# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Catalog</td>
<td>4</td>
</tr>
<tr>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>Letter from the President</td>
<td>5</td>
</tr>
<tr>
<td>MPCC History</td>
<td>5</td>
</tr>
<tr>
<td>MPCC Locations</td>
<td>5</td>
</tr>
<tr>
<td>Contact Information</td>
<td>5</td>
</tr>
<tr>
<td>Distance Learning Locations</td>
<td>6</td>
</tr>
<tr>
<td>MPCC Accreditation, Approvals &amp; Memberships</td>
<td>6</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Enrollment Process</td>
<td>8</td>
</tr>
<tr>
<td>Scholarship &amp; Financial Aid</td>
<td>10</td>
</tr>
<tr>
<td>Student Services</td>
<td>11</td>
</tr>
<tr>
<td>Athletics</td>
<td>13</td>
</tr>
<tr>
<td>Academic Instructional Information</td>
<td>14</td>
</tr>
<tr>
<td>Grading Systems</td>
<td>14</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>15</td>
</tr>
<tr>
<td>Academic Probation &amp; Suspension</td>
<td>16</td>
</tr>
<tr>
<td>Credit Systems</td>
<td>16</td>
</tr>
<tr>
<td>College Success</td>
<td>17</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>18</td>
</tr>
<tr>
<td>Other Educational Opportunities</td>
<td>18</td>
</tr>
<tr>
<td>Programs</td>
<td>21</td>
</tr>
<tr>
<td>Academic Transfer Program</td>
<td>21</td>
</tr>
<tr>
<td>Associate of Applied Science</td>
<td>24</td>
</tr>
<tr>
<td>Associate of Arts</td>
<td>26</td>
</tr>
<tr>
<td>Associate of Fine Arts</td>
<td>28</td>
</tr>
<tr>
<td>Music</td>
<td>28</td>
</tr>
<tr>
<td>Art</td>
<td>29</td>
</tr>
<tr>
<td>Theater</td>
<td>30</td>
</tr>
<tr>
<td>Interdisciplinary</td>
<td>31</td>
</tr>
<tr>
<td>Associate of General Studies</td>
<td>32</td>
</tr>
<tr>
<td>Associate of Science</td>
<td>33</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td>35</td>
</tr>
<tr>
<td>Associate Degree Nursing, ADN</td>
<td>36</td>
</tr>
<tr>
<td>Auto Body Technology</td>
<td>37</td>
</tr>
<tr>
<td>Auto Body Technology Diploma</td>
<td>37</td>
</tr>
<tr>
<td>Auto Body Technology, AAS</td>
<td>37</td>
</tr>
<tr>
<td>Basic Auto Body Certificate</td>
<td>38</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>38</td>
</tr>
<tr>
<td>Automotive Technology Certificate</td>
<td>38</td>
</tr>
<tr>
<td>Automotive Technology Diploma</td>
<td>39</td>
</tr>
<tr>
<td>Automotive Technology, AAS</td>
<td>39</td>
</tr>
<tr>
<td>Basic Engine &amp; Electrical Repair Certificate</td>
<td>39</td>
</tr>
<tr>
<td>Customization &amp; Restoration Certificate</td>
<td>40</td>
</tr>
<tr>
<td>Suspension &amp; Alignment Certificate</td>
<td>40</td>
</tr>
<tr>
<td>Transmission &amp; Drive Line Certificate</td>
<td>40</td>
</tr>
<tr>
<td>Tune-Up Certificate</td>
<td>40</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>40</td>
</tr>
<tr>
<td>Building Construction Technology, AAS</td>
<td>41</td>
</tr>
<tr>
<td>Building Construction Technology Diploma</td>
<td>41</td>
</tr>
<tr>
<td>Building Construction Technology Framing &amp; Exterior Construction Certificate</td>
<td>42</td>
</tr>
<tr>
<td>Building Construction Technology Certificate</td>
<td>42</td>
</tr>
<tr>
<td>Business</td>
<td>42</td>
</tr>
<tr>
<td>Accounting, AAS</td>
<td>43</td>
</tr>
<tr>
<td>Agribusiness, AAS</td>
<td>44</td>
</tr>
<tr>
<td>Business Administration, AAS</td>
<td>45</td>
</tr>
<tr>
<td>Entrepreneurship, AAS</td>
<td>46</td>
</tr>
<tr>
<td>Event Management, AAS</td>
<td>46</td>
</tr>
<tr>
<td>Logistics, AAS</td>
<td>47</td>
</tr>
<tr>
<td>Marketing, AAS</td>
<td>48</td>
</tr>
<tr>
<td>Nonprofit Management, AAS</td>
<td>48</td>
</tr>
<tr>
<td>Sports &amp; Recreation Management, AAS</td>
<td>49</td>
</tr>
<tr>
<td>Accounting Certificate</td>
<td>50</td>
</tr>
<tr>
<td>Agribusiness Certificate</td>
<td>50</td>
</tr>
<tr>
<td>Business Administration Certificate</td>
<td>50</td>
</tr>
<tr>
<td>Entrepreneurship Certificate</td>
<td>50</td>
</tr>
<tr>
<td>Events Management Certificate</td>
<td>50</td>
</tr>
<tr>
<td>Business Software Specialist Certificate</td>
<td>51</td>
</tr>
<tr>
<td>Leadership Certificate</td>
<td>51</td>
</tr>
<tr>
<td>Logistics Certificate</td>
<td>51</td>
</tr>
<tr>
<td>Nonprofit Management Certificate</td>
<td>51</td>
</tr>
<tr>
<td>Sports Management Certificate</td>
<td>51</td>
</tr>
<tr>
<td>Business Office Technology</td>
<td>51</td>
</tr>
<tr>
<td>Business Office Technology, Administrative Assistant Emphasis, AAS</td>
<td>52</td>
</tr>
<tr>
<td>Business Office Technology, Legal Emphasis, AAS</td>
<td>53</td>
</tr>
<tr>
<td>Business Office Technology, Medical Emphasis, AAS</td>
<td>53</td>
</tr>
<tr>
<td>Business Technology Diploma</td>
<td>54</td>
</tr>
<tr>
<td>Legal Office Technology Certificate</td>
<td>54</td>
</tr>
<tr>
<td>Medical Billing And Coding Certificate</td>
<td>55</td>
</tr>
<tr>
<td>Medical Office Technology Certificate</td>
<td>55</td>
</tr>
<tr>
<td>Program</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Medical Transcriptionist Certificate</td>
<td>55</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>55</td>
</tr>
<tr>
<td>Dental Assisting Diploma</td>
<td>56</td>
</tr>
<tr>
<td>Dental Assisting, AAS</td>
<td>56</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>57</td>
</tr>
<tr>
<td>Basic Engine &amp; Electrical Certificate</td>
<td>57</td>
</tr>
<tr>
<td>Diesel Technology Diploma</td>
<td>57</td>
</tr>
<tr>
<td>Diesel Technology, AAS</td>
<td>58</td>
</tr>
<tr>
<td>Fuel Systems Certificate</td>
<td>58</td>
</tr>
<tr>
<td>Power Train Certificate</td>
<td>58</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>58</td>
</tr>
<tr>
<td>Early Childhood Education Certificate</td>
<td>59</td>
</tr>
<tr>
<td>Early Childhood Education Diploma</td>
<td>59</td>
</tr>
<tr>
<td>Early Childhood Education, AAS</td>
<td>60</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>60</td>
</tr>
<tr>
<td>Electrical Technology Diploma</td>
<td>60</td>
</tr>
<tr>
<td>Electrical Technology, AAS</td>
<td>61</td>
</tr>
<tr>
<td>Electrical Automation Control</td>
<td>61</td>
</tr>
<tr>
<td>Electrical Automation Control, AAS</td>
<td>61</td>
</tr>
<tr>
<td>Emergency Medical Technician - Paramedic</td>
<td>62</td>
</tr>
<tr>
<td>Emergency Medical Services Diploma</td>
<td>63</td>
</tr>
<tr>
<td>Emergency Medical Services, AAS</td>
<td>64</td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>64</td>
</tr>
<tr>
<td>Fire Science Technology Diploma</td>
<td>65</td>
</tr>
<tr>
<td>Fire Science Technology, AAS</td>
<td>65</td>
</tr>
<tr>
<td>Graphic Design/Visual Communications</td>
<td>65</td>
</tr>
<tr>
<td>Graphic Design/Visual Communications Diploma</td>
<td>66</td>
</tr>
<tr>
<td>Graphic Design/Visual Communications, AAS</td>
<td>66</td>
</tr>
<tr>
<td>Multimedia Design Certificate</td>
<td>67</td>
</tr>
<tr>
<td>Print Design Certificate</td>
<td>67</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration Technology</td>
<td>67</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning and Refrigeration Technology Air Conditioning Certificate</td>
<td>67</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning and Refrigeration Technology Diploma</td>
<td>68</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning and Refrigeration Technology Furnace Certificate</td>
<td>68</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning and Refrigeration Technology Heat Pump Certificate</td>
<td>68</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning and Refrigeration Technology, AAS</td>
<td>69</td>
</tr>
<tr>
<td>Information Technology</td>
<td>69</td>
</tr>
<tr>
<td>PC Support / Network Technology, AAS</td>
<td>70</td>
</tr>
<tr>
<td>PC Support Services Diploma</td>
<td>71</td>
</tr>
<tr>
<td>Network Technology Diploma</td>
<td>71</td>
</tr>
<tr>
<td>PC Support Certificate</td>
<td>71</td>
</tr>
<tr>
<td>Network Technology Certificate</td>
<td>71</td>
</tr>
<tr>
<td>Customer Service/Help Desk Certificate</td>
<td>71</td>
</tr>
<tr>
<td>Licensed Practical Nursing</td>
<td>71</td>
</tr>
<tr>
<td>Practical Nursing Diploma</td>
<td>73</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>73</td>
</tr>
<tr>
<td>Medical Laboratory Technician, AAS</td>
<td>74</td>
</tr>
<tr>
<td>Partner Programs</td>
<td>74</td>
</tr>
<tr>
<td>Radiologic Technology, AAS</td>
<td>75</td>
</tr>
<tr>
<td>Respiratory Therapy, AAS</td>
<td>76</td>
</tr>
<tr>
<td>Surgical Technology, AAS</td>
<td>77</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>77</td>
</tr>
<tr>
<td>Welding Technology Diploma</td>
<td>78</td>
</tr>
<tr>
<td>Welding Technology, AAS</td>
<td>78</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>79</td>
</tr>
<tr>
<td>Accounting (ACCT)</td>
<td>80</td>
</tr>
<tr>
<td>Agriculture (AGRI)</td>
<td>81</td>
</tr>
<tr>
<td>Architectural Drafting and CAD Technology (ARCH)</td>
<td>83</td>
</tr>
<tr>
<td>Art (ARTS)</td>
<td>83</td>
</tr>
<tr>
<td>Auto Body Technology (AUTB)</td>
<td>84</td>
</tr>
<tr>
<td>Automotive Technology (AUTO)</td>
<td>85</td>
</tr>
<tr>
<td>Aviation (AVIA)</td>
<td>86</td>
</tr>
<tr>
<td>Biology (BIOS)</td>
<td>87</td>
</tr>
<tr>
<td>Building Construction Technology (BLDC)</td>
<td>88</td>
</tr>
<tr>
<td>Business (BSAD)</td>
<td>90</td>
</tr>
<tr>
<td>Business Office Technology (OFFT)</td>
<td>93</td>
</tr>
<tr>
<td>Career Planning (CAPC)</td>
<td>96</td>
</tr>
<tr>
<td>Chemistry (CHEM)</td>
<td>96</td>
</tr>
<tr>
<td>Computer Science (CSCE)</td>
<td>97</td>
</tr>
<tr>
<td>Criminal Justice (CRIM)</td>
<td>98</td>
</tr>
<tr>
<td>Custodial and Maintenance Training (CUST)</td>
<td>99</td>
</tr>
<tr>
<td>Dental Assisting (DENT)</td>
<td>100</td>
</tr>
<tr>
<td>Diesel Technology (DSL)</td>
<td>100</td>
</tr>
<tr>
<td>Early Childhood Education (ECED)</td>
<td>101</td>
</tr>
<tr>
<td>Economics (ECON)</td>
<td>102</td>
</tr>
<tr>
<td>Education (EDUC)</td>
<td>103</td>
</tr>
<tr>
<td>Electrical Technology (ELTR)</td>
<td>104</td>
</tr>
<tr>
<td>Emergency Medical Training (EMTL)</td>
<td>105</td>
</tr>
<tr>
<td>Engineering (ENGR)</td>
<td>107</td>
</tr>
<tr>
<td>English (ENGL)</td>
<td>108</td>
</tr>
<tr>
<td>Field</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Entrepreneurship (ENTR)</td>
<td>110</td>
</tr>
<tr>
<td>Family and Consumer Sciences (FACS)</td>
<td>111</td>
</tr>
<tr>
<td>Fire Science Technology (FRST)</td>
<td>112</td>
</tr>
<tr>
<td>Geography (GEOG)</td>
<td>113</td>
</tr>
<tr>
<td>Graphic Design/Visual Communications (GDVC)</td>
<td>113</td>
</tr>
<tr>
<td>Health (HLTH)</td>
<td>114</td>
</tr>
<tr>
<td>Heating, Ventilation, and Air Conditioning Technology (HVAC)</td>
<td>115</td>
</tr>
<tr>
<td>History (HIST)</td>
<td>116</td>
</tr>
<tr>
<td>Humanities (HUMS)</td>
<td>117</td>
</tr>
<tr>
<td>Information Technology (INFO)</td>
<td>117</td>
</tr>
<tr>
<td>Journalism (JOUR)</td>
<td>119</td>
</tr>
<tr>
<td>Logistics/Materials Management (WARE)</td>
<td>119</td>
</tr>
<tr>
<td>Machine Shop Technology (MACH)</td>
<td>120</td>
</tr>
<tr>
<td>Mathematics (MATH)</td>
<td>120</td>
</tr>
<tr>
<td>Medical Laboratory Technician (MEDT)</td>
<td>121</td>
</tr>
<tr>
<td>Music (MUSC)</td>
<td>122</td>
</tr>
<tr>
<td>Nursing (NURS)</td>
<td>127</td>
</tr>
<tr>
<td>Nursing Assistant (NURA)</td>
<td>128</td>
</tr>
<tr>
<td>Pharmacology (PHAR)</td>
<td>128</td>
</tr>
<tr>
<td>Philosophy (PHIL)</td>
<td>128</td>
</tr>
<tr>
<td>Physical Education (PHED)</td>
<td>129</td>
</tr>
<tr>
<td>Physics and Physical Science (PHYS)</td>
<td>133</td>
</tr>
<tr>
<td>Political Science (POLS)</td>
<td>134</td>
</tr>
<tr>
<td>Psychology (PSYC)</td>
<td>134</td>
</tr>
<tr>
<td>Real Estate (REES)</td>
<td>135</td>
</tr>
<tr>
<td>Safety Training (SFTX)</td>
<td>135</td>
</tr>
<tr>
<td>Small Engine Mechanics (SENG)</td>
<td>135</td>
</tr>
<tr>
<td>Sociology (SOCS)</td>
<td>135</td>
</tr>
<tr>
<td>Spanish (SPAN)</td>
<td>136</td>
</tr>
<tr>
<td>Speech (SPCH)</td>
<td>137</td>
</tr>
<tr>
<td>Theater (THEA)</td>
<td>137</td>
</tr>
<tr>
<td>Transportation (TRAN)</td>
<td>138</td>
</tr>
<tr>
<td>Upholstery (UPHR)</td>
<td>138</td>
</tr>
<tr>
<td>Welding Technology (WELD)</td>
<td>139</td>
</tr>
<tr>
<td>Student Right to Know</td>
<td>141</td>
</tr>
<tr>
<td>Personnel &amp; Credentials</td>
<td>145</td>
</tr>
<tr>
<td>Index</td>
<td>151</td>
</tr>
</tbody>
</table>
COURSE CATALOG
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.
### Distance Learning Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting</td>
<td>x 8115</td>
</tr>
<tr>
<td>Registration/Records</td>
<td>x 8110</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>x 8105</td>
</tr>
<tr>
<td>von Riesen Library</td>
<td>x 8117</td>
</tr>
</tbody>
</table>

