrity constraints, DBMS software and functions, and database administrative functions. Prerequisite: INFO 1010 or permission of instructor. Fee \$10.

INFO 1050 Networking Essentials**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed for individuals and information systems professionals interested in learning about networking technologies. Topics include terminology, network design, networking media, network interface cards, networking models, communications and protocols, network architectures, operating systems, networking environments, administration and support, and enterprise and distributed networks. Fee \$10.

INFO 1070 Introduction to Computer Science**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is intended for the serious computer science or computer systems student. An introduction to various aspects of the body of knowledge known as computer science. Topics include concepts of computer hardware and software, CPU concepts, program development and applications, ethics and career opportunities in computer science and computer information systems including an introduction to structured programming using an appropriate state-of-the-art structured language. (Replaces CSCE 1791 Introduction to Computer Science.) Prerequisites: CSCE 1543 or 1544, MATH 1150 or permission of instructor. Fee \$5.

INFO 1100 Computer Game Design & Programming**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Alice is a modern programming environment designed to be a student's first exposure to programming. Alice is an engaging and fun way to teach fundamental programming concepts. Alice's extensive gallery of 3D objects provides inspiration for students to learn programming through storytelling and video game creation. Fee \$10.

INFO 1150 COBOL Programming**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Structured programming and data processing in a commercial environment. Introduction to the study of the COBOL programming language with business applications. Prerequisite: MATH 1150 or permission of instructor.

INFO 1160 C++ Programming**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is intended for the serious computer science or computer information systems student. The student will be introduced to fundamentals of the C++ language, simple C++ data structures, algorithmic analysis, and C++ functions. Prerequisite: MATH 1150 or its equivalent or permission of instructor.

INFO 1170 Visual Basic Programming**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to the standards and conventions of programming the graphical user interface (GUI). Emphasis on proper design, placement and coding of the graphical features of the interface. Similarities to and differences from traditional programming languages will be explored. Visual Basic utilized to develop programs that demonstrate GUI design, the use of simple and array variables, database access, animation, sequential and random file access. Prerequisite: MATH 1150 or permission of instructor. Fee \$10.

INFO 1200 Fund of Computer Hardware**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students will be introduced to the physical components of microcomputers, including system components, bus architectures, ports, connectors, and cables. They will examine some of the safety issues and procedures pertinent to working with computers. Physical components, including expansion boards, storage systems, and peripheral devices, which can be used with PCs, will be examined. Portable computing and networking will be explored. Fee \$10.

INFO 1220 PC Troubleshooting /Repair**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to provide the participants with a solid foundation and practice in maintaining, troubleshooting and upgrading computer systems. Topics to be covered include: procedures and techniques for disassembling and inspecting systems; basics of circuitry networking and connectivity, common error messages and what they mean; installing, troubleshooting and servicing major system components from hard drives to CPU's; maximizing system performance - RAM to registry tweaking; hands-on workshop in "tearing down" and rebuilding systems. Prerequisite: INFO 1200. Fee \$10.

INFO 1260 Customer Support/Help Desk**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course includes valuable information and everyday solutions for addressing the attitudes, behaviors, and relationships between customers and the support team. Fee \$10.

INFO 1310 Intro to Multimedia**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is an introduction to the major facets of multimedia design, development, and implementation. Topics include capture, manipulation, and use of various media types. (Replaces INFO 1820 Introduction to Multimedia and CSCE 1080 MB Multi-Media Presentation)

INFO 1400 Systems Analysis & Design I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides an in-depth study of the systems development life cycle, including system concepts and terms; need identification, feasibility determination and requirements assessment; goals, tools, and strategies for system and information analysis; interviewing techniques, and specific requirements for a computer system. Prerequisite: INFO 1030. Fee \$10.

INFO 1410 JAVA Programming**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course assumes no prior programming experience from the student. This course teaches object-oriented programming and students will learn how to develop true object-oriented programs. Prerequisite: MATH 1150 College Algebra. Fee \$10.

INFO 1450 JavaScript**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

JavaScript is an easy-to-use programming language that can be embedded in the header of web pages. It can enhance the dynamics and interactive features of a page by allowing users to perform calculations, check forms, write interactive games, and special effects, customize graphics selections, create security passwords and more. This course will present the fundamentals of JavaScript. Students will learn how to write functions, use data from text boxes, create IF-THEN conditionals, program loops, and generally make their web page "smarter."

INFO 1500 Web Development Tools I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to give students the necessary skills to design, create and enhance a Web site using current Web development tools. Through the use of realistic scenarios, students acquire the ability to develop, plan, and implement a Web site. INFO 1696 is recommended but not required as a prerequisite to the course. (Software use: Flash).

INFO 1520 Web Development Tools II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to help students learn to enhance a Web site using a variety of authoring tools, scripts and commands. Topics include creating Web pages using advanced tools and techniques such as advanced tables and CSS, modifying client-and server-side scripts, using forms to collect information, accessing a database, understanding Active Server Pages, and publishing a Web site. Prerequisite: INFO 1500.

INFO 1620 Network Administration I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides support professionals with desktop operating system skills necessary to use the desktop interface and tools necessary for implementing and administrating an industrial strength workstation in a small or large network. Partial preparation for Microsoft certification exam 70-210. Prerequisite: INFO 1050. Fee \$10.

INFO 1695 Web Design I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is for the beginning web page designer. Students will learn to use hypertext markup language (HTML) to design web pages. Topics include text formatting, linking, lists, images, tables, frames, styles, cascading style sheets, forms and frames. Web site/page design elements and Web publishing/maintenance principles will be presented. Fee \$5.

INFO 1696 Web Design II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Current state of the art software will be used to explore the dynamics of web page design. Topics including dynamic HTML, rich media such as Flash elements, animation, digital movies, sound, templates, and an introduction to database functionality will be explored. Web site/page design elements and Web publishing/maintenance principles will be reinforced. INFO 1695 is recommended but not required as a prerequisite to this course. (Software used: Dreamweaver.) Fee \$5.

INFO 2025 Operating Systems II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is an introduction to basic administration tasks using command line for Windows operating systems. Students will work with each of these operating systems in both a standalone and a network environment. Prerequisite: INFO 1025 or permission of instructor. Fee \$10. (Replaces INFO 1020.)

INFO 2150 Advanced COBOL Programming**3.0 credit hours**

0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours

Study of advanced structured COBOL programming techniques and applications with respect to table handling, sub-programs, sequential files, direct files, and indirect sequential files. (Replaces CSCE 2801 Advanced COBOL Programming.) Prerequisite: INFO 1150 or permission of instructor.

INFO 2160 Advanced C++ Programming**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is intended for the serious computer science or computer information systems student. It is a continuation of the INFO 1160. The fundamental concepts of C++ Object Oriented Programming (OOP) will be the primary focus of the course. (Replaces CSCE 2803 Advanced C++ Programming.) Prerequisite: INFO 1160 or permission of instructor.

INFO 2170 Advanced Visual Basic Programming**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

After a brief review of language constructs and intrinsic controls, the course addresses four functional areas: an analysis of ActiveX Data Objects (ADO) and ADO controls; Visual Basic add-in controls including the Windows Common Controls; MDI programming; and accessing the windows API, developing HTML help systems, and program deployment. A large portion of the course is devoted to object-oriented programming in the context of Visual Basic. (Replaces CSCE 2805 Advanced Visual Basic Programming.) Prerequisite: INFO 1170. Fee \$10.

INFO 2600 Network Administration II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course provides the core foundation for supporting a server operating system. It provides support professionals with server administration skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot the current Windows server operating system. It provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a network. Partial preparation for Microsoft certification exam 70-215. Prerequisite: INFO 1620. Fee \$10.

INFO 2630 Security +**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

This course provides an in-depth coverage of all the current risks and threats to an organization's data along with a structured way of addressing the safeguarding of critical electronic assets. The theoretical and historical background necessary to understand various types of risks as well as hands on, practical techniques for working in the security field will be provided. Partial preparation for Comp TIA's Security + exam. Prerequisite: INFO 1050.

INFO 2700 Administering Directory Services**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course prepares students to have the ability to install, configure, and troubleshoot the Windows 2000 Active Directory™ components, DNS for Active Directory and Active Directory security solutions. In addition, students will gain the skills required to manage, monitor, and optimize the desktop environment by using Group Policy. Partial preparation for Microsoft certification exam 70-217. Prerequisites: INFO 1620 and INFO 2600.

INFO 2900 Internship**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

The internship program provides students with the opportunity to apply their knowledge, learn new techniques and get on-the-job training at an approved work site. Prerequisite: Successful completion of thirty (30) credit hours of Information Technology or permission of instructor. Fee \$10.

Journalism (JOUR)

JOUR 1000 Mass Media in America**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A general survey of the mass media. The nature, processes, effects, personnel and structure of mass entertainment and information media.

JOUR 1200 Applied Journalism I**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lab Hours

Students may receive one credit hour per semester as member of the college newspaper or television staff.

JOUR 1210 Applied Journalism II**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lab Hours

A continuation of JOUR 1200.

JOUR 2200 Applied Journalism III**1.0 credit hours**

30.0 Classroom Hours = 60.0 Lab Hours

A continuation of JOUR 1210.

JOUR 2210 Applied Journalism IV**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lab Hours

A continuation of JOUR 2200.

Licensed Practical Nursing (LPNR)

LPNR 2120 IV Certification Preparation**4.0 credit hours**

70.0 Classroom Hours = 55.0 Lecture Hours + 15.0 Lab Hours

Optional post graduate course to prepare LPNs to perform expanded duties to IV therapy as allowed by state law. Upon completion, LPNs are eligible to be certified after successful completion of the certifying examination. Prerequisites: Pharmacology / drug calculations exam, one letter of reference, and hold current LPN license. Fee \$15.

Logistics/Materials Management (WARE)

WARE 1100 Introduction to Logistics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will provide a broad overview of logistics management. The role of logistics management and supply-chain management will be explored. Topics discussed in this course will include transportation management, inventory management, warehousing, supply management and international logistics. Customer service, logistics systems analysis and control will also be addressed.

WARE 1200 Global Logistics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will provide a broad overview of global logistics management. Topics discussed in this course will include the role of government in the movement of products across borders, international sourcing strategies, transportation issues, documentation, and export considerations including inventory management and warehousing.

WARE 1250 Transportation Logistics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to familiarize the student with the types of decisions a transportation or logistics manager has to make on a daily basis. The various modes of transportation will be analyzed. Transportation documents and regulations will be examined. Students will learn how to evaluate carrier performance and the types of information that is available to making good transportation decisions.

WARE 2150 Supply Chain Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course examines the role of supply chain management and how it can be used to improve both customer satisfaction and net income. The major components of supply chain management will be evaluated including information systems, sourcing, transportation and network design. The importance of planning and collaboration will also be explored. Examples of effective supply-chains will be examined.

WARE 2400 Purchasing Logistics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course familiarizes the student with the theory and application of purchasing and materials management concepts. Topics which will be addressed include purchasing organization and administration, quality management, supplier relationships, and negotiations.

Machine Shop Technology (MACH)

MACH 1740 Machine Shop & Milling Operation**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Milling machine set up and operation using various bits and mill cutters. Fee \$15.

Mathematics (MATH)

MATH 0010 Math Study Skills**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Math Study Skills offers techniques to improve students' math skills for a higher level of success with math assignments and tests at all levels. The course is strongly recommended for students whose placement scores indicate MATH 0100 or MATH 0900 and for students who have math anxiety or who are having difficulty passing MATH 1010. Topics included are study skills, test anxiety, memory techniques, and test taking. Note: MATH 0010 does not meet any program or transfer requirement.

MATH 0090 Math for Health Occupations**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Review of the four fundamental operations on fractions and decimals, Roman numerals, ratio and proportion, percentages and the metric, English, apothecary and household systems of measurement. Note: This course does not satisfy the general education requirement for the Associate degree and cannot be used as an elective. This course is not designed to transfer to a four-year college.

MATH 0100 Fund of Mathematics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Review of the four fundamental operations on whole numbers, operations on fractions and decimals, solution of practical problems involving percentages, investments, ratio, proportion and introduction to algebra. NOTE: This course does not satisfy the general education requirement for the Associate degree and cannot be used as an elective. This course is not designed to transfer to a four-year college.

MATH 0900 Elementary Algebra**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Reviewing real number operations, algebraic expressions, exponents, solving linear equations, graphing, operations with polynomials, solving quadratics, solving word problems. This course does not satisfy degree requirements and cannot be used as an elective. NOTE: This course is not designed to transfer to a four-year college. Prerequisite: Completion of MATH 0100 with at least a "C" or adequate score on the math placement exam.

MATH 1010 Intermediate Algebra**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Properties of real numbers, factoring, exponents and radicals, linear and fractional equations, linear and nonlinear inequalities, quadratic equations, and functions and graphs. NOTE: This course will not satisfy the general education requirement for the Associate of Arts degree but can be used as an elective. This course may not be accepted in transfer toward the general education requirement for a baccalaureate degree. Prerequisite: Completion of MATH 0900 with at least a "C" or an adequate level on the math placement test.

MATH 1150 College Algebra**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is the study of relations, functions and their graphs, equations and inequalities, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities. Note: This course will satisfy the general education requirement for the Associate of Arts Degree. Prerequisite: Completion of MATH 1010 with at least a "C" or adequate level on the math placement test.