**North Platte - (308) 535-3600**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>x 3710</td>
</tr>
<tr>
<td>Admissions</td>
<td>x 3609</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>x 3758</td>
</tr>
<tr>
<td>Bookstore</td>
<td>x 3769</td>
</tr>
<tr>
<td>Business &amp; Customized Training</td>
<td>x 3682</td>
</tr>
<tr>
<td>Career Services</td>
<td>x 3618</td>
</tr>
<tr>
<td>Campus Tours</td>
<td>x 3786</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>x 3726</td>
</tr>
<tr>
<td>Student Accounts/Billing</td>
<td>x 3777</td>
</tr>
<tr>
<td>Student Life</td>
<td>x 3622</td>
</tr>
<tr>
<td>Housing</td>
<td>x 3795</td>
</tr>
<tr>
<td>Financial Aid/Scholarships</td>
<td>x 3705</td>
</tr>
<tr>
<td>Recruiting</td>
<td>x 3773</td>
</tr>
<tr>
<td>Registration/Records</td>
<td>x 3774</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>x 3702</td>
</tr>
</tbody>
</table>

### 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 2019-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5-16</td>
<td>Fall Intersession</td>
</tr>
<tr>
<td>August 12-16</td>
<td>All College/Faculty Prep Days</td>
</tr>
<tr>
<td>August 15</td>
<td>Residence Hall Check-In</td>
</tr>
<tr>
<td>August 16</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>August 18</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td>September 1-2</td>
<td>Labor Day Holiday; College Closed</td>
</tr>
<tr>
<td>October 4</td>
<td>Enrichment Day, No Classes</td>
</tr>
<tr>
<td>October 12</td>
<td>1st Eight Week Classes End</td>
</tr>
<tr>
<td>October 13</td>
<td>2nd Eight Week Classes Begin</td>
</tr>
<tr>
<td>November 27</td>
<td>Faculty Work Day - No Classes, College Closes at 3:00 p.m.</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 28</td>
<td>Thanksgiving Holiday - College Closed</td>
</tr>
<tr>
<td>December 1</td>
<td></td>
</tr>
<tr>
<td>December 8-12</td>
<td>Final Exam Days</td>
</tr>
<tr>
<td>December 9</td>
<td>Winterim Classes Begin</td>
</tr>
<tr>
<td>December 13</td>
<td>Faculty Work Day</td>
</tr>
<tr>
<td>December 13</td>
<td>Residence Halls Close for Winter Break</td>
</tr>
<tr>
<td>December 24</td>
<td>College Closes at 3:00 p.m.</td>
</tr>
<tr>
<td>December 25-</td>
<td>Winter Holiday Break - College Closed</td>
</tr>
<tr>
<td>January 1</td>
<td></td>
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<tr>
<td>January 2</td>
<td>Campuses Reopen</td>
</tr>
<tr>
<td>January 6-10</td>
<td>All-College/Faculty Prep Days</td>
</tr>
<tr>
<td>January 12</td>
<td>Residence Halls Reopen</td>
</tr>
<tr>
<td>January 12</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>March 7</td>
<td>1st Eight Week Classes End</td>
</tr>
<tr>
<td>March 8</td>
<td>2nd Eight Week Classes Begin</td>
</tr>
<tr>
<td>March 23-27</td>
<td>Spring Break - No Classes</td>
</tr>
<tr>
<td>April 12</td>
<td>No Sunday Classes; College Closed</td>
</tr>
<tr>
<td>May 3-7</td>
<td>Final Exam Days</td>
</tr>
<tr>
<td>May 8</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 11-13</td>
<td>Faculty Work Days</td>
</tr>
<tr>
<td>May 18</td>
<td>Three-Week Interim Classes Begin</td>
</tr>
<tr>
<td>May 24-25</td>
<td>Memorial Day Holiday; College Closed</td>
</tr>
<tr>
<td>June 5</td>
<td>Three-Week Interim Classes End</td>
</tr>
<tr>
<td>June 8</td>
<td>1st Four-Week Session Classes Begin</td>
</tr>
<tr>
<td>June 8</td>
<td>Six-Week Session Classes Begin</td>
</tr>
<tr>
<td>June 8</td>
<td>Eight-Week Session Classes Begin</td>
</tr>
<tr>
<td>July 2</td>
<td>1st Four-Week Session Classes End</td>
</tr>
<tr>
<td>July 3-5</td>
<td>Independence Day Holiday - No Classes</td>
</tr>
<tr>
<td>July 6</td>
<td>2nd Four Week Session Classes Begin</td>
</tr>
<tr>
<td>July 16</td>
<td>Six-Week Session Classes End</td>
</tr>
<tr>
<td>July 30</td>
<td>2nd Four-Week Session Classes End</td>
</tr>
<tr>
<td>July 30</td>
<td>Eight-Week Session Classes End</td>
</tr>
</tbody>
</table>

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: heffernanh@mpcc.edu

Apply for Scholarships
The MPCC Scholarship Application is available in early October, so take time to fill it out at https://mpcc.awardspring.com

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

Scores are valid for three years from date of testing.

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
- Dental Assisting program
- Licensed Practical Nursing program
- Medical Laboratory Technician program
- Paramedic Program
- Automotive, Diesel, Auto Body, Electrical, Electro-Mechanical, HVAC, Building Construction 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 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
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 community 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. You may inquire by calling the Career Services Center in North Platte at (308)535-3618.

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.

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 Accuplacer
- 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)
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. 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
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
- 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 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 175,000+ books, eBooks, journals, DVDs, CDs, newspapers and other items included in the library collections.

The LRCs have desktops and laptops with the latest software that enables students to complete homework, access online courses
and the electronic resources held by the libraries. Current students, faculty and staff can access these electronic resources 24/7 while on campus or remotely via the online library catalog at https://mpcc-verso.auto-graphics.com/MVC 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, CampusWeb, and connecting to the Wi-Fi.

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 books, and board games. Coffee is available daily.

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. 16)
- Credit Systems (p. 16)
- College Success (p. 17)
- Credit Transfer (p. 18)
- 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) 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>P</td>
<td>0.0</td>
</tr>
<tr>
<td>NP</td>
<td>Not Passing</td>
</tr>
<tr>
<td>WIP</td>
<td>Work in Progress</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CE</td>
<td>Credit by exam</td>
</tr>
</tbody>
</table>

“P” (Passing), “NP” (Not Passing), “I” (Incomplete), “WIP” (Work 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 (i.e., 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

Students are responsible for meeting the standards established for each course taken and the end-of-term grade they receive. Faculty are responsible for establishing the criteria for grades and evaluating students’ academic performance. Within one week following the end of the term, final course grades are posted to the Student Information System (Jenzabar). Students can access their grades online using login ID and password. Students can contact student services for more information. Once submitted, course grades are considered final and become part of the student’s permanent record.

It is the student’s responsibility to review his/her grade, and must follow the Grade Appeal process, within fourteen (14) calendar days following the start of the next term, if they are not in agreement regarding their grade. Students must obtain the Grade Appeal Form from the Academic Affairs Office.

Inherent in the traditional concept of academic freedom, is the right of the professional faculty member to be the sole judge of the academic standards employed in the student’s classes to evaluate the quality of the student work. While a student has the right to an informal review and explanation of the grade by the instructor, and the instructor has the obligation to provide such a review, an assigned grade may not be formally appealed unless there is evidence that one or more of the
following conditions is present: a mistake in the assignment of the grade or in the process of its recording, or fraud, or bad faith, or incompetence.

WHEN TO FILE A GRADE APPEAL:
You may only appeal the final grade for a course when you are able to provide evidence that an inappropriate grade was assigned as a result of prejudice, or other improper conditions.

WHEN YOU SHOULD NOT FILE A GRADE APPEAL:
• If you feel the course was poorly designed or you received poor instruction, these may be legitimate concerns, but are more appropriately addressed by the academic Vice President.
• If you feel the students were graded too severely, provided that all the students in the class were graded in the same fashion—these too may be legitimate concerns, but are more appropriately addressed by the academic Vice President.

FILLING A GRADE APPEAL:
To file a Grade Appeal, the following steps must be completed in the order described.

STEP 1—Within fourteen (14) calendar days following the start of the next term. The student must first consult with the instructor in an effort to provide a satisfactory resolution of the contested grade. If the instructor reviews the grade and finds a mechanical error or agrees the grade is inaccurate, he or she is free to change the grade as resolved.

STEP 2—If, however, the matter is not resolved in Step 1, the student may present the complaint in writing (e.g. email, written documentation, etc.) within fourteen (14) calendar days following the start of the next term to the Division Chair in which the course was offered. Included in the petition the student should attach the appropriate materials described above, and if available, the instructor’s written explanation for the assigned grade. The Division Chair will attempt to resolve the complaint in consultation with the instructor and the student. The Division Chair will provide a written response to the student (e.g. email) within five (5) calendar days from the time the written complaint has been received. If the Division Chair was the instructor of the course, the student may proceed directly to Step 3.

STEP 3—If the complaint is not resolved at the division level, the student may appeal further by presenting a written petition to the academic Vice President, along with a copy of the materials presented at the previous step and any written responses received from the program. The petition should be presented within five (5) calendar days after the Division Chair response. Within five (5) calendar days of the date the complaint was received, the academic Vice President may use any resources available to resolve the conflict and will provide the results of their finding in writing to the student.

STEP 4—If the student still contests the grade after the previous steps, the student may present a Formal Grade Appeal form to the academic Vice President or designee who serves as steward of the Grade Appeal Procedure. Copies of the written materials and petitions presented at the previous steps, along with any written responses received from the program or division, must be included with the petition at the time of submissions. This step must be completed within five (5) calendar days of the decision made in Step 3.

The academic Vice President or designee, who is Chair of the standing Grade Appeal Committee will forward the formal grade appeal along with the attached materials to the Grade Appeal Committee for review. The committee members shall review the petition and the attached materials. The academic Vice President will convene and chair a Grade Appeal Hearing Committee. The Grade Appeal Committee consists of: Three to five (3-5) Faculty, another Chair from a different division, a student support person— only the Faculty have sole discretion to vote.

GRADE APPEALS COMMITTEE HEARING:
If a hearing is convened, first the student and then the instructor will each have the opportunity to present their cases orally and to present any other written materials they deem appropriate. The Grade Appeal Committee members shall have the opportunity to ask questions to both the student and instructor. At the end of the meeting, the student and then the instructor shall be given the opportunity for brief closing statements.

The Chair of the Committee should inform the student, the instructor, the Division Chair, and the academic Vice President of the committee’s decision in writing with in ten (10) calendar days of the hearing. If a majority of the Committee agrees that the grade should be changed, the Chair will notify the academic Vice President of the Committee's decision. Otherwise, the grade shall remain as recorded. The decision of the Grade Appeals Committee shall be final. Per decision of the committee the faculty member is expected to change the grade. When the appeal process concludes, all documentation is forwarded to the Registrar Office, who will maintain such documentation in accordance with appropriate retention schedules.

The only option to appeal the final decision of the Grade Appeals Committee comes with any new or additional information that was not available or known at the time of the hearing. This information, and all preceding information, shall be presented to the academic Vice President for review and determination.

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).

Further Definitions for Students
Plagiarism (presenting someone else’s work as your own) is unacceptable. Here are some definitions that will help you as a student understand what violates Academic Honesty.
• Cheating means getting unauthorized help on an assignment, quiz or examination; obtaining exam questions illegally before an exam, or tampering with an exam after it has been corrected (Davis, 1993).
• Plagiarism means submitting work as your own that is someone else’s; copying materials from a book or other source without acknowledging that the words or ideas are not your own (Davis, 1993).
• Fabrication: intentional or unauthorized falsification or invention of any information or citation in an academic exercise (Pavela, 1978).
• Facilitating: intentionally or knowingly helping or attempting to help another to cheat (Pavela, 1978).
• Misrepresentation: providing false information to an instructor concerning an academic exercise (Keith-Spiegel, 2002).
• Failure to contribute to a collaborative project: involves not doing one’s fair share (Keith-Spiegel, 2002).
• Sabotage: consists of actions that prevent others from completing their work (Keith-Spiegel, 2002).

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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Quarter</th>
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<td>1:15</td>
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<td>1:45</td>
<td>1:30</td>
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</tbody>
</table>

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.

**Withdrawal 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.

**Withdraw 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**

Exenuating 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0920</td>
<td>College Prep Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 0980</td>
<td>Language Skills</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 0990</td>
<td>College Prep Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 0010</td>
<td>Math Study Skills</td>
<td>1.0</td>
</tr>
<tr>
<td>MATH 0090</td>
<td>Math for Health Occupations</td>
<td>2.0</td>
</tr>
<tr>
<td>MATH 0100</td>
<td>Fund of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 0900</td>
<td>Elementary Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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 New Learner 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 Existing User Account 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
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 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 Automation Control
• 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

MPCC General Education and Degree Program Outcomes

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

• Effective written communication skills
• Effective oral communication skills
• Information literacy competencies
• Cultural awareness
• Mathematics skills
• Scientific inquiry skills
• Critical thinking 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.

**MPCC General Education and Degree Program Outcomes**

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

- Effective written communication skills
- Effective oral communication skills
- Information literacy competencies
- Cultural awareness
- Mathematics skills
- Critical thinking skills
- Scientific inquiry skills

**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:

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 year four degree program. Subjects 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.
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 Automation Control
- 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.

**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 2250</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1040</td>
<td>Basic Technical Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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 Literature**

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

**Performing and Fine Arts**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1000</td>
<td>Art Structure</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1070</td>
<td>Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1010</td>
<td>Introduction to the Visual Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1050</td>
<td>Intro to Art History &amp; Criticism I</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1060</td>
<td>Intro to Art History &amp; Criticism II</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1010</td>
<td>Intro to Theater</td>
<td>3.0</td>
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</tbody>
</table>

**History**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1000</td>
<td>Western Civilization I to 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Western Civilization II Since 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1050</td>
<td>World History I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1060</td>
<td>World History II</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>American History I to 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>American History II Since 1877</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Philosophy**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 1010</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 1150</td>
<td>Intro to Logic &amp; Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 2200</td>
<td>Elements of Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 2610</td>
<td>Comparative Religions</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Social Sciences

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 1100</td>
<td>Personal Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 1000</td>
<td>Contemporary Economic Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 2110</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 2120</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 1020</td>
<td>World Regional Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 1400</td>
<td>Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>POLS 1000</td>
<td>American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLS 1600</td>
<td>International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POLS 1700</td>
<td>Comparative Politics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Psychology/Sociology

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>FACS 1600</td>
<td>Human Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2060</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2700</td>
<td>Positive Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2800</td>
<td>Abnormal Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 1000</td>
<td>Human Relations: People Skills</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2010</td>
<td>Social Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2150</td>
<td>Issues of Unity &amp; Diversity</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2250</td>
<td>Marriage &amp; Fam Relationships</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1025</td>
<td>Bookkeeping for Business</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT 1200</td>
<td>Principles of Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 1000</td>
<td>Leadership &amp; Team Development</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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.

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

Associate of Arts

General Education Requirements

Communication - 9 Credit Hours

English Composition - 6 Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Speech - 3 Credit Hours

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1110</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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.

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

### Performing and Fine Arts

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1000</td>
<td>Art Structure</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1010</td>
<td>Introduction to the Visual Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1050</td>
<td>Intro to Art History &amp; Criticism I</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1060</td>
<td>Intro to Art History &amp; Criticism II</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1070</td>
<td>Design</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1010</td>
<td>Intro to Theater</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### History

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1000</td>
<td>Western Civilization I to 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Western Civilization II Since 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1050</td>
<td>World History I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1060</td>
<td>World History II</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>American History I to 1877</td>
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</tr>
<tr>
<td>HIST 2020</td>
<td>American History II Since 1877</td>
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</tbody>
</table>

### Philosophy

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 1010</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 1150</td>
<td>Intro to Logic &amp; Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 2200</td>
<td>Elements of Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 2610</td>
<td>Comparative Religions</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Humanities

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1000</td>
<td>Contemporary Economic Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 2110</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 2120</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 1020</td>
<td>World Regional Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 1400</td>
<td>Cultural Geography</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Mathematics - 3 Credit Hours

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1150</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1250</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1350</td>
<td>Applied Calculus</td>
<td>3.0</td>
</tr>
<tr>
<td>Code</td>
<td>Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>MATH 1600</td>
<td>Analytic Geometry &amp; Calc I</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 1900</td>
<td>Analytic Geometry &amp; Calc II</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 2170</td>
<td>Applied Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 2450</td>
<td>Analytic Geometry &amp; Calc III</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 2600</td>
<td>Differential Equations</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1110</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1010</td>
<td>Introduction to the Visual Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1010</td>
<td>Intro to Theater</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### 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. 28)
- Art (p. 29)
- Theater (p. 30)
- Interdisciplinary (p. 31)

### General Education Requirements

#### Communication - 9 Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### English Composition - 6 Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Speech - 3 Credit Hours

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1110</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Performing and Fine Arts - 6 Credit Hours

Select two of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1010</td>
<td>Introduction to the Visual Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1010</td>
<td>Intro to Theater</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Humanities and Social Sciences - 9 Credit Hours

##### Humanities

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>

##### History

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1000</td>
<td>Western Civilization I to 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Western Civilization II Since 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1050</td>
<td>World History I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1060</td>
<td>World History II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Mathematics - 3 Credit Hours

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1150</td>
<td>College Algebra (does not transfer to UNL)</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1250</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1350</td>
<td>Applied Calculus</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 2000</td>
<td>Modern Elem School Math I</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 2170</td>
<td>Applied Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Natural Sciences - 4 Credit Hours

Select one lab science course from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 1010</td>
<td>General Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 1090</td>
<td>General Botany</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 1120</td>
<td>Intro to Zoology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp;/Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2460</td>
<td>Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1050</td>
<td>Survey of Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1060</td>
<td>Survey of Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1090</td>
<td>General Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1100</td>
<td>General Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 2410</td>
<td>Organic Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 2420</td>
<td>Organic Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOG 1050</td>
<td>Physical Geography</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1100</td>
<td>Physical Science</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1150</td>
<td>Descriptive Physics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1300</td>
<td>Intro to Meteorology</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1410</td>
<td>Elementary General Physics I</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 1420</td>
<td>Elementary General Physics II</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>General Physics I with Calculus</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>General Physics II with Calculus</td>
<td>5.0</td>
</tr>
</tbody>
</table>

### Psychology/Sociology

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 1600</td>
<td>Human Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2060</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2700</td>
<td>Positive Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2150</td>
<td>Issues of Unity &amp; Diversity</td>
<td>3.0</td>
</tr>
</tbody>
</table>
### Music Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1300</td>
<td>Music Theory I</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1310</td>
<td>Music Theory II</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1400</td>
<td>Piano Techniques I</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC 1410</td>
<td>Piano Techniques II</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC 1420</td>
<td>Piano Techniques III</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC 1430</td>
<td>Piano Techniques IV</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC 1700</td>
<td>Group Vocal Instruction (for non-voice)</td>
<td>2.0</td>
</tr>
<tr>
<td>MUSC 1960</td>
<td>Sight Singing &amp; Ear Training I</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC 1970</td>
<td>Sight Singing &amp; Ear Training II</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC 1980</td>
<td>Sight Singing &amp; Ear Training III</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC 2300</td>
<td>Music Theory III</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 2310</td>
<td>Music Theory IV</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC XXXX</td>
<td>Ensemble</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC XXXX</td>
<td>Ensemble</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSC XXXX</td>
<td>Ensemble</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Applied Music for Majors I**

Select one of the following courses: 2.0

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1715</td>
<td>Applied Music for Majors I - Piano</td>
<td></td>
</tr>
<tr>
<td>MUSC 1725</td>
<td>Applied Music for Majors I-Organ</td>
<td></td>
</tr>
<tr>
<td>MUSC 1735</td>
<td>Applied Music for Majors I - Voice</td>
<td></td>
</tr>
<tr>
<td>MUSC 1745</td>
<td>Applied Music for Majors I-Brass</td>
<td></td>
</tr>
<tr>
<td>MUSC 1755</td>
<td>Appl Music for Majors I-Percussion</td>
<td></td>
</tr>
<tr>
<td>MUSC 1775</td>
<td>Appl Music for Majors I-Stringed</td>
<td></td>
</tr>
<tr>
<td>MUSC 1785</td>
<td>App Music for Majors I - Woodwind</td>
<td></td>
</tr>
</tbody>
</table>