MATH 1200 Elements of Statistics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Frequency distributions, elementary probability theory, measures of dispersion and central tendency, normal distributions, confidence intervals, hypotheses testing, regression and correlation. Prerequisite: Completion of MATH 1010 or MATH 1150 with at least a "C" or adequate level on the math placement exam or permission of instructor.

MATH 1250 Trigonometry**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Designed for students who plan further study at the calculus level. Numerical trigonometry, trigonometric analysis, inverse trigonometric functions, and complex numbers. Prerequisite: Completion of MATH 1150 with at least a "C" or adequate level on the math placement test.

MATH 1350 Applied Calculus**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Concepts of differential and integral calculus with applications to business, economics and the social sciences. Prerequisite: Completion of MATH 1150 with at least a "C" or adequate score on the math placement test. Note: Credit will not be given in both MATH 1350 and MATH 1600.

MATH 1600 Analytic Geometry & Calc I**5.0 credit hours**

75.0 Classroom Hours = 75.0 Lecture Hours

This course is a study of analytical geometry and single variable calculus. Topics include limits, continuity, derivatives, applications of derivatives, integrals, and applications of integrals. Prerequisite: Completion of MATH 1150 and MATH 1250 with at least a "C" or an adequate level on the math placement test and trigonometry in high school. Note: Credit will not be given for both MATH 1350 and MATH 1600.

MATH 1900 Analytic Geometry & Calc II**5.0 credit hours**

75.0 Classroom Hours = 75.0 Lecture Hours

A continuation of MATH 1450. Trigonometric, logarithmic, exponential functions, methods of integration, polar coordinates, applications and infinite series. Prerequisite: Completion of MATH 1600 with at least a "C".

MATH 2000 Modern Elem School Math I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Required for the elementary education major. Problem solving, systems of numeration, non-decimal bases, basic number theory, operations on whole numbers, integers, rational numbers. Prerequisite: Completion of MATH 1150 with at least a "C". or 4 years of high school math, or permission of instructor.

MATH 2100 Modern Elem School Math II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Required for the elementary education major. Modular arithmetic, ratio & proportion, percent, introduction to probability, brief introduction to descriptive statistics, measurement and metric system, measurement of plane and solid geometric figures, geometric constructions and coordinate geometry. Prerequisite: Completion of MATH 2000 with at least a "C" or permission of instructor.

MATH 2450 Analytic Geometry & Calc III**5.0 credit hours**

75.0 Classroom Hours = 75.0 Lecture Hours

A continuation of MATH 1550. Functions of more than one variable, vector and vector functions, partial derivatives, multiple integrals and applications. Prerequisite: Completion of MATH 1900 with at least a "C".

MATH 2600 Differential Equations**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Elementary differential equations with applications including methods of solving equations of order one, linear differential equations, linear equations with constant coefficients, undetermined coefficients, variation of parameters, inverse operators, solution of systems of differential equations and solution of differential equations by matrix methods and the LaPlace transform. Prerequisite: Completion of MATH 2450 with at least a "C".

MATH 2980 Directed Study**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Directed Study

MATH 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Medical Laboratory Technician (MEDT)

MEDT 1000 MLT Orientation**2.0 credit hours**

64.0 Classroom Hours = 16.0 Lecture Hours + 48.0 Lab Hours

An introduction to medical laboratory technology including the role, function and ethics of the technician, medical terminology, blood drawing and basic laboratory techniques. Fee \$25.

MEDT 1010 Fundamentals of Phlebotomy**2.0 credit hours**

37.5 Classroom Hours = 22.5 Lecture Hours + 15.0 Lab Hours

The student will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning. Prerequisites: High school diploma or GED; Must be 18 years of age or permission of the instructor.

MEDT 1060 Lab Math**1.0 credit hours**

18.0 Classroom Hours = 18.0 Lecture Hours

A review of basic mathematics progressing into solutions, dilutions, colorimetry, standard curves, quality control and special calculations. Lecture only. Prerequisite: Successful completion of MEDT 1000.

MEDT 1100 Hematology**5.0 credit hours**

138.0 Classroom Hours = 48.0 Lecture Hours + 90.0 Lab Hours

The study of the formation, function, and identification of normal mature, immature, and abnormal human blood cells; cellular morphology in anemias and leukemias and other blood disorders; the mechanism of blood coagulation; and the laboratory tests necessary to determine the levels and function of these many different cells and components. Lecture and lab. Prerequisites: Successful completion of MEDT 1000. Fee \$30.

MEDT 1710 Immunology**1.5 credit hours**

24.0 Classroom Hours = 24.0 Lecture Hours

This course involves the study of the immunologic principles of antibody and antigen detection in the blood serum and other body fluids. Prerequisites: Successful completion of MEDT 1000.

MEDT 2010 Serology**1.5 credit hours**

36.0 Classroom Hours = 24.0 Lecture Hours + 12.0 Lab Hours

The basic theory and concepts in serology are covered with emphasis on the many different serology test procedures utilized in the modern day laboratory. Fee \$10. Prerequisites: Successful completion of MEDT 1710.

MEDT 2100 Medical Microbiology**5.0 credit hours**

108.0 Classroom Hours = 48.0 Lecture Hours + 60.0 Lab Hours

The morphology, isolation and identification of microorganisms pathogenic to man, including bacteria, fungi, parasites, and viruses. Specimen collection and handling, antimicrobial susceptibility testing and infectious disease control are included. Prerequisites: Successful completion of MEDT 1000 and BIOS 1100. Fee \$30.

MEDT 2250 Urinalysis**2.0 credit hours**

52.0 Classroom Hours = 20.0 Lecture Hours + 32.0 Lab Hours

The study of chemical and cellular changes in the urine in health and illness. Lecture and lab. Prerequisite: Successful completion of MEDT 1000. Fee \$15.

MEDT 2410 Clinical Chemistry**5.0 credit hours**

132.0 Classroom Hours = 66.0 Lecture Hours + 66.0 Lab Hours

General principles and techniques of test procedures performed in clinical chemistry laboratories, with practice in manual and semiautomated techniques, and techniques in electrophoresis, toxicology, endocrinology and specialized body fluids testing. Lecture and lab. Prerequisites: Successful completion of MEDT 1000 and CHEM 1060 or CHEM 1100. Fee \$30.

MEDT 2500 Blood Banking**4.0 credit hours**

96.0 Classroom Hours = 51.0 Lecture Hours + 45.0 Lab Hours

The fundamental principles of immunology related to blood banking; donor selection, blood collection, and processing blood components, preparation and administration of blood and blood products; blood group genetics and inheritance. Basic blood banking techniques will be performed. Lecture and lab. Prerequisite: Successful completion of MEDT 2010. Fee \$30.

MEDT 2720 Clinical Hematology Practicum**4.0 credit hours**

192.0 Classroom Hours = 192.0 Lab Hours

The theory, practical application and technical performance of hematological, coagulation, immunological, serological, and phlebotomy procedures. Prerequisites: Successful completion of MEDT 1100.

MEDT 2730 Clinical Chemistry Practicum**4.0 credit hours**

192.0 Classroom Hours = 192.0 Lab Hours

The theory, practical application and technical performance of clinical chemistry procedures. Prerequisites: Successful completion of MEDT 2410.

MEDT 2740 Clinical Microbiology Practicum**4.0 credit hours**

192.0 Classroom Hours = 192.0 Lab Hours

The theory, practical application and technical performance of procedures used for isolation and identification of bacterial, mycotic, parasitic and viral organisms infecting humans. Prerequisites: Successful completion of MEDT 2100.

MEDT 2750 Clinical Blood Bank Practicum**4.0 credit hours**

192.0 Classroom Hours = 192.0 Lab Hours

The theory, practical application and technical performance of blood bank procedures required for transfusion of blood and blood components and for handling and storage of blood and blood components. Prerequisites: Successful completion of MEDT 2500.

MEDT 2760 Clinical Urinalysis Practicum**1.0 credit hours**

48.0 Classroom Hours = 48.0 Lab Hours

The theory, practical application and technical performance of procedures utilized in the analysis of urine and other body fluids. Prerequisites: Successful completion of MEDT 2250.

MEDT 2770 Clinical Sp Studies Practicum**1.0 credit hours**

48.0 Classroom Hours = 48.0 Lab Hours

The theory, practical application and technical performance of specialized clinical chemistry laboratory and blood banking procedures used in diagnostic laboratory medicine. Prerequisites: Successful completion all program required MEDT prefixed courses and all general education program requirements.

Music (MUSC)

MUSC 1000 Music Fundamentals

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Music Fundamentals is a course designed for music majors as well as students in other disciplines who wish to acquire a basic knowledge of musicianship and theory.

MUSC 1010 Music Appreciation

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction and overview of the history of Western art music, from the Middle Ages to modern times. Includes the elements of music, historical style periods, and major composers and selected works.

[Offered as MUSC 1660: Concert Choir prior to Fall 2016]

MUSC 1030 Select Choir I

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

A select mixed singing group performing chamber choral repertoire including madrigals, motets, jazz, and a cappella work. Audition required. Repeatable up to six times for credit. (Replaces MUSC 1040, 2030, and 2040.)

MUSC 1050 Concert Choir

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

A large mixed choir performing choral works as well as chamber music. Public concerts and tours. Open to all students. Repeatable up to six times for credit. [Offered as MUSC 1010: Concert Choir prior to Fall 2016]

MUSC 1070 Concert Band

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

An instrumental group performing the best of symphonic band literature, pep band works, and chamber music. Public concerts and tours. Open to all students through audition. Repeatable up to four times for credit. (Replaces MUSC 1080, 2070, and 2080.)

MUSC 1090 Chamber Ensemble

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

Development of music ensemble experience through participation in and performance with the chamber Ensemble. Open to all students. Repeatable up to six times for credit.

MUSC 1100 Jazz Band

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

An instrumental ensemble performing all forms of jazz music. Public concerts and tours. Open to all students through audition. Repeatable up to six times. [Offered as MUSC 1050: Jazz Band prior to Fall 2016]

MUSC 1120 Sandhills Symphony Orchestra

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

Develop orchestral experience through participation in the Sandhills Symphony Orchestra of North Platte. Open to all students. Repeatable up to six times for credit.

MUSC 1300 Music Theory I

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Rudiments of music, including melodic and rhythmic notation, scales, key signatures, intervals, chord structure, and elementary harmonic analysis. Taken concurrently with MUSC 1400 Piano Techniques I and MUSC 1960 Sight Singing and Ear Training I. Open to all students.

MUSC 1310 Music Theory II

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Continuation of MUSC 1300. Harmonic analysis: chorales and other melodies, using diatonic triads, dominant and leading tone seventh chords, and modulations. Taken concurrently with MUSC 1410 and MUSC 1970.

MUSC 1400 Piano Techniques I

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

Beginning keyboard fundamentals. This class is a lab taken concurrently with MUSC 1300 and MUSC 1960. Open to all students.

MUSC 1410 Piano Techniques II

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

Continuation of MUSC 1400. This class is a lab taken concurrently with MUSC 1310 and MUSC 1970. Open to all students.

MUSC 1420 Piano Techniques III

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

A continuation of MUSC 1410. This class is a lab taken concurrently with MUSC 2300 and MUSC 1990. Open to all students.

MUSC 1430 Piano Techniques IV

1.0 credit hours

30.0 Classroom Hours = 30.0 Lab Hours

A continuation of MUSC 1410. This class is a lab taken concurrently with MUSC 2310 and MUSC 1990. Open to all students.

MUSC 1670 Group Piano

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

Designed for the beginning piano student. The class is taught in a group setting. Prior background in music is not required. Success in the class requires regular practice.

MUSC 1680 Group Guitar I

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

Instruction in note reading, tuning, basic chords, and in picking and strumming patterns. Outside practice required.

MUSC 1690 Group Guitar II

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

A continuation from Group Guitar I in note reading, tuning, basic chords, and in picking and strumming patterns.

MUSC 1700 Group Vocal Instruction

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

Introductory voice class for students not majoring in voice. It is required as a prerequisite for taking private non-major vocal lessons. One hour per week class instruction, plus weekly one-hour, three-person, semi-private lessons.

MUSC 1710 Applied Music for Non-Majors-Piano**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Development of technical, stylistic, and performing proficiencies through a variety of musical literature. Open to all students. Repeatable up to six times for credit. (Replaces MUSC 1810-1970, 2710-2770, and 2810-2870.) Fee \$50.

MUSC 1715 Applied Music for Majors I - Piano**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying piano as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements.

MUSC 1720 Applied Music for Non-Majors-Organ**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Development of technical, stylistic, and performing proficiencies through a variety of musical literature. Open to all students. Repeatable up to six times for credit. (Replaces MUSC 1810-1970, 2710-2770, and 2810-2870.) Fee \$50.

MUSC 1725 Applied Music for Majors I-Organ**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying organ as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. Fee \$100.

MUSC 1730 Applied Music for Non-Majors-Voice**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Development of technical, stylistic, and performing proficiencies through a variety of musical literature. Open to all students. Repeatable up to six times for credit. (Replaces MUSC 1810-1970, 2710-2770, and 2810-2870.) Prerequisite: MUSC 1700 or permission of the instructor. Fee \$50.