**Applied Music for Majors II**

Select one of the following courses: 2.0

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1815</td>
<td>Applied Music for Majors II - Piano</td>
<td></td>
</tr>
<tr>
<td>MUSC 1825</td>
<td>Applied Music for Majors II-Organ</td>
<td></td>
</tr>
<tr>
<td>MUSC 1835</td>
<td>Applied Music for Majors II - Voice</td>
<td></td>
</tr>
<tr>
<td>MUSC 1845</td>
<td>Applied Music for Majors II-Brass</td>
<td></td>
</tr>
<tr>
<td>MUSC 1855</td>
<td>Appl Music for Majors I-Percussion</td>
<td></td>
</tr>
<tr>
<td>MUSC 1865</td>
<td>App Music for Majors II-Woodwinds</td>
<td></td>
</tr>
<tr>
<td>MUSC 1875</td>
<td>App Music for Majors II-Stringed</td>
<td></td>
</tr>
</tbody>
</table>

**Applied Music for Majors III**

Select one of the following courses: 2.0

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 2715</td>
<td>Applied Music for Majors III-Piano</td>
<td></td>
</tr>
<tr>
<td>MUSC 2725</td>
<td>Applied Music for Majors III-Organ</td>
<td></td>
</tr>
<tr>
<td>MUSC 2735</td>
<td>Applied Music for Majors III-Voice</td>
<td></td>
</tr>
<tr>
<td>MUSC 2745</td>
<td>Applied Music for Majors III-Brass</td>
<td></td>
</tr>
<tr>
<td>MUSC 2755</td>
<td>App Music for Majors III-Percussion</td>
<td></td>
</tr>
<tr>
<td>MUSC 2765</td>
<td>App Music for Majors III-Woodwinds</td>
<td></td>
</tr>
<tr>
<td>MUSC 2775</td>
<td>App Music for Majors III-Stringed</td>
<td></td>
</tr>
</tbody>
</table>

**Applied Music for Majors IV**

Select one of the following courses: 2.0

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 2815</td>
<td>Applied Music for Majors IV - Piano</td>
<td></td>
</tr>
<tr>
<td>MUSC 2825</td>
<td>Applied Music for Majors IV - Organ</td>
<td></td>
</tr>
<tr>
<td>MUSC 2835</td>
<td>Applied Music for Majors IV-Voice</td>
<td></td>
</tr>
<tr>
<td>MUSC 2845</td>
<td>Applied Music for Majors IV - Brass</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours**

34.0

---

### General Education Requirements

**Art**

**General Education Requirements**

**Communication - 9 Credit Hours**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Speech - 3 Credit Hours**

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1110</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Performing and Fine Arts - 6 Credit Hours**

Select two of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1010</td>
<td>Introduction to the Visual Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1010</td>
<td>Intro to Theater</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities and Social Sciences - 9 Credit Hours**

**Humanities**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**History**

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1000</td>
<td>Western Civilization I to 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Western Civilization II Since 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1050</td>
<td>World History I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1060</td>
<td>World History II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Psychology/Sociology**

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 1600</td>
<td>Human Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2060</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2700</td>
<td>Positive Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>
### Natural Sciences - 4 Credit Hours
Select one lab science course from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 1010</td>
<td>General Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 1090</td>
<td>General Botany</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 1120</td>
<td>Intro to Zoology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2460</td>
<td>Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1050</td>
<td>Survey of Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1060</td>
<td>Survey of Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1090</td>
<td>General Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1100</td>
<td>General Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 2410</td>
<td>Organic Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 2420</td>
<td>Organic Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOG 1050</td>
<td>Physical Geography</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1100</td>
<td>Physical Science</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1150</td>
<td>Descriptive Physics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1300</td>
<td>Intro to Meteorology</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1410</td>
<td>Elementary General Physics I</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 1420</td>
<td>Elementary General Physics II</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>General Physics I with Calculus</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>General Physics II with Calculus</td>
<td>5.0</td>
</tr>
</tbody>
</table>

### Mathematics - 3 Credit Hours
Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1150</td>
<td>College Algebra (does not transfer to UNL)</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1250</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1350</td>
<td>Applied Calculus</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 2000</td>
<td>Modern Elem School Math I</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 2170</td>
<td>Applied Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Art Electives 12.0

Total Credit Hours 33.0

### Art Program Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1050</td>
<td>Intro to Art History &amp; Criticism I</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1060</td>
<td>Intro to Art History &amp; Criticism II</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1070</td>
<td>Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1210</td>
<td>Drawing I</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1220</td>
<td>Drawing II</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 1600</td>
<td>Three Dimensional Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ARTS 2450</td>
<td>Portfolio</td>
<td>3.0</td>
</tr>
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</table>

Art Electives 12.0

Total Credit Hours 33.0

### Theater

#### General Education Requirements

#### Communication - 9 Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### English Composition - 6 Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Speech - 3 Credit Hours
Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1110</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Performing and Fine Arts - 6 Credit Hours
Select two of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1010</td>
<td>Introduction to the Visual Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1010</td>
<td>Intro to Theater</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Humanities and Social Sciences - 9 Credit Hours

### Humanities

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### History
Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1000</td>
<td>Western Civilization I to 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Western Civilization II Since 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1050</td>
<td>World History I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1060</td>
<td>World History II</td>
<td>3.0</td>
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</tbody>
</table>

### Psychology/Sociology
Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 1600</td>
<td>Human Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2060</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 2700</td>
<td>Positive Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2150</td>
<td>Issues of Unity &amp; Diversity</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Natural Sciences - 4 Credit Hours
Select one lab science course from the following:
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 1010</td>
<td>General Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 1090</td>
<td>General Botany</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 1120</td>
<td>Intro to Zoology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp;/Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2460</td>
<td>Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1050</td>
<td>Survey of Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1060</td>
<td>Survey of Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1090</td>
<td>General Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1100</td>
<td>General Chemistry II</td>
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<tr>
<td>CHEM 2410</td>
<td>Organic Chemistry I</td>
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<tr>
<td>CHEM 2420</td>
<td>Organic Chemistry II</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOG 1050</td>
<td>Physical Geography</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1100</td>
<td>Physical Science</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1150</td>
<td>Descriptive Physics</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1300</td>
<td>Intro to Meteorology</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 1410</td>
<td>Elementary General Physics I</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 1420</td>
<td>Elementary General Physics II</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>General Physics I with Calculus</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>General Physics II with Calculus</td>
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</table>

**Mathematics - 3 Credit Hours**

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1150</td>
<td>College Algebra (does not transfer to UNL)</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1250</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1350</td>
<td>Applied Calculus</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 2000</td>
<td>Modern Elem School Math I</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 2170</td>
<td>Applied Statistics</td>
<td>3.0</td>
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</tbody>
</table>

**Theater Program Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 1140</td>
<td>Acting I</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1150</td>
<td>Stage Makeup</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1200</td>
<td>Play Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1850</td>
<td>Play Production I</td>
<td>1.0</td>
</tr>
<tr>
<td>THEA 1860</td>
<td>Play Production II</td>
<td>1.0</td>
</tr>
<tr>
<td>THEA 1870</td>
<td>Play Production III</td>
<td>1.0</td>
</tr>
<tr>
<td>THEA 1880</td>
<td>Play Production IV</td>
<td>1.0</td>
</tr>
<tr>
<td>THEA 2010</td>
<td>Introduction to Stagecraft</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 2130</td>
<td>History of Motion Picture</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 2140</td>
<td>Acting II</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 2210</td>
<td>Fundamentals of Stage Management</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 2230</td>
<td>Introduction to Lighting</td>
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</tr>
<tr>
<td>THEA 2250</td>
<td>Script Analysis</td>
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Total Credit Hours 31.0

**Interdisciplinary**

**General Education Requirements**

**Communication - 9 Credit Hours**

**English Composition - 6 Credit Hours**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3.0</td>
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</table>

**Speech - 3 Credit Hours**

Select one of the following:

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1110</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Performing and Fine Arts - 6 Credit Hours**

Select two of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1010</td>
<td>Introduction to the Visual Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>THEA 1010</td>
<td>Intro to Theater</td>
<td>3.0</td>
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**Humanities and Social Sciences - 9 Credit Hours**

**Humanities**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**History**

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIST 1000</td>
<td>Western Civilization I to 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Western Civilization II Since 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1050</td>
<td>World History I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1060</td>
<td>World History II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Psychology/Sociology**

Select one of the following:

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<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 1600</td>
<td>Human Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
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<td>PSYC 2060</td>
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<td>3.0</td>
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<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2150</td>
<td>Issues of Unity &amp; Diversity</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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 1120 | Intro to Zoology | 4.0
BIOS 2250 | Human Anatomy/Physiology I | 4.0
BIOS 2260 | Human Anatomy & Physiology II | 4.0
BIOS 2460 | Microbiology | 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 | Intro to Meteorology | 4.0
PHYS 1410 | Elementary General Physics I | 5.0
PHYS 1420 | Elementary General Physics II | 5.0
PHYS 2110 | General Physics I with Calculus | 5.0
PHYS 2120 | General Physics II with Calculus | 5.0
MATH 1150 | College Algebra (does not transfer to UNL) | 3.0
MATH 1250 | Trigonometry | 3.0
MATH 1350 | Applied Calculus | 3.0
MATH 2000 | Modern Elem School Math I | 3.0
MATH 2170 | Applied Statistics | 3.0
ENGL 1010 | English Composition I | 3.0
ENGL 1020 | English Composition II | 3.0
BSAD 2250 | Business Communications | 3.0
SPCH 1090 | Fund of Human Communication | 3.0
SPCH 1110 | Public Speaking | 3.0
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
ARTS 1070 | Design | 3.0
ARTS 1210 | Drawing I | 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 2130 | History of Motion Picture | 3.0
THEA 1140 | Acting I | 3.0
THEA 2010 | Introduction to Stagecraft | 1.0
Electives from Art, Music or Theater | 11.0

**Total Credit Hours:** 60.0

### Associate of General Studies

#### General Education Requirements

- Written Communication - 3 Credit Hours
  - ENGL 1010 | English Composition I | 3.0
  - ENGL 1020 | English Composition II | 3.0
- Oral Communication - 3 Credit Hours
  - SPCH 1090 | Fund of Human Communication | 3.0
  - SPCH 1110 | Public Speaking | 3.0
- Humanities - 3 Credit Hours
  - ENGL 2010 | Genre Survey: Short Story/Novel | 3.0
- Performing and Fine Arts
  - ARTS 1000 | Art Structure | 3.0
- Philosophy
  - PHIL 1010 | Introduction 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

**Total Credit Hours:** 60.0
<table>
<thead>
<tr>
<th>History Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1000</td>
<td>Western Civilization I to 1715</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Western Civilization II Since 1715</td>
<td>3.0</td>
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<tr>
<td>HIST 1050</td>
<td>World History I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 1060</td>
<td>World History II</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>American History I to 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>American History II Since 1877</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 1100</td>
<td>Introduction to Humanities</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science - 3 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Economics/Geography/Political Science Code</td>
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<tr>
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<tr>
<td>ECON 2110</td>
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<td>ECON 2120</td>
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<tr>
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<td>GEOG 1400</td>
</tr>
<tr>
<td>POLS 1000</td>
</tr>
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<td>POLS 1600</td>
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<th>Psychology/Sociology Code</th>
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<tr>
<td>PSYC 1810</td>
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<td>Lifespan Development</td>
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<tr>
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<td>Positive Psychology</td>
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<td>Abnormal Psychology</td>
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<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
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</tr>
<tr>
<td>SOCI 2010</td>
<td>Social Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2150</td>
<td>Issues of Unity &amp; Diversity</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 2250</td>
<td>Marriage &amp; Fam Relationships</td>
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<table>
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<tr>
<th>Natural Sciences &amp; Mathematics - 3 Credit Hours</th>
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<tbody>
<tr>
<td>Lab Science Code</td>
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</tr>
<tr>
<td>BIOS 1010</td>
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<tr>
<td>BIOS 1090</td>
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<tr>
<td>BIOS 1120</td>
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<td>BIOS 2260</td>
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<td>CHEM 1060</td>
<td>Survey of Chemistry II</td>
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<td>CHEM 1090</td>
<td>General Chemistry I</td>
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<td>Organic Chemistry I</td>
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<td>PHYS 1020</td>
<td>Astronomy</td>
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<tr>
<td>PHYS 1100</td>
<td>Physical Science</td>
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<tr>
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<td>Descriptive Physics</td>
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<td>PHYS 2110</td>
<td>General Physics I with Calculus</td>
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<td>General Physics II with Calculus</td>
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<tr>
<td>MATH 1250</td>
<td>Trigonometry</td>
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<tr>
<td>MATH 1350</td>
<td>Applied Calculus</td>
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<tr>
<td>MATH 1600</td>
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<td>MATH 1900</td>
<td>Analytic Geometry &amp; Calc II</td>
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<td>MATH 2170</td>
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<td>Analytic Geometry &amp; Calc III</td>
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<td>MATH 2600</td>
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<th>General Education Requirements Code</th>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>ENGL 1020 or BSAD 2250</td>
<td>English Composition II</td>
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<table>
<thead>
<tr>
<th>Speech - 3 credit hours</th>
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<td>Select one of the following:</td>
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<td>----------------------------</td>
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<tr>
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<tr>
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<tr>
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<th>Humanities and Social Sciences - 9-12 Credit Hours</th>
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<td>Literature Code</td>
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<td>ENGL 2010</td>
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<tr>
<td>ENGL 2030</td>
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<tr>
<td>ENGL 2040</td>
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<td>ENGL 2050</td>
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<td>THEA 2130</td>
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<td>ARTS 1050</td>
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<td>THEA 1010</td>
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<td>PHIL 1010</td>
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<tr>
<td>PHIL 1150</td>
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<td>PHIL 2200</td>
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<td>PHIL 2610</td>
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<tr>
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<td>HIST 2010</td>
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<tr>
<td>HIST 2020</td>
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<td>ECON 1000</td>
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<td>ECON 2110</td>
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<tr>
<td>ECON 2120</td>
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<td>GEOG 1020</td>
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<td>GEOG 1400</td>
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<tr>
<td>POLS 1000</td>
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<td>POLS 1600</td>
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<td>POLS 1700</td>
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<tr>
<td>FACS 1600</td>
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<tr>
<td>PSYC 1810</td>
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<tr>
<td>PSYC 2060</td>
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<tr>
<td>PSYC 2700</td>
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<td>PSYC 2800</td>
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<td>SOC 1010</td>
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<tr>
<td>SOC 2010</td>
</tr>
<tr>
<td>SOC 2150</td>
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<tr>
<td>SOC 2250</td>
</tr>
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</table>
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 or complete NEXT-GEN Accuplacer testing. Scores will be used to determine admission into nursing programs. NEXT-GEN Accuplacer test scores must meet the nursing criteria of: Arithmetic 263; Reading 258; and Writing 258.

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 or graduated from MPCC LPN Program in 2017 or after
   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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>&amp; BIOS 2251</td>
<td>and Human Anatomy/Physiology I Lab</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

6. Complete consecutively with NURS 1401 LPN to ADN Transition and NURS 1402 LPN to ADN Transition Clinical the following courses with a "C+" or higher

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp;/Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>&amp; BIOS 2261</td>
<td>and Human Anatomy &amp;/Physiology II Lab</td>
<td></td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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. 36)

Associate Degree Nursing, ADN

Sequence of Study

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>NURS 1101</td>
<td>Critical Thinking In Nursing</td>
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<tr>
<td>NURS 1102</td>
<td>Nursing Concepts I: Adult Health N</td>
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<tr>
<td>NURS 1103</td>
<td>Clinical I</td>
<td>3.0</td>
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<tr>
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<td>Human Anatomy/Physiology I</td>
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<tr>
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<tr>
<td>NURS 1202</td>
<td>Nursing Concepts II: Family Health</td>
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<td>NURS 1203</td>
<td>Nursing Concepts III: Mental Health</td>
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<td>NURS 1501</td>
<td>Nursing Concepts IV</td>
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<td>NURS 1502</td>
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<tr>
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<td>Transition to RN Practice</td>
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<td>Concepts VI</td>
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<tr>
<td>BIOS 2460</td>
<td>Microbiology</td>
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**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.

**Associate of Applied Science Degree**

- Auto Body Technology, AAS (p. 37)

**Diploma**

- Auto Body Technology Diploma (p. 37)

**Certificate**

- Basic Auto Body Certificate (p. 38)

---

**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.

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<tr>
<td>AUTB 1110</td>
<td>Basic Metal Working</td>
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<td>AUTB 1120</td>
<td>Auto Body Painting</td>
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</tr>
<tr>
<td>AUTB 1130</td>
<td>Auto Body Hydraulics</td>
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<td>AUTB 1150</td>
<td>Auto Body Welding</td>
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<td>AUTB 1210</td>
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<td>AUTB 1220</td>
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<td>AUTB 1250</td>
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<td>Frame Repair &amp; Alignment</td>
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<td>Wheel Alignment</td>
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</tr>
<tr>
<td>AUTB 1530</td>
<td>Auto Body Mechanics</td>
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Credit Hours: **16.0**

**Third Semester**

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AUTB 1510</td>
<td>Frame Repair &amp; Alignment</td>
<td>6.0</td>
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<tr>
<td>AUTB 1520</td>
<td>Wheel Alignment</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTB 1530</td>
<td>Auto Body Mechanics</td>
<td>3.0</td>
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</table>

Credit Hours: **12.0**

Total Credit Hours: **45.0**

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**Gainful Employment Information**

http://www.mpcc.edu/financial-services/GainfulEmployment/47.0603_Auto%20Body%20Technology%20Diploma-Gedt.aspx

---

**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.

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>AUTB 1150</td>
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Credit Hours: **17.0**
Second Semester

Spring

<table>
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<td>Automotive Electrical</td>
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<td>AUTB 1240</td>
<td>Job Estimating</td>
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<td>AUTB 1250</td>
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Credit Hours 16.0

Third Semester

Summer

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<td>AUTB 1530</td>
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</table>

Credit Hours 12.0

Total Credit Hours 48.0

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.

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<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tr>
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<td>AUTO 1120</td>
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<td>AUTO 1130</td>
<td>Auto Body Hydraulics</td>
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</tr>
<tr>
<td>AUTO 1150</td>
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</table>

Total Credit Hours 17.0

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/47.0603_Basic%20Auto%20Body%20Certificate-Gedt.aspx

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

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<td>BSAD 1100</td>
<td>Personal Finance</td>
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<tr>
<td>ENGL 1040</td>
<td>Basic Technical Communications</td>
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<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
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</table>

Appropriate Business or Computer Course
Appropriate Math Course

Associate of Applied Science Degree

- Automotive Technology, AAS (p. 39)

Diplomas

- Automotive Technology Diploma (p. 39)

Certificates

- Basic Engine & Electrical Repair Certificate (p. 39)
- Transmission & Drive Line Certificate (p. 40)
- Suspension & Alignment Certificate (p. 40)
- Tune-Up Certificate (p. 40)
- Automotive Technology Certificate (p. 38)
- Customization & Restoration Certificate (p. 40)

Automotive Technology Certificate

<table>
<thead>
<tr>
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<td>AUTO 1005</td>
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<tr>
<td>AUTO 1105</td>
<td>Gas Engine Design &amp; Fund</td>
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</tr>
<tr>
<td>AUTO 1125</td>
<td>Automotive Engine Repair</td>
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</tr>
<tr>
<td>AUTO 1200</td>
<td>Automotive Suspension System</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTO 1215</td>
<td>Automotive Brake Systems</td>
<td>4.0</td>
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<tr>
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<td>Mechanics Electrical Systems</td>
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<td>AUTO 1755</td>
<td>Wheel Alignment</td>
<td>2.0</td>
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<tr>
<td>AUTO 2430</td>
<td>Air Conditioning &amp; Climate Control</td>
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</table>

Total Credit Hours 24.0

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/47.0604_Automotive%20Technology%20Certificate-Gedt.aspx
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 and 2nd year terms.

<table>
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<tr>
<td>Fall</td>
<td>AUTO 1005 Safety</td>
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<tr>
<td></td>
<td>AUTO 1170 Equipment Maintenance</td>
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<td></td>
<td>AUTO 1215 Automotive Brake Systems</td>
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<tr>
<td></td>
<td>AUTO 1500 Automotive Parts Management I</td>
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<td>AUTO 1755 Wheel Alignment</td>
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<tr>
<td></td>
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<tr>
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<td>Second Semester</td>
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<td></td>
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<tr>
<td>Spring</td>
<td>AUTO 1105 Gas Engine Design &amp; Fund</td>
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<td>AUTO 1125 Automotive Engine Repair</td>
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<td>AUTO 1230 Mechanics Electrical Systems</td>
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<td></td>
<td>AUTO 1265 Body Controls</td>
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<td></td>
<td>AUTO 1505 Automotive Parts Management II</td>
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<tr>
<td>Third Semester</td>
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</tr>
<tr>
<td>Fall</td>
<td>AUTO 1140 Applied Automotive Welding</td>
<td>2.0</td>
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<td></td>
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<td></td>
<td>AUTO 2300 Adv Electronics &amp; Computers</td>
<td>4.0</td>
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<tr>
<td></td>
<td>AUTO 2345 Engine Performance &amp; Drivability</td>
<td>3.0</td>
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<tr>
<td></td>
<td>AUTO 2350 Adv. Automotive Diagnostics</td>
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<td>Fourth Semester</td>
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<td>AUTO 2410 Standard Trans &amp; Transfer Cases</td>
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<td>AUTO 2415 Automatic Transmissions</td>
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<td>AUTO 2460 Preparing For ASE Certification</td>
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Gainful Employment Information

http://www.mpcc.edu/financial-services/GainfulEmployment/47.0604_Automotive%20Technology%20Diploma-Gedt.aspx

Automotive Technology, AAS

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Suggested Sequence of Study

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<tr>
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<td>AUTO 1200 Automotive Suspension System</td>
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<td>AUTO 1215 Automotive Brake Systems</td>
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<td>AUTO 1500 Automotive Parts Management I</td>
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<td></td>
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<tr>
<td></td>
<td>AUTO 2430 Air Conditioning &amp; Climate Control</td>
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<td>Fall</td>
<td>AUTO 1140 Applied Automotive Welding</td>
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Code | Title                                           | Credit Hours |
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Basic Engine & Electrical Repair Certificate
### Suspension & Alignment Certificate

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<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
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<td>Automotive Brake Systems</td>
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<tr>
<td>AUTO 2315</td>
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### Transmission & Drive Line Certificate

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<td>AUTO 2315</td>
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<td>AUTO 2410</td>
<td>Standard Trans &amp; Transfer Cases</td>
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</tr>
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<td>AUTO 2415</td>
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<tr>
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### Tune-Up Certificate

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<tbody>
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<td>AUTO 1005</td>
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</tr>
<tr>
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<td>AUTO 2300</td>
<td>Adv Electronics &amp; Computers</td>
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<td>AUTO 2345</td>
<td>Engine Performance &amp; Drivability</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
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</tbody>
</table>

### 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 - 45.5 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.

**Associate of Applied Science Degree**

• Building Construction Technology, AAS (p. 41)

**Diploma**

• Building Construction Technology Diploma (p. 41)

**Certificates**

• Building Construction Technology Framing & Exterior Construction Certificate (p. 42)
• Building Construction Technology Certificate (p. 42)

**Building Construction Technology, AAS**

**Suggested Sequence of Study**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td><strong>First Semester</strong></td>
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<td><strong>Fall</strong></td>
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<td>EMTL 1310</td>
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<td><strong>Credit Hours</strong></td>
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<tr>
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<tr>
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</tr>
<tr>
<td>BLDC 2160</td>
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</tr>
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<td>General Education Courses (p. 25)</td>
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<td>BLDC 1145</td>
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<td>BLDC 2225</td>
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</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tr>
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**Code**

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**Gainful Employment Information**

Building Construction Technology Framing & Exterior Construction Certificate

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<tr>
<td>BLDC 1300</td>
<td>Energy Efficiency in Residential</td>
<td>1.0</td>
</tr>
<tr>
<td>EMTL 1310</td>
<td>American Heart First Aid Plus</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>17.5</strong></td>
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</table>

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.