MUSC 1735 Applied Music for Majors I - Voice**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying voice as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. Fee \$100.

MUSC 1740 Applied Music for Non-Majors-Brass**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Development of technical, stylistic, and performing proficiencies through a variety of musical literature. Open to all students. Repeatable up to six times for credit. (Replaces MUSC 1810-1970, 2710-2770, and 2810-2870.) Fee \$50.

MUSC 1745 Applied Music for Majors I-Brass**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying brass as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. Fee \$100.

MUSC 1750 Appl Music for Non-Major-Percussion**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Development of technical, stylistic, and performing proficiencies through a variety of musical literature. Open to all students. Repeatable up to six times for credit. (Replaces MUSC 1810-1970, 2710-2770, and 2810-2870.) Fee \$50.

MUSC 1755 Appl Music for Majors IV-Percussion**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying percussion as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. Fee \$100.

MUSC 1770 Applied Music Non-Majors-Stringed**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Development of technical, stylistic, and performing proficiencies through a variety of musical literature. Open to all students. Repeatable up to six times for credit. (Replaces MUSC 1810-1970, 2710-2770, and 2810-2870.) Fee \$50.

MUSC 1775 Appl Music for Majors I-Stringed**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying strings as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. Fee \$100.

MUSC 1780 Applied Music Non-Majors-Woodwind**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Development of technical, stylistic, and performing proficiencies through a variety of musical literature. Open to all students. Repeatable up to six times for credit. (Replaces MUSC 1810-1970, 2710-2770, and 2810-2870.) Fee \$50.

MUSC 1785 App Music for Majors I - Woodwind**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying woodwinds as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. Fee \$100.

MUSC 1810 Applied Music II - Piano**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1710. Fee \$50.

MUSC 1815 Applied Music for Majors II - Piano**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying piano as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1715. Fee \$100.

MUSC 1820 Applied Music II - Organ**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1720. Fee \$50.

MUSC 1825 Applied Music for Majors II-Organ**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying organ as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1725. Fee \$100.

MUSC 1830 Applied Music II - Voice**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1730. Fee \$50.

MUSC 1835 Applied Music for Majors II - Voice**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying voice as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1735. Fee \$100.

MUSC 1840 Applied Music II - Brass**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1740. Fee \$50.

MUSC 1845 Applied Music for Majors II-Brass**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying brass as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1745. Fee \$100.

MUSC 1850 Applied Music II - Percussion**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1750. Fee \$50.

MUSC 1855 Appl Music for Majors II-Percussion**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying percussion as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1755. Fee \$100.

MUSC 1860 Applied Music II - Woodwind**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1760. Fee \$50.

MUSC 1865 App Music for Majors II-Woodwinds**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying woodwinds as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1785. Fee \$100.

MUSC 1870 Applied Music II - Stringed**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1770. Fee \$50.

MUSC 1875 App Music for Majors II-Stringed**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying strings as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1875. Fee \$100.

MUSC 1960 Sight Singing & Ear Training I**1.0 credit hours**

30.0 Classroom Hours = 15.0 Lecture Hours + 15.0 Lab Hours

Sight singing of standard materials: melodic, rhythmic and harmonic dictation. This class is a lab taken concurrently with MUSC 1300 and MUSC 1400. Open to all students.

MUSC 1970 Sight Singing & Ear Training II**1.0 credit hours**

30.0 Classroom Hours = 15.0 Lecture Hours + 15.0 Lab Hours

Continuation of MUSC 1960. This class is a lab taken concurrently with MUSC 1310 and MUSC 1410. Open to all students.

MUSC 1980 Sight Singing & Ear Training III**1.0 credit hours**

30.0 Classroom Hours = 15.0 Lecture Hours + 15.0 Lab Hours

Continuation of MUSC 1970. This class is a lab taken concurrently with MUSC 2300 and MUSC 1420. Open to all students.

MUSC 1990 Sight Singing & Ear Training IV**1.0 credit hours**

30.0 Classroom Hours = 15.0 Lecture Hours + 15.0 Lab Hours

Continuation of MUSC 1980. This class is a lab taken concurrently with MUSC 2310 and MUSC 1430. Open to all students.

MUSC 2300 Music Theory III**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Continuation of MUSC 1310. Harmonic analysis: an intensive study of diatonic and chromatic harmonic structures and processes - mostly from the Romantic period, sight singing, ear training, and piano techniques.

MUSC 2310 Music Theory IV**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Continuation of MUSC 2300. Introduction to late 16th and 18th century counterpoint. Harmonic analysis: mostly from the Romantic period, sight singing, ear training, and piano techniques.

MUSC 2330 Public School Music I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Methods and materials for the integration of music in the elementary classroom are presented. Stress is placed on demonstration and class participation. The course is required for elementary education majors.

MUSC 2710 Applied Music III - Piano**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1810. Fee \$50.

MUSC 2715 Applied Music for Majors III-Piano**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying Piano as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1815. Fee \$100.

MUSC 2720 Applied Music III - Organ**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1820. Fee \$50.

MUSC 2725 Applied Music for Majors III-Organ**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying organ as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1825. Fee \$100.

MUSC 2730 Applied Music III - Voice**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1830. Fee \$50.

MUSC 2735 Applied Music for Majors III-Voice**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying voice as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1835. Fee \$100.

MUSC 2740 Applied Music III - Brass**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1840. Fee \$50.

MUSC 2745 Applied Music for Majors III-Brass**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying brass as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1825. Fee \$100.

MUSC 2750 Applied Music III - Percussion**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1850. Fee \$50.

MUSC 2755 App Music for Majors III-Percussion**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying percussion as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1855. Fee \$100.

MUSC 2760 Applied Music III - Woodwind**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1860. Fee \$50.

MUSC 2765 Appl Music for Majors III-Woodwinds**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying percussion as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1865. Fee \$100.

MUSC 2770 Applied Music III - Stringed**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 1870. Fee \$50.

MUSC 2775 App Music for Majors III-Stringed**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying strings as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 1875. Fee \$100.

MUSC 2810 Applied Music IV - Piano**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 2710. Fee \$50.

MUSC 2815 Applied Music for Majors IV - Piano**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying Piano as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 2715. Fee \$100.

MUSC 2820 Applied Music IV - Organ**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 2720. Fee \$50.

MUSC 2825 Applied Music for Majors IV - Organ**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying organ as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 2725. Fee \$100.

MUSC 2830 Applied Music IV - Voice**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 2730. Fee \$50.

MUSC 2835 Applied Music for Majors IV-Voice**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying voice as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 2735. Fee \$100.

MUSC 2840 Applied Music IV - Brass**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 2740. Fee \$50.

MUSC 2845 Applied Music for Majors IV - Brass**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying brass as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 2725. Fee \$100.

MUSC 2850 Applied Music IV - Percussion**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 2750. Fee \$50.

MUSC 2855 App for Music Majors IV-Percussion**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying percussion as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 2755. Fee \$100.

MUSC 2860 Applied Music IV - Woodwind**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 2760. Fee \$50.

MUSC 2865 App Music for Majors IV-Woodwinds**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying woodwinds as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 2765. Fee \$100.

MUSC 2870 Applied Music IV - Stringed**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lab Hours

Continuation of MUSC 2770. Fee \$50.

MUSC 2875 App Music for Majors IV-Stringed**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Individual instruction in music for students studying strings as their principal instrument. Emphasis is placed on strong performance skills and includes significant Jury requirements. A continuation of MUSC 2775. Fee \$100.

MUSC 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

MUSC 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Nursing (NURS)

NURS 1100 Nursing Concepts I: Adult Nursing**6.0 credit hours**

180.0 Classroom Hours = 45.0 Lecture Hours + 135.0 Lab Hours

This course provides for the acquisition and application of fundamental concepts important to the practice of nursing including those related to patient-centered care, the healthcare environment, and professional nursing practice. Includes care of acute and chronically ill adults and elderly patients with a focus on maintaining health status, preventing illness, and improving health status. Application of knowledge and skills occurs in the nursing laboratories and clinical setting.

NURS 1101 Critical Thinking In Nursing**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

This course introduces the learner to critical thinking used in nursing. In this course the student learns to use critical thinking skills and strategies that underscore the clinical reasoning represented in the nursing process as well as dealing with aspects of the healthcare system for safe practice in the current healthcare environment. This course forms the basis for the thinking processes applied throughout all nursing courses.

NURS 1200 Nursing Concepts II: Family Health**4.0 credit hours**

120.0 Classroom Hours = 30.0 Lecture Hours + 90.0 Lab Hours

This course builds on the fundamental concepts providing for the acquisition of additional concepts and application of concepts of nursing applied to the care of the reproducing family and children. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. Prerequisites: NURS 1100 and 1101.

NURS 1201 Nursing Concepts III: Mental Health**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

This course builds on the fundamental concepts providing for the acquisition of additional concepts and application of concepts of nursing applied to the care of patients with mental health conditions and to the care of the elderly. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. Prerequisites: NURS 1100 and 1101.

NURS 1300 Practical Nursing Exit Course**6.0 credit hours**

150.0 Classroom Hours = 60.0 Lecture Hours + 90.0 Lab Hours

The purpose of this course is to prepare students completing the first year of the Associate Degree Nursing Program who choose to engage in nursing at the level of the Practical Nurse scope of practice. This course provides additional nursing content and skills needed at the PN level. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. Prerequisites: NURS 1200 and 1201.

NURS 1400 LPN to ADN Transition**3.0 credit hours**

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours

The LPN Transition into AD Nursing introduces major program concepts with application of those concepts to Registered Nursing practice. The course integrates select nursing theory taught in the first two semesters of the nursing program to augment the knowledge of the Licensed Practical Nurse in preparation for articulation into the Associate Degree Nursing Program. The course includes concepts of adult health nursing applied to the care of acutely ill patients, mental health nursing, and family health nursing for safe, patient-centered nursing care. Application of knowledge and skills occurs in the nursing skills and simulation laboratories.

NURS 1500 Nursing Concepts IV: Adult Health**6.0 credit hours**

150.0 Classroom Hours = 60.0 Lecture Hours + 90.0 Lab Hours

This course further expands on the concepts of nursing practice with application to the care of adult patients with stable and unstable conditions. Mental health concepts are integrated throughout the course. Advanced IV therapy is a focus of the course. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. Prerequisites: NURS 1200 and 1201 or NURS 1400.

NURS 2100 Nursing Concepts V: Care of Patient**8.0 credit hours**

240.0 Classroom Hours = 60.0 Lecture Hours + 180.0 Lab Hours

This course builds on all previous nursing courses to further refine and apply the concepts of nursing practice to the care of patients with complicated conditions. The course focuses on a variety of patient populations through clinical experiences and simulation to provide the necessary patient care experiences. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings.

Prerequisite: NURS 1500.

NURS 2200 Nursing Concepts VI: Care Patient**8.0 credit hours**

240.0 Classroom Hours = 60.0 Lecture Hours + 180.0 Lab Hours

This course builds on all previous nursing courses in the AD program by applying the concepts of nursing practice to the care of patients with complex conditions. The course focuses on a variety of patient populations through clinical experiences and simulation to provide the necessary patient care experiences. Student performance is evaluated against the program learning outcomes. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings.

Prerequisite: NURS 2100.

NURS 2201 Transition to RN Practice**4.0 credit hours**

60.0 Classroom Hours = 60.0 Lecture Hours

This theory course focuses on strengthening the students' knowledge base and thinking skills in preparation for current practice by applying clinical reasoning to case studies focused on patients across the lifespan experiencing multisystem health issues. Application of content occurs in the simulation laboratory. Includes a focused review for the NCLEX-RN.

Prerequisite: NURS 2100.

Nursing Assistant (NURA)**NURA 1100 Nursing Assistant****4.0 credit hours**

76.0 Classroom Hours = 60.0 Lecture Hours + 16.0 Lab Hours

This course will provide training for a non-licensed individual to provide safe, effective, and caring services to patients, residents, and clients in a variety of health care settings. Upon successful completion of the course, students will receive a certificate of completion from MPCC and qualify for placement on the State of Nebraska Nurse Aide Registry. Fee \$5.

NURA 1360 Medication Aide**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The content of this course will meet the 40-hour training requirement by the Nebraska State Department of Health and Human Services, Credentialing Division for childcare providers, staff members of schools, and persons providing medications in a recipient's home or ICF-MR or AL facility. Must be 18 to take this course.

NURA 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Pharmacology (PHAR)**PHAR 1500 Pharmacology****2.0 credit hours**

32.0 Classroom Hours = 32.0 Lecture Hours

Basic information in the major areas of pharmacology including general principles, pharmacokinetics, drug interactions, chemotherapy and the pharmacology of the nervous, cardiovascular, renal, gastrointestinal and endocrine systems. Prerequisites: BIOS 2250. Can be taken concurrently with BIOS 2260 and BIOS 1100.

Philosophy (PHIL)**PHIL 1010 Intro to Philosophy****3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course introduces students to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. The course exposes students to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

PHIL 1150 Intro to Logic & Critical Thinking**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Critical thinking is the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information. Students will encounter an analytical method of language analysis, logic, fallacies, construction of valid arguments, the notion of evidence, relevant questioning, and problem solving techniques. [Offered as PHIL 1100: Introduction to Critical Thinking prior to Fall 2016]

PHIL 2200 Elements of Ethics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course considers a wide range of basic issues and schools of thought in moral philosophy. Ethics is the philosophical study of moral judgments and fundamentally implores the student to ponder the following question: Which moral judgments are correct, and why?