Associate of Applied Science Degrees
- Accounting, AAS (p. 43)
- Agribusiness, AAS (p. 44)
- Business Administration, AAS (p. 45)
- Entrepreneurship, AAS (p. 46)
- Event Management, AAS (p. 46)
- Logistics, AAS (p. 47)
- Marketing, AAS (p. 48)
- Nonprofit Management, AAS (p. 48)
- Sports and Recreation Management, AAS (p. 49)

Certificates
- Accounting Certificate (p. 50)
- Agribusiness Certificate (p. 50)
- Business Administration Certificate (p. 50)
- Entrepreneurship Certificate (p. 50)
- Events Management Certificate (p. 50)
- Business Software Specialist Certificate (p. 51)
- Leadership Certificate (p. 51)
- Logistics Certificate (p. 51)
- Nonprofit Management Certificate (p. 51)
- Sports Management Certificate (p. 51)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACCT 1010</td>
<td>Payroll Accounting</td>
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<tr>
<td>ACCT 1210</td>
<td>Principles of Accounting II</td>
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<td>ACCT 2020</td>
<td>Income Tax Acct for Individuals</td>
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<td>ACCT 2130</td>
<td>Intermediate Accounting I</td>
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<td>ACCT 2160</td>
<td>Intermediate Accounting II</td>
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<td>ACCT 2170</td>
<td>Cost Accounting</td>
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<td>AGRI 1410</td>
<td>Intro to Ag-Economics</td>
<td>3.0</td>
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<td>AGRI 1745</td>
<td>Agribusiness &amp; Food Marketing</td>
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<tr>
<td>AGRI 2040</td>
<td>Farm &amp; Ranch Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>
AGRI 2041 Farm & Ranch Management Lab 1.0
BSAD 1060 Introduction to Sports Management 3.0
BSAD 1070 Customer Service 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 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 Elementary Spanish I 5.0
SPAN 1020 Elementary 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

**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.
- 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 a 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
Agribusiness, AAS

Program Description

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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:

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<td>AGRI 1541</td>
<td>Intro to Soil Science Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>AGRI 2100</td>
<td>Animal Products</td>
<td>3.0</td>
</tr>
<tr>
<td>AGRI 2500</td>
<td>Animal Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGRI 2620</td>
<td>Intro to Pest Management</td>
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- Grain merchandisers
- Insurance agents
- Ag sales representatives
- Agribusiness office managers
- Loan officers
- Loan services

Core AGRI Electives

Select Core AGRI electives of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AGRI 1540</td>
<td>Introduction to Soil Science</td>
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<td>AGRI 1541</td>
<td>Intro to Soil Science Lab</td>
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<td>AGRI 2100</td>
<td>Animal Products</td>
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<tr>
<td>AGRI 2500</td>
<td>Animal Management</td>
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</tr>
<tr>
<td>AGRI 2620</td>
<td>Intro to Pest Management</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Mid-Plains Community College

Third Semester

Fall

AGRI 1745  Agribusiness & Food Marketing  3.0
BSAD 1100  Personal Finance  3.0
or SOCI 1000  or Human Relations: People Skills
BSAD 2210  Supervisory Management  3.0
or BSAD 2540  or Principles of Management
OFFT 2150  Integrated Information Processing  3.0-4.0
or BSAD 2510  or Business Computer Systems
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

Associate of Applied Science Degree

Business Administration Emphasis

Suggested Sequence of Study

Course Title Credit Hours

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 1100  Personal Finance  3.0
or SOCI 1000  or Human Relations: People Skills
OFFT 1070  Business English  3.0
or ENGL 1010  or English Composition I
Computer Elective (p. 42)  1.5-2.0

Credit Hours  14.5-16.5

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  Integrated Information Processing  3.0-4.0
or BSAD 2510  or Business Computer Systems
Computer Elective (p. 42)  0.0-1.5
Business Electives (p. 42)  6.0

Credit Hours  15.0-17.5

Fourth Semester

Spring

BSAD 2210  Supervisory Management  3.0
or BSAD 2540  or Principles of Management
BSAD 2745  Business Internship  5.0
ENTR 1050  Introduction to Entrepreneurship  3.0
Business Electives (p. 42)  4.0

Credit Hours  15.0

Total Credit Hours  60.0-63.0

• First-line supervisors/managers, purchasing managers, general and operations managers and purchasing agents.
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

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<tr>
<th>Course</th>
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<td>Fall</td>
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<tr>
<td>ACCT 1025</td>
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<tr>
<td>or ACCT 1200</td>
<td>Principles of Accounting I</td>
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<td>Leadership &amp; Team Development</td>
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<td>Introduction to Business</td>
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<tr>
<td>BSAD 1100</td>
<td>Personal Finance</td>
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<tr>
<td>or SOCI 1000</td>
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Second Semester

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<td>Business &amp; Professional Speaking</td>
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<td>BSAD 2210</td>
<td>Supervisory Management</td>
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<td>or BSAD 2540</td>
<td>Principles of Management</td>
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<td>ENTR 1050</td>
<td>Introduction to Entrepreneurship</td>
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<td>OFFT 2080</td>
<td>Business Math &amp; Calculators</td>
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Third Semester

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<tr>
<td>BSAD 2520</td>
<td>Principles of Marketing</td>
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<td>BSAD 2510</td>
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Fourth Semester

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<td>Credit Hours</td>
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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

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<tr>
<th>Course</th>
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<td>Fall</td>
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<tr>
<td>ACCT 1025</td>
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<td>or ACCT 1200</td>
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<td>Business Math &amp; Calculators</td>
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Second Semester

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<td>BSAD 1010</td>
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<td>BSAD 1030</td>
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<tr>
<td>BSAD 2210</td>
<td>Supervisory Management</td>
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<tr>
<td>or BSAD 2540</td>
<td>Principles of Management</td>
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<td>BSAD 1110</td>
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<td>Credit Hours</td>
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</table>
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 Business Computer Systems 3.0-4.0
or OFFT 2150 or Integrated Information Processing
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 Supervisory Management 3.0
or BSAD 2540
CSCE 2570 Desktop Publishing 3.0
CSCE 1566 or CSCE 1565 QuickBooks Desktop 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. 42) 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

Associate of Applied Science Degree
Business
Logistics Emphasis
Suggested Sequence of Study
Course Title Credit Hours

First Semester
Fall
ACCT 1025 Bookkeeping for Business
or ACCT 1200 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
or SOCI 1000 Human Relations: People Skills
WARE 1100 Introduction to Logistics 3.0
Computer Elective (p. 42) 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. 42) 1.0-1.5
Business Elective (p. 42) 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>Fall</td>
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<tr>
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<td>BSAD 1050</td>
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<td>BSAD 1100 or SOCI 1000</td>
<td>Personal Finance or Human Relations: People Skills</td>
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<td>BSAD 2520</td>
<td>Principles of Marketing</td>
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<td>Computer Elective (p. 42)</td>
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<td>BSAD 1010</td>
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<td>Business &amp; Professional Speaking</td>
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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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td><strong>First Semester</strong></td>
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<td>Fall</td>
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<td>or ACCT 1200</td>
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<td>BSAD 1000</td>
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<tr>
<td>Fall</td>
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<td>BSAD 2110</td>
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<td></td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td>17.0</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td>62.5-64.5</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>Fall</td>
<td></td>
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</tr>
<tr>
<td>ACCT 1025</td>
<td>Bookkeeping for Business</td>
<td>3.0</td>
</tr>
<tr>
<td>or ACCT 1200</td>
<td>or Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>BSAD 1000</td>
<td>Leadership &amp; Team Development</td>
<td>1.5</td>
</tr>
<tr>
<td>BSAD 1050</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 1060</td>
<td>Introduction to Sports Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 1100</td>
<td>Personal Finance</td>
<td>3.0</td>
</tr>
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<td>PHED Approved PHED Elective(s)</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Spring</td>
<td></td>
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<tr>
<td>BSAD 1010</td>
<td>Personal/Professional Development</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 1030</td>
<td>Business &amp; Professional Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2080</td>
<td>Event Marketing/Sponsorship</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2080</td>
<td>Business Math &amp; Calculators</td>
<td>3.0</td>
</tr>
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<td>PHED Approved PHED Elective(s)</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>Fall</td>
<td></td>
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<tr>
<td>BSAD 2070</td>
<td>Risk Management for Events &amp; Sports</td>
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<tr>
<td>BSAD 2060</td>
<td>Intro Sports Facilities Management</td>
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<tr>
<td>BSAD 2250</td>
<td>Business Communications</td>
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</table>
Accounting Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSAD 2510</td>
<td>Business Computer Systems or OFFT 2150</td>
<td>3.0-4.0</td>
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Select one of the following:

- SOCI 2150 Issues of Unity & Diversity
- Approved SOCI Course

Credit Hours: 15.0-16.0

Fourth Semester

Spring

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSAD 2540</td>
<td>Principles of Management or Supervisory Management</td>
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<tr>
<td>BSAD 2745</td>
<td>Business Internship</td>
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</tr>
<tr>
<td>Business Electives (p. 42)</td>
<td></td>
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Total Credit Hours: 61.5-62.5

Core PHED electives from which to select:

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>PHED 1600</td>
<td>Sports Officiating</td>
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<td>PHED 1750</td>
<td>Intro to Phys Educ</td>
<td>3.0</td>
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<tr>
<td>PHED 1810</td>
<td>Drugs &amp; Sports</td>
<td>2.0</td>
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Accounting Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1200</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACCT 1210</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ACCT 2130</td>
<td>Intermediate Accounting I</td>
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<tr>
<td>ACCT 2170</td>
<td>Cost Accounting</td>
<td>3.0</td>
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</table>

Electives

Select two of the following:

- ACCT 1010 Payroll Accounting
- ACCT 1025 Bookkeeping for Business
- ACCT 2020 Income Tax Acct for Individuals
- CSCE 1565 QuickBooks
  or CSCE 1566 QuickBooks Desktop

Total Credit Hours: 16.0-18.0

Gainful Employment Information


Business Administration Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1025</td>
<td>Bookkeeping for Business or ACCT 1200</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>BSAD 2210</td>
<td>Supervisory Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2520</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2540</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2550</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ENTR 1050</td>
<td>Introduction to Entrepreneurship</td>
<td>3.0</td>
</tr>
<tr>
<td>ENTR 2040</td>
<td>Entrepreneurship Feasibility Study</td>
<td>3.0</td>
</tr>
<tr>
<td>ENTR 2090</td>
<td>Entrepreneurship Business Plan</td>
<td>3.0</td>
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</table>

Total Credit Hours: 18.0-19.0

Gainful Employment Information


Entrepreneurship Certificate

<table>
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<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1025</td>
<td>Bookkeeping for Business or ACCT 1200</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>BSAD 2210</td>
<td>Supervisory Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2520</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
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<td>BSAD 2540</td>
<td>Principles of Management</td>
<td>3.0</td>
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<tr>
<td>BSAD 2550</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ENTR 1050</td>
<td>Introduction to Entrepreneurship</td>
<td>3.0</td>
</tr>
<tr>
<td>ENTR 2040</td>
<td>Entrepreneurship Feasibility Study</td>
<td>3.0</td>
</tr>
<tr>
<td>ENTR 2090</td>
<td>Entrepreneurship Business Plan</td>
<td>3.0</td>
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</tbody>
</table>