PHIL 2610 Comparative Religions**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will offer a cross-cultural introduction to the world's major religious/philosophical traditions of faith systems through a comparison of historical origins, rituals, beliefs, practices worldviews, original religious texts, and other important sources. Interdisciplinary approach to study of religion and various approaches to study of religious systems are a part of the work religions traditions assessment.

PHIL 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

PHIL 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Physical Education (PHED)

PHED 1010 Swimming I

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

A co-educational course designed to introduce very basic fundamentals of swimming such as breath holding, basic floats, kicking and basic strokes for swimming. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. (Replaces PHED 1010 MC Swimming)

PHED 1020 Swimming II

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

A co-educational course designed to improve basic strokes and learn more advanced strokes such as the breaststroke, sidestroke, and back crawl. Prerequisites: PHED 1010 or permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges.

PHED 1030 Swimming & Conditioning

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

An independent study course designed for students whose schedules or preferences make it difficult to enroll in scheduled physical education classes. This course will provide an opportunity for the student to improve personal stamina and overall fitness in an aquatic surrounding. Fee \$10.

PHED 1040 Walking & Jogging

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

An independent study course designed for students whose schedules or preferences make it difficult to enroll in scheduled physical education classes. This course will introduce the student to the fundamental skill of walking and/or jogging. The intent is to improve a person's stamina and overall fitness. Fee \$10.

PHED 1080 Weight Training I

2.0 credit hours

48.0 Classroom Hours = 16.0 Lecture Hours + 32.0 Lab Hours

A co-educational activity class with emphasis on activity. The class attempts to explain physiological training principles and a body's reaction to weight training. Students will participate in an aerobic/weight training circuit that will allow individuals to work beyond their present physical state. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1090 Weight Training II

2.0 credit hours

48.0 Classroom Hours = 16.0 Lecture Hours + 32.0 Lab Hours

A continuation of PHED 1080. Prerequisites: PHED 1080 or permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1120 Training & Conditioning I

1.0 credit hours

24.0 Classroom Hours = 8.0 Lecture Hours + 16.0 Lab Hours

A course which is designed to expose the student to several programs for aiding the individual to become physically fit and to move efficiently in daily life. The instructor provides counseling and guidance in the selection of activities for immediate and future needs. The instructor helps in planning the student's own individual exercise programs. NOTE: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1130 Training & Conditioning II

1.0 credit hours

24.0 Classroom Hours = 12.0 Lecture Hours + 12.0 Lab Hours

Continuation of PHED 1120. NOTE: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1140 Aerobics I

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

A co-educational course which is designed to provide a high-energy workout. The class combines music with aerobic moves to provide a varied workout which enhances the cardiovascular system as well as developing general body strength. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1150 Aerobics II

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

A continuation of PHED 1140. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1220 Bowling

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

A co-educational course designed to instruct the beginning student in the fundamental techniques of bowling. Students will practice the skills after learning the mechanics of the sport. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1240 Golf

1.0 credit hours

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

A co-educational course designed to introduce the student to the sport of golf. Emphasis will be placed on teaching fundamental etiquette, skill techniques, rules and history of the leisure sport of golf. Students will participate in the activity of golf individually and within a group. NOTE: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1260 Beginning Yoga

1.0 credit hours

24.0 Classroom Hours = 8.0 Lecture Hours + 16.0 Lab Hours

A co-educational course designed to promote balance and strength for the physical body/mind. The class combination of breathing, stretching, and positive affirmations relaxes the body/mind while creating strength and tone for total body wellness. Note: This course may not transfer toward general education or degree requirements at some four-year colleges

PHED 1270 Intermediate Yoga

1.0 credit hours

24.0 Classroom Hours = 8.0 Lecture Hours + 16.0 Lab Hours

An intermediate co-educational course built on Beginning Yoga techniques designed to promote balance and strength for the physical body/mind. The class combination of breathing, stretching and positive affirmations relaxes the body/mind while creating strength and tone for total body wellness. Note: This course may not transfer toward general education or degree requirements at some four-year colleges.

PHED 1280 Weight Training III**2.0 credit hours**

45.0 Classroom Hours = 15.0 Lecture Hours + 30.0 Lab Hours

A continuation of PHED 1090. Prerequisites: PHED 1090 or permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1290 Weight Training IV**2.0 credit hours**

45.0 Classroom Hours = 15.0 Lecture Hours + 30.0 Lab Hours

A continuation of PHED 1280. Prerequisites: PHED 1280 or permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1320 Racquetball**1.0 credit hours**

23.0 Classroom Hours = 7.0 Lecture Hours + 16.0 Lab Hours

A co-educational course designed to instruct the beginning student in the fundamental techniques of racquetball. Basic strokes and shots will be emphasized and game strategy to implement the basics. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1450 Fitness Physiology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Fitness Physiology will introduce the student to the human body's response to exercise. Field testing for strength, endurance, flexibility, body composition, and exercise prescription for an apparently healthy population will be examined in depth. Exercise prescription for specific disease states will be introduced. BIOS 2250 is strongly recommended or permission of instructor.

PHED 1500 Men's Intercollegiate BB I**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate basketball. Freshmen register for PHED 1500 first semester. Prerequisites: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1510 Men's Intercollegiate BB II**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate basketball. Freshmen register for PHED 1510 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1520 Women's Intercollegiate BB I**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate basketball. Freshmen register for PHED 1520 first semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1530 Women's Intercollegiate BB II**1.0 credit hours**

150.0 Classroom Hours = 150.0 Lab Hours

Credit for participation in intercollegiate basketball. Freshmen register for PHED 1530 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1540 Intercollegiate Golf I**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate golf. Freshmen register for PHED 1540 first semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1550 Intercollegiate Golf II**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate golf. Freshmen register for PHED 1550 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1560 Intercollegiate Volleyball I**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate volleyball. Freshmen register for PHED 1560; Sophomores register for PHED 1570. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1570 Intercollegiate Volleyball II**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate volleyball. Freshmen register for PHED 1560; Sophomores register for PHED 1570. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1580 Men's Intercollegiate BB III**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate basketball. Sophomores register for PHED 1580 first semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1590 Men's Intercollegiate BB IV**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate basketball. Sophomores register for PHED 1590 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirement at some four-year colleges. Fee \$10.

PHED 1600 Sports Officiating**2.0 credit hours**

48.0 Classroom Hours = 30.0 Lecture Hours + 18.0 Lab Hours

Course designed to provide individuals with the rules, skills, mechanics, and experience of officiating at the junior and senior high school level. Football, basketball and volleyball receive main emphasis. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1610 Women's Intercollegiate BB III**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate basketball. Sophomores register for PHED 1610 first semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1620 Women's Intercollegiate BB IV**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate basketball. Sophomores register for PHED 1620 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1630 Intercollegiate Golf III**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate golf. Sophomores register for PHED 1630 first semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1640 Intercollegiate Golf IV**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate golf. Sophomores register for PHED 1624 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1650 Intercollegiate Softball I**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate softball. Freshmen register for PHED 1650 first semester. Prerequisite: permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1660 Intercollegiate Softball II**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate softball. Freshmen register for PHED 1660 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1670 Intercollegiate Softball III**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate softball. Sophomores register for PHED 1670 first semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1680 Intercollegiate Softball IV**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate softball. Sophomores register for PHED 1680 second semester. Prerequisite: Permission of instructor. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1700 Intercollegiate Baseball I**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate baseball. Freshmen register for PHED 1700 first semester. This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1710 Intercollegiate Baseball II**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate baseball. Freshmen register for PHED 1710 second semester. This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1720 Intercollegiate Baseball III**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate baseball. Sophomores register for PHED 1720 first semester. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1730 Intercollegiate Baseball IV**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate baseball. Sophomores register for PHED 1730 second semester. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1750 Intro to Phys Educ**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Course designed as an introductory course for students interested in careers in health, physical education, athletic training or coaching. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1760 Intercollegiate Volleyball III**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate volleyball. Prerequisite: PHED 1560 and PHED 1570. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1770 Intercollegiate Volleyball IV**1.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Credit for participation in intercollegiate volleyball. Prerequisites: PHED 1560, 1570, and 1760. Note: This course may not transfer toward general education or degree requirements at some four-year colleges. Fee \$10.

PHED 1810 Drugs & Sports**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

Course designed as an introduction to the knowledge of the roles that drugs play in modern day sport. The class will cover performance enhancing drugs, as well as the effects of prescription drugs, narcotics, over the counter drugs, alcohol, tobacco, and all other nutritional supplements used to enhance an athlete's performance. The class will cover the science of each classification of drug, all social and ethical issues that arise with the topic of drugs and sports, and cover the testing agencies, methods, and reporting of drug use in sports.

PHED 1850 Intro to Coaching**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

An introduction to the knowledge, requirements and responsibilities for coaching. Includes sport philosophy, sport sciences, sport medicine, and sport management. Fulfills requirements of ACEP Leader Level I.

Note: This course may not transfer toward general education or degree requirements at some four-year colleges.

PHED 1960 Foundation of Athletic Training**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

Instruction in theory and practice of conditioning, taping, and rehabilitation of common sports injuries. An anatomical review and evaluation techniques for common injuries to the ankle, knee, shoulder, wrist, and hand as well as hip, thigh, head, neck, face, ear, eye, nose, and dental injuries. Universal precautions for blood borne pathogens and disposal of contaminated materials. Emergency procedures for sports injuries will be covered.

PHED 2020 Training & Conditioning III**1.0 credit hours**

24.0 Classroom Hours = 8.0 Lecture Hours + 16.0 Lab Hours

Continuation of PHED 1130. A course which is designed to expose the student to several programs for aiding the individual to become physically fit and to move efficiently in daily life. The instructor provides counseling and guidance in the selection of activities for immediate and future needs. The instructor helps in planning the student's own individual exercise programs. Note: This course may not transfer toward general education or degree requirements at some four-year colleges.

PHED 2030 Training & Conditioning IV**1.0 credit hours**

24.0 Classroom Hours = 8.0 Lecture Hours + 16.0 Lab Hours

Continuation of PHED 2020. A course which is designed to expose the student to several programs for aiding the individual to become physically fit and to move efficiently in daily life. The instructor provides counseling and guidance in the selection of activities for immediate and future needs. The instructor helps in planning the student's own individual exercise programs. Note: This course may not transfer toward general education or degree requirements at some four-year colleges.

PHED 2400 Activities for Elementary PE**2.0 credit hours**

32.0 Classroom Hours = 32.0 Lecture Hours

A course designed to teach techniques of teaching perceptual-motor activities, fundamental movement skills, sport skills, low-organized and lead-up games, and self-testing for elementary children. Note: This course may not transfer toward general education or degree requirements at some four-year colleges.

PHED 2600 Athletic Practicum I**1.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Practicum I will allow the student to apply attained knowledge to evaluation, assessment, and prescription to a healthy population. The student will spend time working with injured athletes in an athletic training room setting. Prerequisites: PHED 1450 and PHED 1950

PHED 2610 Athletic Practicum II**1.0 credit hours**

45.0 Classroom Hours = 45.0 Lab Hours

Athletic Training Practicum II will allow the student to apply attained knowledge of general injury evaluation process and broaden knowledge of medical record keeping software, advanced taping and wrapping, and beginning physical modalities. Prerequisite: PHED 1480 and 1960 or permission of instructor.

PHED 2620 Athletic Practicum III**2.0 credit hours**

72.0 Classroom Hours = 2.0 Lecture Hours + 70.0 Lab Hours

Athletic Training Practicum III will allow the student to apply attained knowledge evaluation of Concussion and begin injury evaluation process- Upper Extremity intensive and Tutor Taping processes for AT Practicum students. . Prerequisite: PHED 2610.

PHED 2630 Athletic Practicum IV**2.0 credit hours**

72.0 Classroom Hours = 2.0 Lecture Hours + 70.0 Lab Hours

Athletic Training Practicum IV will allow the student to broaden knowledge of Scheduling events and staff schedules and Injury Evaluation Process-Lower Extremity Intensive. Prerequisite: PHED 2620

PHED 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

PHED 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Physics and Physical Science (PHYS)

PHYS 1020 Astronomy**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An elementary course designed for non-science majors. Topics include the nature and motions of the Earth, Moon, planets, Sun, stars, galaxies, as well as other deep sky objects. A historical overview of manned and unmanned space flights is included.

PHYS 1100 Physical Science**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

A survey course in physical science with emphasis on scientific processes and problem solving. Areas of study will include selected topics in physics, chemistry, astronomy, geology, and meteorology. A scheduled laboratory will supplement classroom activities. Note: A background in high school algebra or MATH 1010 is desirable. Fee \$15 if course is taken on-ground.

PHYS 1101 Physical Science Lab**0.0 credit hours**

0 Classroom Hours

Lab for Physical Science. If course is taken online there will be a fee of \$175 for a lab kit that will be charged and mailed to the student. Upon return of the lab kit to the instructor a part of the fee will be refunded to the student.

PHYS 1150 Descriptive Physics**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

This is a survey of physics at a conceptual (non-mathematical) level. The course covers motion, fluids, heat, sound, electricity, magnetism, and light. Emphasis will be placed on using concepts to analyze physical problems.

PHYS 1151 Descriptive Physics Lab**0.0 credit hours**

0 Classroom Hours

Lab for Descriptive Physics.

PHYS 1300 Intro to Meteorology**4.0 credit hours**

75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours

The basic principles of meteorology will be covered, including radiation, temperature, moisture, atmospheric stability, pressure and winds, clouds and precipitation processes, air masses, fronts, and severe weather.

PHYS 1301 Intro to Meteorology Lab**0.0 credit hours**

0 Classroom Hours

Lab for Introduction to Meteorology.

PHYS 1410 General Physics I**5.0 credit hours**

90.0 Classroom Hours = 60.0 Lecture Hours + 30.0 Lab Hours

The first semester of a comprehensive course in physics. Mechanics, heat and wave motion. Prerequisites: MATH 1150 and 1250 or permission of instructor. Fee \$15.

PHYS 1411 General Physics I Lab**0.0 credit hours**

0 Classroom Hours

Lab for General Physics I.

PHYS 1420 General Physics II**5.0 credit hours**

90.0 Classroom Hours = 60.0 Lecture Hours + 30.0 Lab Hours

A continuation of PHYS 1410. Topics of study include sound, electricity and magnetism, optics, and modern physics. Prerequisite: PHYS 1410 or permission of instructor. Fee \$15.

PHYS 1421 General Physics II Lab**0.0 credit hours**

0 Classroom Hours

Lab for General Physics II.

PHYS 2410 Gen Physics I Calc Supplement**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lecture Hours

This course, together with materials from PHYS 1410, is equivalent to the traditional first semester course in calculus-based physics. Derivations and problems which involve the use of calculus or the more intense application of algebra and trigonometry than is customary in PHYS 1410 constitutes the subject matter of this course. The topics covered correspond to those in a first semester calculus-based physics course. Prerequisites: PHYS 1410 with at least a grade of C and MATH 1600.

PHYS 2420 Gen Physics II Calc Supplement**1.0 credit hours**

16.0 Classroom Hours = 16.0 Lecture Hours

This course, together with materials from PHYS 1420, is equivalent to the traditional second semester course in calculus-based physics. Derivations and problems which involve the use of calculus or the more intense application algebra and trigonometry than is customary in PHYS 1420 constitute the subject matter of this course. The topics covered correspond to those in a second semester calculus-based physics course. Prerequisites: PHYS 1420 with at least a grade of C and MATH 1600.

PHYS 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

PHYS 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Political Science (POLS)

POLS 1000 American Government**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A study of the functioning of the political system through an analysis and application of its underlying theories.

POLS 1600 International Relations**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introductory survey of the actors, institutions, processes, and theories of international relation including a study of contemporary global issues.

POLS 1700 Comparative Politics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will examine the structures and functions of governments around the world. The course will focus on the major institutions of government, the role of constitutions in other countries and the similarities and differences in the approach and role of government.

POLS 2200 State & Local Politics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will examine state and local governments according to the duties, processes, and methods of local governing. The course will include studies of governors, state legislatures, judiciaries, county and city governments, and local boards.

POLS 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

POLS 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Psychology (PSYC)

PSYC 1050 Resident Hall Assistant I

1.0 credit hours

16.0 Classroom Hours = 16.0 Lecture Hours

A student selected by the Area Office of Student Life as a Student Resident Hall Assistant may receive one credit hour for the successful completion of one semester as an MPCC Student Resident Assistant. Students are required to successfully complete the following course requirements: attendance at Fall RA Training, periodic journaling, written assignments, student programming, and other tasks as assigned. Primary emphasis is on building a successful living and learning community in the residence halls.

PSYC 1060 Resident Hall Assistant II

1.0 credit hours

31.0 Classroom Hours = 7.0 Lecture Hours + 24.0 Lab Hours

A student selected by the Area Office of Student Life as a Student Resident Hall Assistant may receive one credit hour for the successful completion of one semester as an MPCC Student Resident Assistant. Students are required to successfully complete the following course requirements: Assisting in the selection and training of MPCC Resident Assistants for the following year, periodic journaling, written assignments, a research paper, student programming, and other tasks as assigned. Primary emphasis is on building a successful living and learning community in the residence halls. Prerequisite: PSYC 1050.

PSYC 1810 Intro to Psychology

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to the science of psychology including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.

PSYC 2060 Lifespan Development

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Lifespan Development provides an overview of human development across the lifespan. The course will include an examination of the theories and issues related to human development in the light of traditional studies as well as recent research. Focus will be given to biosocial development, cognitive development, and psychosocial development from conception to late adulthood, including death. Prerequisite: PSYC 1810 or equivalent, or permission of instructor.

PSYC 2500 Research Methods in Psych

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

An overview of the scientific method of inquiry, methods of data collection, descriptive statistics, graphing, research design, inferential statistics, and the interpretation and evaluation of research methods. It will instruct the student on methodologies necessary in psychological research and focus upon special dealing with artifacts, bias, interpretation of experimental results, and the appropriateness of research design to various problems. The course includes an introduction to the usage of computers for science research.

PSYC 2700 Positive Psychology

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

The primary basis for this course is to learn more about "positive" aspects of behavior such as subjective well-being, resilience, self-acceptance, goal development, self efficacy, and purpose and meaning in life. This class discusses the healthy personality structure and its impact on lifestyle, feelings, and thinking in terms of acceptance and enjoyment. Prerequisite: None, but a course in introduction to Psychology is recommended.

PSYC 2800 Abnormal Psychology

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This class provides an overview of the variety of emotional and behavioral problems that create distress for many people throughout the world. Special attention is given to the etiology, characteristics, and treatment of a variety of psychological disorders. The disorders are considered in light of their basis in "normal" behavior, as well as their various commonalities and differences. Prerequisite: PSYC 1810 or equivalent, or permission of instructor.

PSYC 2980 Directed Study

3.0 credit hours

48.0 Classroom Hours = 48.0 Lecture Hours
Directed Study

PSYC 2990 Special Topics

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours
Special topic course description upon request.

Real Estate (REES)

REES 1705 Real Estate Principles & Practices

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

Character of land, real estate markets, ownership interests, legal instruments, contracts, closing transfers, financing, brokerage, management, appraising, development and ownership.

REES 1715 Real Estate Finance

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

This course offers an overview of numerous methods of financing different types of real estate. Subjects covered include funding sources, primary and secondary markets, analysis of mortgage risks, FHA, VA, application – underwriting-closing process, influences of government agencies and regulations, and other current real estate finance topics. The student will develop a broad base upon which to develop an understanding of the current real estate market and how it affects all aspects of the economy and our lives.

REES 1725 Real Estate Law

2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours

A study of estates in land, deeds, leases, mortgages, easements, zoning ordinances, covenants, trespass, nuisance, trespassers, licensees, invitees, real estate brokers, and descendant's estates.

REES 2990 Special Topics**0.0 credit hours**

0 Classroom Hours

Methods of financing different types of real estate, funding sources, and analysis of mortgage risks. F.H.A. underwriting and influences of governmental agencies is also included.

Safety Training (SFTX)

SFTX 1750 Fork Lift Training**0.5 credit hours**

10.0 Classroom Hours = 8.0 Lecture Hours + 2.0 Lab Hours

This program fulfills the training required under OSHA Regulations. To include state-of-the-art, comprehensive training for fork-lift truck operators or the safe operation of fork-lift trucks.

Small Engine Mechanics (SENG)

SENG 1710 Small Engine Maintenance**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Small engine design and operation, maintenance, tune-up and troubleshooting.

SENG 1720 Small Engine Repair**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Tear down, overhaul and tune-up of engines for small portable tools such as chain saws and small equipment, including lawn mowers, garden tractors, and rototillers.

SENG 2990 ST: Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special Topic: Course description available upon request.

Sociology (SOCI)

SOCI 1000 Human Relations: People Skills**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course focuses on soft-skills training. Thirteen areas for skill improvement in human relations (people-skills) are studied. These major universal training needs are shared by most managerial, business, professional, technical and sales personnel. The training needs include understanding individual differences, interpersonal communication, teamwork skills, problem solving, cross-cultural relations, effective leadership, motivating self and others, helping others develop, positive political skills, personal productivity, stress management, customer service skills and enhancing ethical behavior. This is a practical working course that provides students with service learning experiences.

SOCI 1010 Intro to Sociology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An analysis of society including the development of the social system, group formations and types of social organizations, and the basic elements affecting these classifications. [Offered as SOCI 1530: Introduction to Sociology prior to Fall 2016]

SOCI 1130 Introduction to Social Work**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A history of social work. Includes the development of the field through our English and early American heritage. Social work defined in relation to its functions, areas of interest, and goals in American society. [Offered as SOCI 1010: Introduction to Social Work prior to Fall 2016]

SOCI 2010 Social Problems**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Analysis of the processes of disorganization in society with attention to some of the principle problem areas in contemporary society.

SOCI 2120 Drugs, Society & Human Behavior**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A survey of licit and illicit drugs and their effects on animals and human physiology (particularly the nervous system). Psychological theories that account for drug usage and abuse and sociocultural relationships accounting for drug usage will also be explored, as well as co-dependent others that live with drug dependent individuals.

SOCI 2150 Issues of Unity & Diversity**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The course covers diverse populations including Native Americans, Hispanic-Americans, African-Americans, Asian-Americans, and Euro-Americans. Important sociological lessons in social interaction, concepts of race, social class, age, gender, sexual orientation, and sociology of minorities are included in the course. [Offered as SOCI 2500: Dealing with Diversity prior to Fall 2016]

SOCI 2250 Marriage & Fam Relationships**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Important traditional and contemporary aspects of male-female roles and relationships and the implications for modern day courtship and marriage. Emphasis on changing functions of the family and problems of adjustment of rapidly changing social values.

SOCI 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

SOCI 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Spanish (SPAN)

SPAN 1010 Beginning Spanish I**5.0 credit hours**

75.0 Classroom Hours = 75.0 Lecture Hours

Fundamentals of pronunciation, grammar structures, reading, writing, speaking and listening comprehension. Study of the Hispanic culture is incorporated throughout the course. The focus is on linguistic proficiency for communication.

SPAN 1020 Beginning Spanish II**5.0 credit hours**

75.0 Classroom Hours = 75.0 Lecture Hours

Continuation of SPAN 1010. Pronunciation, grammar, reading, writing, speaking and listening skills are further developed. A continued study of the Hispanic culture. The focus is on linguistic proficiency for communication. Prerequisite: SPAN 1010 or two semesters of high school Spanish.

SPAN 2010 Intermediate Spanish I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Continuation of SPAN 1020. Grammar, reading (including some literature), writing, speaking, listening comprehension and Hispanic culture. The focus is on linguistic proficiency for communication. Prerequisite: SPAN 1020 or four semesters of high school Spanish, or permission of instructor.

SPAN 2020 Intermediate Spanish II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Continuation of SPAN 2010. Grammar, reading (including some literature), writing, speaking, listening comprehension and the Hispanic culture. The focus is on linguistic proficiency for communication. Prerequisite: SPAN 2010 or permission of instructor.

SPAN 2980 DS: 20th Century Hispanic Lit**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Students read and interpret authentic Spanish and Latin American literary works of the 20th century.

SPAN 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Speech (SPCH)

SPCH 1010 Fund of Speech Communication**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introductory course which focuses on communication skills including the communication process, interpersonal relationships, small group discussion, and public communication. A minimum of five formal speeches.

SPCH 1090 Fund of Human Communication**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

The communication system of individuals and small group communication processes; students explore perception, semantics, listening, self-concept, non-verbal communication, relationships, conflict resolution, and cross-cultural communication as aspects of interpersonal relationships. Class exercises emphasize the personal experience of students to reinforce theories. Minimum of three formal speeches.

SPCH 1110 Public Speaking**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course will assist the student to master the skills required of speaking in today's workplace. This course will focus on the organization, preparation, research, and evidence needed for a presentation that is tailored to fit the audience. This course will enhance the student's listening skills which will assist them in everyday situations.

SPCH 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

SPCH 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Theater (THEA)

THEA 1010 Intro to Theater**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to the forms and functions of the dramatic arts within a historical perspective. Includes an introduction to basic theater skills as well as an introduction to a range of dramatic literature.

THEA 1140 Acting I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Stage movement, mime, body awareness, voice, script analysis, and rehearsal technique.

THEA 1150 Stage Makeup**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Principles and uses of stage makeup

THEA 1200 Play Reading**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course focuses on the reading, discussion, and interpretation of works of drama. The course will provide a historical overview of dramatic works with a focused study of content and form of those works. Students will expand their knowledge of drama and authors, gain interpretation skills, and widen their understanding of genre.

THEA 1601 Theater Internship**1.0 credit hours**

60.0 Classroom Hours = 60.0 Lab Hours

Theater Internship places a student in a business/professional organization that emphasizes some aspect of theater and/or performance. The cooperating business retains the right to accept or deny student participation in this program.

THEA 1850 Play Production I**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Intensive application of principles of interpretive and technical theater practices. The class project each semester is a college play. Prerequisite: Permission of instructor.

THEA 1860 Play Production II**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Continuation of THEA 1850. Prerequisite: Permission of instructor.