Total Credit Hours: 18.0

Gainful Employment Information


Agribusiness Certificate

<table>
<thead>
<tr>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 1410</td>
<td>Intro to Ag-Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>AGRI 1745</td>
<td>Agribusiness &amp; Food Marketing</td>
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</tr>
<tr>
<td>AGRI 2040</td>
<td>Farm &amp; Ranch Management</td>
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<tr>
<td>AGRI 2041</td>
<td>Farm &amp; Ranch Management Lab</td>
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<td>ACCT 1025</td>
<td>Bookkeeping for Business or ACCT 1200</td>
<td>Principles of Accounting I</td>
</tr>
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<td>BSAD 2210</td>
<td>Supervisory Management</td>
<td>3.0</td>
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<td>BSAD 2300</td>
<td>Principles of Management</td>
<td>3.0</td>
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<tr>
<td>OFFT 2150</td>
<td>Integrated Information Processing</td>
<td>3.0-4.0</td>
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</table>

Total Credit Hours: 19.0-20.0

Events Management Certificate

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BSAD 1110</td>
<td>Introduction to Events Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2070</td>
<td>Risk Management for Events &amp; Sports</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2080</td>
<td>Event Marketing/Sponsorship</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2350</td>
<td>Advertising</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Elective Selected with Division Advisor

Total Credit Hours: 3.0

Gainful Employment Information


Gainful Employment Information


Gainful Employment Information


Gainful Employment Information

BSAD 2745  Business Internship  5.0
Total Credit Hours  17.0

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/52.0201_Events%20Management%20Certificate%2c

Business Software Specialist Certificate

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>BSAD 1070</td>
<td>Customer Service</td>
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</tr>
<tr>
<td>OFFT 1330</td>
<td>MOS Cert MS Access</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT 1340</td>
<td>MOS Certification: PowerPoint</td>
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</tr>
<tr>
<td>OFFT 2150</td>
<td>Integrated Information Processing</td>
<td>3.0-4.0</td>
</tr>
<tr>
<td>or BSAD 2510</td>
<td>Business Computer Systems</td>
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<tr>
<td>OFFT 2170</td>
<td>MS Office Integration</td>
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Total Credit Hours  11.0-12.0

Leadership Certificate

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

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/52.0201_Leadership%20Certificate-Gedt.aspx

Logistics Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>WARE 1100</td>
<td>Introduction to Logistics</td>
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<tr>
<td>WARE 1200</td>
<td>Global Logistics</td>
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<tr>
<td>WARE 1250</td>
<td>Transportation Logistics</td>
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</tr>
<tr>
<td>WARE 2150</td>
<td>Supply Chain Management</td>
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</table>

Total Credit Hours  15.0

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/52.0201_Events%20Management%20Certificate%2c

Nonprofit Management Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSAD 1120</td>
<td>Social Issues/Nonprofit Sector</td>
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<tr>
<td>BSAD 2110</td>
<td>Non-profit Management &amp; Leadership</td>
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</tr>
<tr>
<td>BSAD 2120</td>
<td>Fundraising for a Cause</td>
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</tr>
<tr>
<td>CSCE 1565</td>
<td>QuickBooks</td>
<td>2.0-3.0</td>
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<tr>
<td>or CSCE 1566</td>
<td>QuickBooks Desktop</td>
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<tr>
<td>Electives*</td>
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</table>
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>BSAD 1060</td>
<td>Introduction to Sports Management</td>
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<td>BSAD 2060</td>
<td>Intro Sports Facilities Management</td>
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</tr>
<tr>
<td>BSAD 2070</td>
<td>Risk Management for Events &amp; Sports</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 2080</td>
<td>Event Marketing/Sponsorship</td>
<td>3.0</td>
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<tr>
<td>or BSAD 2350</td>
<td>Advertising</td>
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<tr>
<td>BSAD 2745</td>
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</table>
Total Credit Hours  17.0

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/52.0201_Events%20Management%20Certificate%2c

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.

Associate of Applied Science Degrees

- Business Office Technology, Administrative Assistant Emphasis, AAS (p. 52)
- Business Office Technology, Legal Emphasis, AAS (p. 53)
- Business Office Technology, Medical Emphasis, AAS (p. 53)

Diploma

- Business Technology Diploma (p. 54)

Certificates

- Medical (p. 55) Transcriptionist Certificate
- Legal Office Technology Certificate
- Medical Billing and Coding Certificate (p. 55)
- Medical Office Technology Certificate (p. 55)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
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</tr>
<tr>
<td>ACCT 1025 or ACCT 1200</td>
<td>Bookkeeping for Business or Principles of Accounting I</td>
<td>3.0</td>
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<tr>
<td>OFFT 1070</td>
<td>Business English</td>
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<td>OFFT 1160</td>
<td>Input Keyboard Technology II</td>
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<tr>
<td>OFFT 2050</td>
<td>Records Management</td>
<td>3.0</td>
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<tr>
<td>Electives (CSCE, OFFT, BSAD or INFO)</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Spring</td>
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<td>ACCT 1200 or ACCT 1210</td>
<td>Principles of Accounting I or Principles of Accounting II</td>
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<tr>
<td>OFFT 2150 or BSAD 2510</td>
<td>Integrated Information Processing or Business Computer Systems</td>
<td>3.0-4.0</td>
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<td>BSAD 1010</td>
<td>Personal/Professional Development</td>
<td>3.0</td>
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<tr>
<td>OFFT 2270</td>
<td>Transcription/Voice Activation</td>
<td>3.0</td>
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<tr>
<td>BSAD 1030</td>
<td>Business &amp; Professional Speaking</td>
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<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
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<td><strong>Third Semester</strong></td>
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<td>15.0-16.0</td>
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<tr>
<td>Fall</td>
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<tr>
<td>CSCE 2570</td>
<td>Desktop Publishing</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2080</td>
<td>Business Math &amp; Calculators</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 1000</td>
<td>Human Relations: People Skills</td>
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<td><strong>Credit Hours</strong></td>
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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

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:
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT 1070</td>
<td>Business English</td>
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<td>Input Keyboard Technology II</td>
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</tr>
<tr>
<td>OFFT 2050</td>
<td>Records Management</td>
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<tr>
<td>OFFT 2080</td>
<td>Business Math &amp; Calculators</td>
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<td>OFFT 2150</td>
<td>Integrated Information Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>or BSAD 2510</td>
<td>or Business Computer Systems</td>
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</tr>
<tr>
<td>Electives (OFFT, BSAD, CSCE, or INFO)</td>
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Credit Hours: 15.0

Second Semester

<table>
<thead>
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<tbody>
<tr>
<td>BSAD 2250</td>
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<tr>
<td>OFFT 2170</td>
<td>MS Office Integration</td>
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</tr>
<tr>
<td>OFFT 2270</td>
<td>Transcription/Voice Activation</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2350</td>
<td>Administrative Proc &amp; Mgmt</td>
<td>3.0</td>
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<td>Electives (OFFT, BSAD, CSCE, or INFO)</td>
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</table>

Credit Hours: 18.0

Total Credit Hours: 36.0-37.0

* This diploma may span two or more semesters

Gainful Employment Information


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.

<table>
<thead>
<tr>
<th>Code</th>
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<th>Credit Hours</th>
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<tbody>
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<tr>
<td>OFFT 1070</td>
<td>Business English</td>
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</tr>
<tr>
<td>OFFT 2170</td>
<td>MS Office Integration</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2440</td>
<td>Legal Terminology/Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2450</td>
<td>Legal Office Procedures I</td>
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</tr>
<tr>
<td>OFFT 2460</td>
<td>Legal Office Procedures II</td>
<td>3.0</td>
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</tbody>
</table>

Total Credit Hours: 18.0

* This certificate may span two or more semesters
Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/52.0401_Legal%20Office%20Technology
%20Certificate-Gedt.aspx

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.

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<tbody>
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<td>OFFT 2500</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>OFFT 2520</td>
<td>Coding I</td>
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</tr>
<tr>
<td>OFFT 2550</td>
<td>Computerized Med Office Proc</td>
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</tr>
<tr>
<td>OFFT 2560</td>
<td>Coding II</td>
<td>3.0</td>
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<tr>
<td>OFFT 2570</td>
<td>Medical Billing &amp; Reimbursement</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT 1025</td>
<td>Bookkeeping for Business</td>
<td>3.0</td>
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<tr>
<td>or ACCT 1200</td>
<td>Principles of Accounting I</td>
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</table>

Total Credit Hours 18.0

* This certificate may span two or more semesters

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/52.0401_Medical%20Billing%20and%20Coding
%20Certificate-Gedt.aspx

Medical Office Technology Certificate

<table>
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<tr>
<td>OFFT 1160</td>
<td>Input Keyboard Technology II</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2050</td>
<td>Records Management</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2270</td>
<td>Transcription/Voice Activation</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2500</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2550</td>
<td>Computerized Med Office Proc</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2150</td>
<td>Integrated Information Processing</td>
<td>3.0-4.0</td>
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<tr>
<td>or BSAD 2510</td>
<td>Business Computer Systems</td>
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<tr>
<td>OFFT 2520</td>
<td>Coding I</td>
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<td></td>
</tr>
<tr>
<td>ACCT 1200</td>
<td>Principles of Accounting I</td>
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</tbody>
</table>

Total Credit Hours 24.0-25.0

* This certificate may span two or more semesters

Gainful Employment Information
http://www.mpcc.edu/financial-services/
GainfulEmployment/52.0401_Medical%20Office%20Technology
%20Certificate-Gedt.aspx

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 to determine admission into the Dental Assisting Program. Accuplacer test scores must meet the criteria of: Arithmetic 52, Reading 74 and Sentence Skills 84 or NEXT-GEN Accuplacer test scores of: Arithmetic 255, Reading 258, and Writing, 258.
• 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.

Associate of Applied Science Degree
• Dental Assisting, AAS (p. 56)

Diploma
• Dental Assisting Diploma (p. 56)

Dental Assisting Diploma

Suggested Sequence of Study

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>Fall</td>
<td></td>
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</tr>
<tr>
<td>DENT 1100</td>
<td>Head &amp; Neck Anatomy</td>
<td>2.0</td>
</tr>
<tr>
<td>DENT 1110</td>
<td>Dental Assisting Concepts</td>
<td>5.0</td>
</tr>
<tr>
<td>DENT 1120</td>
<td>Dental Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>DENT 1130</td>
<td>Dental Science</td>
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<table>
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<tr>
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<tr>
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</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENT 1220</td>
<td>Dental Asst. Clinical Practice I</td>
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</tr>
<tr>
<td>DENT 1230</td>
<td>Prevention &amp; Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>DENT 1250</td>
<td>Dental Radiology</td>
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<td>DENT 1260</td>
<td>Dental Assisting Procedures</td>
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</tr>
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<td>DENT 1270</td>
<td>Pharmacology &amp; Med Emergencies</td>
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<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
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<tr>
<td>DENT 1510</td>
<td>Dental Assisting Seminar</td>
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<tr>
<td>DENT 1520</td>
<td>Dental Asst. Clinical Practice II</td>
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<tr>
<td></td>
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<td>Total Credit Hours</td>
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</table>

Gainful Employment Information

Dental Assisting, AAS

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<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
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</tr>
<tr>
<td>DENT 1100</td>
<td>Head &amp; Neck Anatomy</td>
<td>2.0</td>
</tr>
<tr>
<td>DENT 1110</td>
<td>Dental Assisting Concepts</td>
<td>5.0</td>
</tr>
<tr>
<td>DENT 1120</td>
<td>Dental Materials</td>
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<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
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<table>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Second Semester</strong></td>
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<td></td>
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<tr>
<td>Spring</td>
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<tr>
<td>DENT 1220</td>
<td>Dental Asst. Clinical Practice I</td>
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<tr>
<td>DENT 1230</td>
<td>Prevention &amp; Nutrition</td>
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<td>DENT 1250</td>
<td>Dental Radiology</td>
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<td>Dental Assisting Procedures</td>
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<td>DENT 1270</td>
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<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Third Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
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<tr>
<td>DENT 1510</td>
<td>Dental Assisting Seminar</td>
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<td>DENT 1520</td>
<td>Dental Asst. Clinical Practice II</td>
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<td>6.0</td>
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<tr>
<td></td>
<td>Total Credit Hours</td>
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</tbody>
</table>

Gainful Employment Information
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.