THEA 1870 Play Production III**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Continuation of THEA 1860. Prerequisite: Permission of instructor.

THEA 1880 Play Production IV**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Continuation of THEA 1870. Prerequisite: Permission of instructor.

THEA 1890 Play Production V**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Continuation of THEA 1880. Prerequisite: Permission of instructor.

THEA 1900 Play Production VI**1.0 credit hours**

50.0 Classroom Hours = 50.0 Lab Hours

Continuation of THEA 1890. Prerequisite: Permission of instructor.

THEA 2010 Introduction to Stagecraft**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Basics of technical theater practice including scene design, drafting, construction, painting of stage scenery and properties; emphasis on practice and terminology; safe use of hand tools and power equipment in translation from design to actual materials for open stage productions. Prerequisite: THEA 1010 Introduction to Theater or permission of instructor.

THEA 2130 History of Motion Picture**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

History of the Motion Picture examines the invention and development of cinema. From the first audiences watching a motion picture in 1895, through the development of sound, color film, 3-D, and computer-generated images, the history of motion pictures has been one of technical development along with the development of a social awareness and consciences in the subject matter. Race, gender, and ethnicity in films is investigated as part of this awareness. The emerging voices of African Americans, Hispanic Americans, Native Americans and women, point out similarities and differences in dealing with economic, cultural, social and personal issues. The course will focus on a global and national perspective of cultural diversity, in looking at the development of film as the recorder of cultural awareness in America, and in the world.

THEA 2140 Acting II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A continuation of THEA 1140 Acting I. Work will focus on concentration, relaxation, sensory awareness, script analysis, movement and improvisation. Work on character analysis will be done through in-class scenes. A final project will be required. Prerequisite: THEA 1140 or permission of instructor.

THEA 2210 Fundamentals of Stage Management**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to the functions of the theatrical stage manager. Includes an introduction to basic theater skills as well as an introduction to the forms the Stage Manager must use. Class exercises will focus on the various tasks of the Stage Manager.

THEA 2230 Introduction to Lighting**3.0 credit hours**

45.0 Classroom Hours

The study of the nature of light, its impact on a production, and the effect on an audience. This course will deal with the basic principles of light, electricity, lighting equipment, color, and design. Lecture and lab. Prerequisite: THEA 1010 and 2010 or permission of instructor.

THEA 2240 Acting III**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A continuation of THEA 2140 Acting II. Students will learn Greek, Elizabethan, Naturalism, and Absurd acting style, as well as acting for the camera. A final project is required.

THEA 2250 Script Analysis**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

An introduction to theatre research methods. This course is a study of various critical approaches to dramatic literature available to theatre artists with emphasis on critical analysis of structure, genre, theme, style, character, language, dramatic event, and point of view of the actor, director, critic, and audience.

THEA 2340 Acting IV**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A continuation of THEA 2140 Acting III. Students will receive advance training in period styles, script analysis, acting for the camera, and professional development. A final project is required.

THEA 2980 Directed Study**3.0 credit hours**

48.0 Classroom Hours = 48.0 Lecture Hours

Directed Study

THEA 2990 Special Topics**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

Transportation (TRAN)

TRAN 1500 Professional Truck Driving**8.0 credit hours**

166.0 Classroom Hours = 98.0 Lecture Hours + 68.0 Lab Hours

The Professional Truck Driving program prepares students for a career in the over-the-road truck driving in both interstate and interstate commerce. This is an 8 week intensive truck driving course. Training includes driving on city streets and rural roads, two-lane and interstate highways.

Upholstery (UPHR)

UPHR 1610 Furniture Upholstering**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Materials, tools, and techniques used in furniture upholstery and frame construction. Fee \$35.

UPHR 1620 Furniture Upholstering Adv**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Upholstery layout, sewing and placement. Fee \$35.

UPHR 1630 Furniture Repair**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Furniture construction, repair and preparation for upholstery or refinishing. Fee \$35.

UPHR 1640 Furniture Refinishing**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Refinishing techniques and use of stains, wood fillers, sealers, varnishes, lacquers and oil finishes. Fee \$35.

UPHR 1650 Furniture Repair/Restoration**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Bracing, piece replacement and preparation for applying filler, stains and finishes. Fee \$35.

UPHR 1660 Furn Restyling & Upholstery**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Furniture design and structure and frame strengthening. Fee \$35.

UPHR 1670 Couch Reconst & Upholstering**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Frame and spring repair, pad replacement, and recovering large projects. Fee \$35.

UPHR 1680 Auto Seat Upholstering**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Recovering car seats and replacing floor carpet. Fee \$35.

UPHR 1690 Auto Interior Recovering**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Recovering inside door panels and replacing headliners and carpeting. Fee \$35.

Welding Technology (WELD)

WELD 1005 Safety**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours
Dealing with safety with specifics on hazards in the workplace for welders.

WELD 1115 Arc/Gas Welding I**4.0 credit hours**

180.0 Classroom Hours = 10.0 Lecture Hours + 170.0 Lab Hours
In-position and out-of-position arc welding, oxyacetylene welding and cutting mild steel, selection of rods, fluxes, electrodes and materials, and safety. Prerequisite: WELD 1005.

WELD 1125 Intro to TIG Welding**1.0 credit hours**

45.0 Classroom Hours = 10.0 Lecture Hours + 35.0 Lab Hours
Basic welding of aluminum using the TIG welding process.

WELD 1135 Intro to MIG Welding**1.0 credit hours**

45.0 Classroom Hours = 10.0 Lecture Hours + 35.0 Lab Hours
Metallic Inert Gas welding set up, operation, and safety; basic joints and positions, semi-automatic welding of ferrous and difficult-to-weld metals. Prerequisite: WELD 1005.

WELD 1140 Metals & Metallurgy**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours
Manufacture and processing of ferrous and nonferrous metals; identification; physical and chemical properties; low, medium and high carbon steels; alloy steels; cast iron and stainless steel.

WELD 1145 Print Reading**2.0 credit hours**

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours
Blueprint, schematic, and diagram reading for welders, basic drawing interpretation and welding symbols and their significance. Prerequisite: WELD 1005.

WELD 1220 Arc/Gas Welding II**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
Advanced Arc and Gas welding techniques. Prerequisite: WELD 1005 and WELD 1115.

WELD 1240 Intermediate MIG**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
An intermediate MIG welding course that prepares the student to do advanced techniques in wire and flux core welding in all positions. Prerequisite: WELD 1005, WELD 1135, and WELD 1145.

WELD 1245 Welding Prefabrication**2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours
Designed to prepare the student for the required adjustments to the world of work with speed and quality work habits to the satisfaction of the employer or customer. Prerequisite: WELD 1005.

WELD 1250 Intermediate TIG**3.0 credit hours**

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours
Advanced TIG welding techniques. Prerequisite: WELD 1005 and WELD 1125.

WELD 1260 Applied Math for Welders**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours
Mathematics for welders, including fractions, decimals, and metric measurements. (Replaces MACH 1250). Prerequisite: WELD 1005.

WELD 1720 Arc Welding**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
All position arc welding technique, equipment, materials and selection of electrodes. Fee \$20.

WELD 1730 Arc & Oxyacetylene Welding**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Arc and gas welding technique, equipment, materials and selection of electrodes. Fee \$25.

WELD 1750 TIG Welding (GTAW)**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Tungsten-Inert gas welding of steel, aluminum and stainless steel. Fee \$50.

WELD 1760 MIG Welding (GMAW)**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Maintenance and production wirefeed welding using metallic-inert gas on ferrous and nonferrous metals in all positions. Fee \$20.

WELD 1770 Certification Welding**2.0 credit hours**

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours
Preparation to obtain certification for welding in accordance with code qualification. Fee \$30.

WELD 1780 Commercial Art Welding

2.0 credit hours

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Art welding using all types of materials and equipment to weld art sculptures, figurines and ornamental projects.

WELD 1790 Welding Review Refresher

2.0 credit hours

45.0 Classroom Hours = 23.0 Lecture Hours + 22.0 Lab Hours

Welding review for new techniques and certification.

WELD 2310 Advanced TIG

4.0 credit hours

150.0 Classroom Hours = 15.0 Lecture Hours + 135.0 Lab Hours

A course that will prepare the student to perform advanced TIG welding practice and procedures on carbon steel pipe and weld hard to weld metals such as aluminum, stainless steel, and cast irons. Prerequisite: Sophomore standing in welding.

WELD 2320 Plate Pre-Qualification

2.0 credit hours

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

A course that is a prerequisite to Qualification Welding; preparing the student for the weld certification course, preparing plates, proper alignment and tacking procedures, then completing the weld to meet the D1.1 code visual specifications. Prerequisite: Sophomore standing in welding.

WELD 2330 Pipe Pre-Qualification

2.0 credit hours

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

A course that is designed to allow a student time to prepare and practice for pipe qualification. Prerequisite: Sophomore standing in welding.

WELD 2340 Codes & Standards

2.0 credit hours

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

A course designed to teach the student about code book navigation, weld measuring tools, welding procedure specification and weld inspection. Prerequisite: Sophomore standing in welding.

WELD 2350 Project Layout

2.0 credit hours

60.0 Classroom Hours = 15.0 Lecture Hours + 45.0 Lab Hours

A course designed to teach use of measuring tools and layout tools for project estimation, for proper set up and alignment of welds. Prerequisite: Sophomore standing in welding.

WELD 2410 Welding Qualification

5.0 credit hours

225.0 Classroom Hours = 10.0 Lecture Hours + 215.0 Lab Hours

A course for qualification welding and testing for certification welding.

WELD 2420 Welding Internship

2.0 credit hours

120.0 Classroom Hours = 120.0 Lab Hours

Hands on experience working as an employee with a local welding business and coordinated by Mid-Plains Welding Department.

WELD 2990 Special Topics

2.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.

STUDENT RIGHT TO KNOW

Student Consumer Information

General Student Consumer Information

General student consumer information and data including

1. financial assistance information
2. refund policy schedules and related detail; and
3. other related institutional information appear in the Admissions section of this catalog.

More specific information regarding financial assistance can be secured from the following individual:

MPCC Area Director of Financial Aid
1205 East Third Street
McCook, NE 69001
(800) 658-4348, Ext. 8112

Completion or Graduation and Transfer-Out Rate for the General Student Body

Graduation rate data is available from the MPCC Office of Research and Planning:

MPCC Area Director of Institutional Effectiveness
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3684

Campus Security Report

Crime statistics indicative of campus security are available from the Office of Research and Planning and the Director of Physical Plant Operations. Contact persons include:

MPCC Area Director of Institutional Effectiveness
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3684

NPCC - Physical Resources Director
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3622

MCC - Physical Resources Director
1205 East Third Street
McCook, NE 69001
(800) 658-4348, Ext. 8113

Drug and Alcohol Abuse Prevention Information

Data and information pertaining to the Drug Free Schools and Campuses Act and Drug Free Workplace regulations are disseminated to MPCC students and employees. For employees, in-service sessions are provided as required. Additional information is available from:

MCC Dean of Student Life
1205 East Third Street
McCook, NE 69001
(800) 658-4348, Ext. 8109

NPCC Associate Dean of Student Life

1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3622

Family Educational Rights and Privacy Act

The FERPA Rights may be found in this section. The institutional contact for additional information is:

MPCC Area Registrar
1205 East Third Street
McCook, NE 69001
(800) 658-4348, Ext. 8106

Availability of MPCC Staff to Disseminate Consumer Information

The following individuals or their designee will be available to disseminate information regarding financial assistance and other institutional programmatic information.

MPCC Area Director of Financial Aid
1205 East Third Street
McCook, NE 69001
(800) 658-4348, Ext. 8112

MPCC Area Director of Institutional Effectiveness
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3684

MCC Dean of Student Life
1205 East Third Street
McCook, NE 69001
(800) 658-4348, Ext. 8109

NPCC Associate Dean of Student Life
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3622

Information and Data Related to Athletic Programs

Completion or graduation rates for MPCC student athletes are available from the MPCC Office of Research and Planning:

MPCC Area Director of Institutional Effectiveness
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3684

Athletic revenue and expense information, participation rates, and financial support data are available from the following individuals or their designee:

Area Director of Accounting
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3676

MPCC Area Director of Institutional Effectiveness
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3684

Job Placement Substantiation Information

Job placement data is disseminated by:

MPCC Area Dean of Career Services
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3619

General Educational Development Testing Availability

Information regarding GED Testing is contained in the "Instructional Services" section of this current catalog. Additional information can be secured from the following individual:

MPCC Area Dean of Career Services
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3621

Directory Information

The following information items are considered public information and may be included in appropriate college directories and publications or otherwise disclosed by designated staff members unless a student files a written request with the office of Registration & Records during the first 10 days of a given semester. Those items include the student's name, major field of study, dates of attendance, permanent phone number, local phone number, permanent address, local address, previous schools attended, nature of any degrees granted and dates conferred, student classification, photograph, height and weight of athletic team members, participation in officially recognized activities, honors and awards earned, and student e-mail addresses. These items will be used as the Area's Directory Information. Appropriate information may also be disclosed in cases of health or safety emergency. Students may authorize release of non-directory information by submitting a completed Permission to Release Non-Directory Information form which is available within the MPCC website, the Students section of CampusWeb, and any campus Welcome Center or Outreach Campus site.

Americans with Disabilities Act (ADA) Policy

As part of its mission, Mid-Plains Community College seeks to ensure that no person who meets the academic and technical standards requisite for admission to, and continued enrollment at the college is denied benefits or subjected to discrimination solely by reason of his or her disability. Toward this end, and in compliance with federal laws, the college both accepts and provides reasonable accommodations for qualified students with documentation.

Both MPCC and the student have responsibilities to ensure equal educational opportunities. While the college stands ready to make accommodations, it is the student's responsibility to avail him or herself of all available services.

Disabled students with special needs should contact the college campus ADA coordinator identified below. Services for students with disabilities (learning, ADD, ADHD, physical or psychological) may include special accommodations, tutoring and counseling. With the student's written permission, the counselor can also be a liaison to instructors regarding the student's special needs. Documentation of the disability(ies) by a qualified professional, completed within the last three (3) years, must be on file with the college in order to initiate services. The college will make a good faith effort to provide an effective accommodation to the student

with a disability; however, it need not provide the most comprehensive or expensive accommodation requested by the student. If assistance is needed, please contact: Robin Rankin, North Platte Community College-North Campus, 308 535-3637 or 800 658-4308, Ext. 3637, rankinr@mpcc.edu; Chris Turner, North Platte Community College-South Campus, 308 535-3715 or 800 658-4308, Ext. 3715, turnerc@mpcc.edu; or Brandon Lenhart, McCook Community College, 308 345-8128 or 800 658-4348, Ext. 8128, lenhartb@mpcc.edu.

Release of Information Policy: Transcripts & Records

Student transcripts and records are maintained in compliance with the Family Educational Rights and Privacy Act of 1974. Transcripts are defined as documentation of student grades in collegework.

Records include placement test scores, financial aid documents and material relating to academic and social honors or disciplinary actions.

Students submit requests for official transcripts online at <http://www.mpcc.edu/student-resources/transcripts>. The cost of official transcripts varies according to mode of delivery (electronic or paper) as described within the online process. Students obtain unofficial transcripts via the "Grades and Transcripts" option available within each student's individual, password-protected, CampusWeb account (<http://campus.mpcc.edu>). No transcripts or grades will be released to any student who has overdue charges until those charges are settled.

Official transcripts covering a student's previous education submitted to the college as part of the admissions procedures become a part of the official file and cannot be returned to the student. The college does not issue or certify copies of transcripts from other institutions.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to Registration & Records a written request that identifies the record(s) they wish to inspect. Registration & Records will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); an official committee, such as a disciplinary or grievance committee,

or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Mid-Plains Community College Area to comply with the requirements of FERPA.

Privacy Statement: Mid-Plains Community College Notice of Privacy Policy

Protecting the privacy of your personal information is important to us at MPCC. We respect your right to privacy and recognize our obligation to keep information about you secure and confidential. We do not sell or share information about you with outside marketers.

Federal Privacy Protection Requirements

Our Privacy Policy conforms to the final privacy rule published by the Federal Trade Commission (FTC), as required by Section 504(a) of the Gramm-Leach-Bliley Act (the GLB Act), with respect to financial institutions and other persons under the FTC's jurisdiction. Under provisions of the GLB Act, MPCC as a provider of financial services which include student loans and collection agency services, is required to disclose to all of its customers its privacy policies and practices with respect to information sharing with both affiliates and nonaffiliated third parties. The GLB Act also limits the instances in which a financial institution may disclose nonpublic personal information about a consumer to nonaffiliated third parties.

This notice uses the term "Nonpublic personal information." This means personal information about you which identifies you, and that is not available from public sources.

MPCC Privacy Policy

- MPCC will collect nonpublic personal information about you from the following sources:
 - Information we receive from you on loan application, promissory notes, MPCC account applications, correspondence, communications and other forms
 - Information about your transactions with us or others with respect to your student loan from parties such as your lender(s) and the U.S. Department of Education and their agents
 - Information received from schools you attend or formally attended, or to which you have applied for admission, and
 - Information received from credit reporting agencies.
- MPCC will not disclose any nonpublic personal information about you or our other current or former customers to anyone, except as permitted by law (we do share such information with our contractors and agents, and to schools, lenders and the U.S. Department of Education, as needed to administer our programs in conformance with law).
- MPCC does restrict access to nonpublic personal information about you to our employees, contractors, and agents who need to know the information in order to provide service to you, such as servicing and record-keeping for your account, and collecting your student loan. MPCC does maintain physical, electronic and procedural safeguards

in compliance with federal regulations to safeguard your nonpublic personal information.

MPCC's Privacy Statement may be revised from time to time as necessary to reflect changes in the law or MPCC's policies. As changes are made, MPCC will notify students of the changes.

Non-Discrimination Statement

MPCC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MPCC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Area Director of Human Resources
Mid-Plains Community College-North Campus
1101 Halligan Dr.
North Platte, NE 69101
308 535-3679 or toll free 800 658-4308, Ext. 3679.

Inquiries involving students should be directed to

The Dean of Student Life in McCook
Mid-Plains Community College
1205 East Third Street
McCook, NE 69001
308 345-8109, or toll free 800 658-4348, Ext. 8109; or

The Associate Dean of Student Life in North Platte
1101 Halligan Drive
North Platte, NE 69101
308 535- 3622 or toll-free 800 658-4308, Ext. 3622.

If you are a person with a disability and require an accommodation while attending this college, please contact: Robin Rankin, North Platte Community College-North Campus, 308 535-3637 or 800 658-4308, Ext. 3637, rankinr@mpcc.edu; Chris Turner, North Platte Community College-South Campus, 308 535-3715 or 800 658-4308, Ext. 3715, turnerc@mpcc.edu; or Brandon Lenhart, McCook Community College, 308 345-8128 or 800 658-4348, Ext. 8128, lenhartb@mpcc.edu.

Information Regarding the Drug Free Schools & Campuses Act

In compliance with the Department of Education's (34CFR Part 86) requirements you are hereby notified of the expected standards of conduct regarding the unlawful use of drugs or alcohol on college property or in any college sponsored activity. In addition, this document will describe legal sanctions (local, state and federal), health risks,

available assistance and treatment avenues, as well as college imposed disciplinary measures.

Standards of Control: The following are deemed to be misconduct and subject to disciplinary action.

1. Alcohol Use
 - a. The possession or consumption of alcoholic beverage on college-owned or controlled property, or at college sponsored or supervised events.
 - b. Being under the influence of alcohol on college-owned property or at college-sponsored or supervised events.
2. Drug Use
 - a. Being under the influence of, possessing, distributing, using or selling illegal drugs or any other controlled substance or agent having the potential of abuse, except pursuant to a physician's or dentist's prescription, or possessing paraphernalia for drug use on college-owned or controlled property or at college-sponsored events.
 - b. Students are subject to all applicable legal sanctions under local, state and federal law regarding unlawful possession of illicit drugs and alcohol. These sanctions may include incarceration and or fines for those found guilty under these sanctions.
 - c. The health risks of using illegal drugs and use of alcohol are difficult to predict due to the unknown chemicals involved in these substances. The health risks may be severe and lead to permanent impairment or even death.
Even occasional use or experimentation can have significant negative consequences. The diminishment of intellectual ability, personality disintegration and long term genetic damage are not uncommon occurrences among drug and alcohol users.
 - d. Assistance is available for students seeking help for problems associated with illegal drug and alcohol use through local community agencies, hospitals or private treatment facilities (see Yellow Pages).
 - e. The college will impose disciplinary sanctions on students for violating the student code of conduct regarding illegal drugs.

It should be emphasized that when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations regardless of any civil proceeding or dispositions. When a student violates a college regulation, they are subject to disciplinary action by the college whether or not their conduct violates civil law. If a person's behavior simultaneously violates a college regulation and the civil laws off-campus, they may incur penalties described by civil authorities. College discipline will be initiated only in instances of student misconduct, which distinctly and adversely affects the college's pursuit of its recognized educational purposes.

Disciplinary measures appropriate to the offense up to and including dismissal from the college may be imposed.

For more information regarding MPCC policies, visit the Students Right to Know page on our site:

www.mpcc.edu/about-mpcc/general-information/student-right-to-know-policy (<http://www.mpcc.edu/about-mpcc/general-information/student-right-to-know-policy>)

PERSONNEL & CREDENTIALS

Andrews, Holly

Area Assessment Coordinator

A.A. – Cloud County Community College

B.A. – Washburn University

Arensdorf, Berva

Area Employment Services Coordinator

B.S. – Bellevue University

M.S. – Chadron State College

Certified Career Development Facilitator

Axtell, Ron

Director of Physical Resources

A.A.S., Building Construction - MPCC-North Platte

Barner, Becky

Area Career Coach

B.S. – Wayne State College

M.B.A. – Regis University

Barnes, Joshua

Area Enrollment Coach

MCC Women's Softball Coach

B.S. – University of Saint Mary

Barton, Bobbi

Area Assistant Director of Student Success

B.S. – Fort Hays State University

M.S. – Kansas State University

Battreal, Lynette

Area Counselor

B.A. – University of Nebraska at Omaha

M.S. – University of Nebraska at Omaha

Blagdon, Josh

Area Systems Administrator

A.A.S. – Mid-Plains Community College

Bowlin, Karen

EMS/CPR Coordinator

State of Nebraska Certified EMS Instructor

American Heart Association CPR/AED Instructor NREMT Basic

A.A. – Mid-Plains Community College

Brown, Erinn

Area Director of Financial Aid

B.A. – Concordia College

M.B.A. – University of Nebraska – Lincoln

Brown, Randy

Area Network Administrator

A.A.S. – Mid-Plains Community College

Eakins, Bill

Area Dean of Career Services

B.A. – Kearney State College

M.A. – Kearney State College

Special Vocational Needs Endorsement - Kearney State College

Fernetti, Kellen

Asst. Director of Housing

MCC Women's Basketball Coach

B.S. – Hannibal-LaGrange University

M.Ed. – William Woods University

Fickenscher, Kathy

Area Career Services Coordinator

B.S. – Kearney State College

M.E. – Chadron State College

Grabau, Chase

NPCC Asst. Director of Housing

NPCC Asst. Men's Basketball Coach

A.G.S. – MPCC-North Platte

B.S. – Idaho State University

Hall, Tim

Area Director of Information Services

B.A. – Arizona State University

M.B.A. & Grad Cert – City University

Higgins, Janelle

Area Associate Dean of Student Life

NPCC Head Softball Coach

A.A. – Southwestern Community College

B.E. – Northwest Missouri State University

M.S. – The Ohio University

Hope, Mindy

Area Director of Recruiting and Admissions

B.S. – University of Nebraska – Lincoln

Hothan, Alecia

Area Grants Coordinator

B.A. – Colorado State University

Johnson, Kaci

Broken Bow Campus Coordinator

B.A. – University of Nebraska at Kearney

Kircher, Sharon

Business and Community Education Coordinator

A.A. – Mid-Plains Community College

B.A. – Bellevue University

M.S. – Bellevue University

Knopick, Paul

Area Enrollment Coach

B.S. – Nebraska Wesleyan University

Knott, Gail

Area Associate Dean of Outreach

B.A. – Benedictine College

Kobza, Hayley

Student Success Coach

MCC Head Volleyball Coach

A.S.-Howard College

B.A. – Southwestern Oklahoma State University

M.Ed. – Southwestern Oklahoma State University

Koebel, Lena

Business and Community Education Coordinator

B.S. – University of Nebraska - Kearney

Kruse, Bonnie

Area Director of Institutional Advancement
 B.A. – University of Nebraska – Kearney
 M.S.U.S. – University of Nebraska-Omaha

Lange, Bridget
 Test Center Coordinator
 B.S. – National College

Ledall, Brenda
 Imperial Campus Coordinator
 B.A. – University of Northern Colorado

Lenhart, Brandon
 Area Career Coach
 MCC Men’s Basketball Coach
 MCC Activities Director
 A.A. – John Wood Community College
 B.A. – William Penn University
 M.S. – Emporia State University

Long, Andy
 Area Vice President of Student Affairs & MCC
 B.S. – University of Nebraska Lincoln
 M.S. – University of Nebraska Lincoln

Mann, Stacy
 Project HELP Success Coach
 B.S.W. – Youngstown State University

Molcyk, Joy
 Director of EMT/Paramedic Program
 B.S. – University of Nebraska – Kearney
 Certified EMS Instructor/BLS Instructor
 Certified in ACLS, AMLS, PALS, PHTLS, TCCC, NRP
 Licensed Alcohol and Drug Counselor

Molcyk, Robert
 Accelerated EMT/Paramedic Program Coordinator
 B.S. – University of Nebraska – Kearney
 Nationally Registered EMT-Paramedic Level
 Certified CPR Instructor – AHA & ASHI
 State of Nebraska – EMS Instructor/Educator
 Certified in ACLS, AMLS, PALS & PHTLS

Morgan, Darin
 Director of Physical Resources
 A.A. – Manhattan Area Vocational-Technical School

Morgan, Jennifer
 Area Events Coordinator
 B.A. – University of Nebraska – Lincoln

Murphy, Rylee
 Area Enrollment Coach
 A.S. - Mid-Plains Community College
 B.S. - University of Nebraska - Kearney

Niemeth, Brett
 Area Nursing Support Coordinator
 LPN – Colby Community College
 RN-MPCC-McCook

Nollette, Jennifer
 Valentine Campus Coordinator

B.S. – University of Nebraska-Lincoln

Obert, Brian Dr.
 Area Dean of Student Life
 B.A. – Colorado State University
 M.S. – Colorado State University
 Ph.D. – The University of Texas

Odean, Cindy
 Area Research Analyst
 B.A. – University of Colorado – Colorado Springs

Peters, Jamie
 Area Assistant Director of Human Resources/Wellness
 A.A. – Mid-Plains Community College
 B.A. – Chadron State College
 M.S. – Nebraska Methodist College

Pfeifer, Tad
 Area Director of Institutional Effectiveness
 B.S. – Wayne State College
 M.S. – Auburn University

Pierce, Mary
 Ogallala Campus Coordinator
 A.A. – MPCC North Platte
 B.S. – University of Nebraska at Kearney

Pritchett, Brandon
 Area Enrollment Coach
 MCC Asst. Men’s Basketball Coach
 B.S. – Northern Arizona University

Pucket, Heather
 Area Director of Advising
 B.S. – University of Nebraska at Kearney

Purdy, Ryan
 President
 B.S. – NE Wesleyan University
 M.B.A. – Chadron State College

Query, Erin
 Director of Housing
 A.G.S – Northeastern Junior College
 B.S. – University of Wyoming

Rankin, Robin
 Area Director of Adult Education & ADA
 A.A. – Eastern Wyoming College
 B.S. – Chadron State College

Rippen, Kelly
 Area Dean of Enrollment Management
 B.A. – Concordia University
 M.S. – University of Nebraska - Kearney

Salestrom, Chuck
 Area Associate Vice President of
 Public Information & Marketing
 B.S. – Kearney State College
 M.A. – University of Nebraska – Lincoln

Salestrom, J. Kristi
 Area Director of Learning Commons

B.S. – Kearney State College
M.A. – University of Nebraska – Kearney

Sanchez, Augustine
Assistant Director of Housing
B.A. – Doane College

Schramm, Wendy
Area Director of Accounting
B.B.A – University of North Dakota
M.B.A. – Chadron State College

Seery, Sky
Area Assistant Director of Learning Resource Centers
A.G.S. – Mid-Plains Community College
B.H.R.M-Bellevue University

Smeltzer, Jeff
Business and Community Education Coordinator
A.A. – Mid-Plains Community College
B.F.A. – University of Nebraska - Lincoln

Steele, Michael
Area Vice-President of Administrative Services
B.S. – University of Nebraska – Lincoln
M.P.A. – University of Nebraska - Lincoln

Tomanek, Jody Dr.
Area Vice-President for Academic Affairs & NPCC
A.A.S. – Metropolitan Community College
B.S. – Bellevue University
M.Ed. – University of Nebraska – Lincoln
Ph.D. – Iowa State University

Welch, Crystal
Business and Community Education Coordinator
A.A. – Mid-Plains Community College
B.A. – Chadron State College

Widger, Mari Jo
Area Registrar
B.S. – University of Arizona
M.A. – University of Arizona

Wiese, Trent
Area Database Administrator
A.A.S. – Southeast Community College
A.A.S. – Mid-Plains Community College
B.S. – Bellevue University

Wrage, Rebecca
Area Director of Human Resources
A.A.S. – Mid-Plains Community College
B.A. – University of Nebraska at Kearney

York, Joshua
Director of Housing
B.S. – Wayne State College
M.S. Ed. – Wayne State College

Zehnder, Tim
Area Fire Science Coordinator
Certified, International Society of Fire Service Instructors

Albrecht-Watson, Lana RN, BSN

Nurse Educator
Clinical Coordinator
A.A. – Mid-Plains Community College
BSN – Walden University

Al-Jumaily, Walid Dr.
Biology Instructor
B.A. – University of Baghdad
M.S. – Pittsburg State University
Ph.D. – University of Wyoming

Allen, Jessie Dr.
English Instructor
BA – Nazareth College
MA – DePaul University
Ph.D.-University of Wyoming

Beans, Lisa
English Instructor
B.A. – Nebraska Wesleyan University
M.F.A. – West Virginia University

Beel, Kent
Diesel Instructor
A.A.S. – Auto Mechanics - MPCC-North Platte
ASE – Certified Medium/Heavy Truck Technician

Bogardus, Robert
Biology Instructor
B.S. – Brigham Young University
M.S. – Brigham Young University

Cabrera, Mirna Dr.
Music Instructor
D.M.A. – University of Kansas
M.M. – University of Kansas
B.M.Ed. – Loma Linda University

Chittick, Angie
Business/Office Tech Instructor
B.S. – University of Nebraska-Lincoln
M.B.A. – University of Nebraska – Kearney

Christensen, Leah Dr.
Biology Instructor
B.S.C – University of Minnesota
Ph.D. – University of Montana

Cloutre, Doug Dr.
Political Science Instructor
B.S. – Bradley University, Illinois
M.A. – Southern Illinois University – Edwardsville
Ph.D. – University of Tennessee – Knoxville

Cole, Jimi
Business/Office Tech Instructor
A.A. – Mid-Plains Community College
B.S. – Colorado State University

Condon, Jean
Business/Office Tech Instructor
B.S. – Wayne State College
M.S. – Wayne State College

Crumly, Nadyne

Speech/Human Relations Instructor
 B.S. – Wayne State College
 M.A. – Kansas State University

Cudzilo, Gregory
 Building Construction Instructor
 A.A.S. – Red Rocks Community College

Curl, Susanne
 Mathematics Instructor
 A.A. – McCook Community College
 B.S. – Kearney State College
 M.S. – University of Nebraska – Kearney

Dally, Jared
 Mathematics/Physics Instructor
 BS – Brigham Young University
 MS – Brigham Young University

Elmshaeuser, Jacob
 Electrical Technology Instructor
 A.A.S. – Mid-Plains Community College

Esch, Tyler
 FACS Instructor
 B.S. – Kearney State College
 M.S. – University of Nebraska – Kearney

Fattig, Roger
 Building Construction Instructor
 B.S. – University of Nebraska – Kearney
 M.S. – University of Nebraska – Kearney

Galvan, Ritch
 Theater Instructor
 B.A. Chadron State College
 M.A. Kansas State University

Golden, Tim
 Welding Instructor
 A.A.S. – MPCC-North Platte
 AWS (American Welding Society)
 CWI (Certified Welding Inspector)

Grizzle, Clay
 Theater/Speech Instructor
 A.B.D. – Texas Tech University
 B.A. – Hendrix College
 M.A. – Southwestern Baptist Theological Seminary

Haneline, Richard
 Art Instructor
 B.A. Ed – Peru State College
 M.F.A. – Winthrop University

Harrison, Kathy Dr.
 Nurse Educator Director
 LPN – MPCC - North Platte
 ADN – Colby Community College - Kansas
 BSN – UNMC – Omaha
 MSN – Clarkson College – Omaha
 Ed.D. – Clarkson College – Omaha

Hauxwell, Loretta
 FACS/Psychology Instructor

A.S. – McCook Community College
 B.S. – University of Nebraska – Lincoln
 M.S. – University of Nebraska – Kearney

Herrick, Bryan
 Automotive Mechanics Instructor
 Tech Diploma – Auto Mechanics – MPCC – North Platte
 ASE Certified Automobile Technician

Hink-Wagner, Sheri
 Sociology/Criminal Justice Instructor
 B.S. - University of Nebraska - Kearney
 M.S. - Illinois State University

Jacobs, Joanna
 Math Instructor
 B.S. – University of Wisconsin
 M.S. – South Dakota School of Mines & Technology

Janecek, Mike
 Automotive Instructor
 A.A.S. – MPCC – North Platte
 ASE Certified Automobile Technician

Johnson, R. Peter Dr.
 Psychology Instructor
 B.A. – Kearney State College
 M.A. – University of Illinois
 M.A.C.M. – Lincoln Christian Seminary
 Ph.D. – University of Illinois

Johnston, Courtney
 Sociology/Criminal Justice Instructor
 A.A. – Mid-Plains Community College
 B.A. – Chadron State College
 M.S. – Walden University

Johnson, Rick
 Art Instructor
 B.F.A – University of Nebraska - Kearney
 M.F.A. – University of Idaho, Moscow

Jonckheere, Michael
 Mathematics Instructor
 B.S. – Central Michigan University
 M.S. – Michigan State University

Kemp, Rex
 HVAC/R Instructor
 A.A.S. – MPCC – North Platte
 Refrigeration Service Engineers Society CM status
 Refrigeration Service Engineers Society Refrigerant usage
 North American Technical Excellence-A/C, Heat Pump, Gas Furnace
 National Center Construction Education Research Certified Instructor
 ESCO Institute Proctor

Kissinger, Nicole
 Nurse Educator
 R.N. – B.S.N. – LEAP Program – MPCC – North Platte
 M.S.N. – Regis University

Koch, Pam
 Music Instructor
 B.A. - University of Nebraska at Kearney

M.A. - University of Nebraska at Kearney

Kramer, Steve

Diesel Instructor

A.A.S. – Mid-Plains Community College

Leibhart, Kristine

English Instructor

B.A. – University of Nebraska at Lincoln

B.A.in Ed – University of Nebraska at Kearney

M.A. – Texas A&M University

Long, Carla Dr.

Biology Instructor

B.S. – University of Nebraska-Lincoln

Ph.D. – Mayo Graduate School of Medicine

Luke, Emmanuel G.

IT Instructor

B.S. – Franklin University

M.S. – Wright State University

M.S. – Dakota State University

Lupomech, Lynn

Accounting Instructor

B.A. - University of Nebraska - Kearney

M.Ed. - Doane College

M.P.A. - Metropolitan State University of Denver

Makovicka, Marina

Nurse Educator/Division Chair of Health Occupations

B.S.N. – Marian College

M.S.N. – University of Phoenix

McCune, Kathleen

Office Technology/Business Instructor

B.S. – Kansas State University

B.A. – Kansas State University

M.B.A. – Kansas State University

McLean, Aaron Dr.

Chemistry Instructor

A.S. – Lincoln Land Community College

B.S. – University of Illinois – Springfield

Ph.D. – Southern Illinois University – Carbondale

Meyers, Becky

Graphic Design Instructor

A.A. – MPCC – McCook

B.F.A. – Kearney State College

M.A. – University of Nebraska – Kearney

Miller, Jean

English Instructor

B.S. – Chadron State College

M.S.Ed. – Chadron State College

Mooney, Renelle

Business Instructor

B.S. – Fort Hays State University

M.S. – Emporia State University

Mowry, Lorrie

Business Instructor

B.A. – Fort Hays State University

M.L.S. – Fort Hays State University

Nutt, Cathy

Business Instructor

B.S. – New Mexico State University

M.S. – New Mexico State University

O'Connor, Kevin

Math/Physical Education Instructor

Athletic Director

NPCC Men's Basketball Coach

A.A. – MPCC – North Platte

B.S. – Kearney State College

M.S. – Kearney State College

Olsen, Jon

Physical Education Instructor

MCC Men's Baseball Coach

A.A. – Colby Community College

B.S. – Wheaton College

Rogers, Lauri

Dental Assisting Instructor

A.A. – Mid-Plains Community College

B.G.S. – Fort Hays State University

Salyer, Lynn

Mathematics Instructor

B.S. – University of Nebraska – Lincoln

M.S. – Kearney State College

Sarvela, Tara Layne

Chemistry Instructor

B.S. – University of Alaska – Fairbanks

M.S. – Texas A&M University

M.A.T. – University of Alaska-Southeast

Schmit, Anne

English Instructor

B.A. – Kearney State College

M.A. – Kearney State College

Seamann, Stephanie

Nurse Educator

A.D.N – Mid-Plains Community College

M.S.N. – Walden University

Smalley, Scott

Welding/Machining Instructor

A.A.S. – McCook Community College

B.S. – University of Nebraska – Lincoln

Stalder, Janet

Business/Office Tech Instructor

A.A.S. – Kearney State College

B.S. – Kearney State College

M.S. – Kearney State College

Steinbeck, Martin

Medical Lab Tech Instructor

MLT Program Director

B.S. – Colorado State University

M.Ed. – Lesley College

Swanson, Chad

Mathematics Instructor
B.S. – University of Nebraska – Kearney
M.S. – University of Nebraska – Kearney

Thalken, Sally
Health/Phys Ed Instructor
NPCC Activities Director
B.A. – Kearney State College
M.A. – Kearney State College

Volentine, Roger
Mathematics Instructor
B.A. – Kearney State College
M.S. – Kearney State College

Walter, Dr. Diane
Nurse Educator
A.A.S. - Regents College
B.S.N. - University of Saint Mary
M.S.N. - Drexel University
Ph.D. - The University of Arizona

Weaver, Theresa
Nurse Educator
A.D.N. – MPCC
B.S.N. – Midland Lutheran College
M.S.N – Chamberlain College of Nursing

Wilson, Don
Auto Body Instructor
HS Diploma
Auto Body – Denver Automotive Service Schools

Wolar, Glynn Dr.
History/Philosophy Instructor
A.B. – Occidental College
M.A. – California State University at Los Angeles
J.D. – Western State University College of Law
Ph.D. – University of Idaho

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