DSLT 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

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<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
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</table>

Appropriate Business or Computer Course
Appropriate Math Course

Associate of Applied Science Degree
• Diesel Technology, AAS (p. 58)

Diploma
• Diesel Technology Diploma (p. 57)

Certificates
• Basic Engine & Electrical Certificate (p. 57)
• Power Train Certificate (p. 58)
• Fuel Systems Certificate (p. 58)

Basic Engine & Electrical Certificate

<table>
<thead>
<tr>
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<th>Title</th>
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<tr>
<td>DSLT 1005</td>
<td>Safety</td>
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<td>HD Engine Systems Reconditioning</td>
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</tr>
<tr>
<td>DSLT 1170</td>
<td>Equipment Maintenance</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
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<tr>
<td>Fall</td>
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<tr>
<td>DSLT 1005</td>
<td>Safety</td>
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<td>DSLT 1100</td>
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<td>DSLT 1115</td>
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<tr>
<td>DSLT 1130</td>
<td>Mechanics Electrical</td>
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<tr>
<td>DSLT 1170</td>
<td>Equipment Maintenance</td>
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<tr>
<td>Credit Hours</td>
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<td>14.0</td>
</tr>
<tr>
<td>Second Semester</td>
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<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
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</tr>
<tr>
<td>DSLT 1200</td>
<td>Powertrain Repair</td>
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<td>DSLT 1215</td>
<td>Mechanical Hydraulic Systems</td>
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<td>DSLT 1230</td>
<td>Mechanics Air Conditioning</td>
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<td>DSLT 1250</td>
<td>Applied Welding for Prime Movers</td>
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<tr>
<td>DSLT 1270</td>
<td>Hydraulic &amp; Anti-lock Brakes</td>
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<tr>
<td>Fall</td>
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<td>Fuel Systems &amp; Maintenance</td>
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Gainful Employment Information
http://www.mpcc.edu/financial-services/GainfulEmployment/47.0605_Diesel%20Technology%20Diploma-Gedt.aspx

Diesel Technology, AAS
Suggested Sequence of Study

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<td>Hydraulic &amp; Anti-lock Brakes</td>
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<td>Fuel Systems &amp; Maintenance</td>
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<tr>
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Total Credit Hours: 71.0

Fuel Systems Certificate

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<tr>
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<td>Preventive Maintenance</td>
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<tr>
<td>DSLT 2300</td>
<td>Fuel Systems &amp; Maintenance</td>
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<td>DSLT 2360</td>
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<td>DSLT 2440</td>
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Total Credit Hours: 15.0

Power Train Certificate

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<td>DSLT 1005</td>
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<tr>
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<td>DSLT 1215</td>
<td>Mechanical Hydraulic Systems</td>
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<td>Mechanics Air Conditioning</td>
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<tr>
<td>DSLT 1250</td>
<td>Applied Welding for Prime Movers</td>
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<tr>
<td>DSLT 1270</td>
<td>Hydraulic &amp; Anti-lock Brakes</td>
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</table>

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 exclude 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 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.

**Certificate**

- Early Childhood Education Certificate (p. 59)

**Early Childhood Education Certificate**

<table>
<thead>
<tr>
<th>Code</th>
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<td>FACS 1600</td>
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Select two of the following courses:
Select two of the following courses: 6.0

**Early Childhood Education Diploma**

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<tr>
<td>ECED 1220</td>
<td>Pre-Practicum</td>
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**Growth and Development**

Select two of the following courses: 6.0

- FACS 1110 Infant Toddler Development
- FACS 1120 Child Development
- FACS 1600 Human Development

**Curriculum Planning**

Select two of the following courses: 6.0

- ECED 1050 Expressive Arts
- ECED 1150 Intro. to Early Childhood Education
- ECED 1160 Early Language and Literacy
- ECED 2060 Early Childhood Curriculum Planning
- FACS 2070 Family & Community Relationships

**Practicum**

Select one of the following: 1.0

- ECED 1610 Infant Practicum
- ECED 1620 Toddler Practicum
- ECED 1630 Preschool Age Practicum
- ECED 1640 School Age Practicum

**Associate of Applied Science Degree**

- Early Childhood Education, AAS (p. 60)
Early Childhood Education, AAS

Suggested Sequence of Study

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tr>
<td>Fall</td>
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<tr>
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<td>ECED 1630</td>
<td>Preschool Age Practicum or ECED 1640</td>
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<td>ECED 2960</td>
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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.

Associate of Applied Science Degree

• Electrical Technology, AAS (p. 61)

Diploma

• Electrical Technology Diploma (p. 60)

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  
**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:  
ELTR 1370 | Industrial Controls | 10.0  
& ELTR 1560 | 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. 25) |  | 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.

**Gainful Employment Information**
http://www.mpcc.edu/financial-services/  
GainfulEmployment/S1.0904_Emergency%20Medical%20Services%20Diploma-Gedt.aspx

**Electrical Automation Control**

**Program Description**
The Electrical Automation Control Program is designed specifically for those in the field.

By enrolling in this program, students will be looking to further their careers in manufacturing. This program will be offered in a hybrid format. Lecture would take place during the week online utilizing the college’s learning management system. Students would come to campus in North Platte on Fridays for the lab portion of the courses.

**Career Opportunities**
Potential career areas for graduates include advanced positions in manufacturing facilities such as Electronics Technicians, Electromechanical Technician, Instrument and Control Technicians, Maintenance Technicians, Control and Valve Installers and Repairs, and Industrial Machine Mechanics.

**Associate of Applied Science Degree**
• Electrical Automation Control, AAS (p. 61)

**Electrical Automation Control, AAS**

**Suggested Sequence of Study**

Cost | Title | Credit Hours
--- | --- | ---
**First Semester**  
Fall  
ELTR 1610 | Electrical Theory and Safety | 4.0  
ELTR 1620 | Electronics | 4.0  
INFO 1050 | Networking Essentials | 3.0  
General Education Course (p. 25) |  | 3.0  
Credit Hours |  | 14.0  
**Second Semester**  
Spring  
ELTR 1650 | Schematics | 1.0  
ELTR 1660 | Motor Control | 4.0  

listed General Education courses:

A Diploma is awarded for successful completion of the Paramedic program and the additional specialized advanced emergency coursework of the Paramedic program.

An Associate of Applied Science in EMS Degree is awarded upon completion of all course requirements are successfully completed, students are eligible to sit for the National Registry Paramedic cognitive and psychomotor exams.

An accelerated version of paramedic training is also available. This training consolidates the didactic training into 12 weeks. Students attend class on location at McCook Community College for 40 hours each week. Upon successful completion of didactic requirements, students progress to clinical and field practicums and will complete a minimum of 230 hours in a Clinical (hospital) environment and 300 hours of Field internship. When all course requirements are completed, students are eligible to sit for the National Registry cognitive and psychomotor exams.

Accelerated paramedic students have one year to complete all program requirements.

MPCC continues to offer both traditional and accelerated Paramedic training in order to meet the ongoing needs and demands of the Emergency Medical Services profession.

### Admission Requirements

Applicants must have a completed file for acceptance into the Accelerated Paramedic Program. Please read and comply with the following admission requirements:

- Fulfill MPCC General Admission Requirements. The Paramedic program does not require ACT, Compass or AccuPlacer. AccuPlacer may be required to complete A.A.S. degree requirements.
- Complete an online application to MPCC as a degree seeking student. Specify interest in the Accelerated Paramedic program.
- Submit official high school transcript or GED.
- Submit official college or university transcripts.
- Complete one of the following courses with a C+ or higher:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 1100</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.0</td>
</tr>
</tbody>
</table>

- Current state EMT license or current National Registry EMT certification in good standing.
- Contact Program Director to discuss program requirements.
- Place a $500 deposit to reserve your seat (Accelerated Program only).
- Must speak and understand the English language in order to communicate effectively with Program faculty, patients, and staff at clinical and field sites.

### 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. In addition to providing initial emergency treatment, the emerging roles and responsibilities of the Paramedic also include public education, health promotion and participation in injury and illness prevention programs.

The course of study is designed to enhance all facets of the Paramedic's scope of practice. A Diploma is awarded upon completion of all specialized advanced emergency coursework of the Paramedic program. An Associate of Applied Science in EMS Degree is awarded upon successful completion of the Paramedic program and the additional listed General Education courses:

<table>
<thead>
<tr>
<th>Code</th>
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<th>Credit Hours</th>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
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### Course of Study

The course of study is designed to enhance all facets of the Paramedic's scope of practice. A Diploma is awarded upon completion of all specialized advanced emergency coursework of the Paramedic program. An Associate of Applied Science in EMS Degree is awarded upon successful completion of the Paramedic program and the additional listed General Education courses:

<table>
<thead>
<tr>
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<td>Programmable Logic Controllers I</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

#### Third Semester

**Summer**

| ELTR 1690 | Automation Control Internship | 5.0          |
| **Total Credit Hours** | 5.0          |

#### Fourth Semester

**Fall**

| ELTR 2620 | Programmable Logic Controllers II | 4.0          |
| ELTR 2630 | Human Machine Interface I         | 2.0          |
| ELTR 2640 | Motion Control                    | 3.0          |
| INFO 1180 | Intro to Programming (Python)     | 3.0          |
| General Education Course (p. 25) | 3.0          |
| **Total Credit Hours** | 11.0          |

#### Fifth Semester

**Spring**

| ELTR 2670 | Programmable Logic Controllers III | 4.0         |
| ELTR 2680 | Human Machine Interface II         | 2.0          |
| DSLT 2690 | Pneumatic & Hydraulic Fundamentals | 2.0          |
| General Education Course (p. 25) | 3.0          |
| **Total Credit Hours** | 11.0          |

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 1100</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>Any BSAD or CSCE Course</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

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 one full Saturday per month over a 15-month period. Following completion of the didactic training, students have 12 months to complete their clinical and field training at arranged hospitals and field agencies. Students will complete a minimum of 230 hours in a Clinical (hospital) environment and 300 hours of Field internship. When all course requirements are successfully completed, students are eligible to sit for the National Registry Paramedic cognitive and psychomotor exams.

An accelerated version of paramedic training is also available. This training consolidates the didactic training into 12 weeks. Students attend class on location at McCook Community College for 40 hours each week. Upon successful completion of didactic requirements, students progress to clinical and field practicums and will complete a minimum of 230 hours in a Clinical (hospital) environment and 300 hours of Field internship. When all course requirements are completed, students are eligible to sit for the National Registry cognitive and psychomotor exams.

Accelerated paramedic students have one year to complete all program requirements.

MPCC continues to offer both traditional and accelerated Paramedic training in order to meet the ongoing needs and demands of the Emergency Medical Services profession.

### Admission Requirements

Applicants must have a completed file for acceptance into the Accelerated Paramedic Program. Please read and comply with the following admission requirements:

- Fulfill MPCC General Admission Requirements. The Paramedic program does not require ACT, Compass or AccuPlacer. AccuPlacer may be required to complete A.A.S. degree requirements.
- Complete an online application to MPCC as a degree seeking student. Specify interest in the Accelerated Paramedic program.
- Submit official high school transcript or GED.
- Submit official college or university transcripts.
- Complete one of the following courses with a C+ or higher:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 1100</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.0</td>
</tr>
</tbody>
</table>

- Current state EMT license or current National Registry EMT certification in good standing.
- Contact Program Director to discuss program requirements.
- Place a $500 deposit to reserve your seat (Accelerated Program only).
- Must speak and understand the English language in order to communicate effectively with Program faculty, patients, and staff at clinical and field sites.
Due by First Day of Class

The following must be completed prior to beginning the program:

- Immunizations must be current (refer to "immunization requirements" link). Instructions for submitting immunization information will be provided in your post-acceptance welcome package.
- Current American Heart Association BLS CPR card.
- A comprehensive criminal background check. You are responsible for the cost of this investigation, completed by a vendor chosen by MPCC. Instructions will be provided in your post-acceptance welcome package.
- Based on the outcome of the background check, a student may be prevented from entering the program due to inability to place at clinical/field sites. Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring National Registry certification and/or a State license. Please contact National Registry or your State Office of EMS with questions.
- Certificates of completion for NIMS 100 and NIMS 700 courses. National Incident Management System courses available through www.fema.gov (http://www.fema.gov)

Progression in Program

All Paramedic students must maintain a test and quiz average of 80% to be eligible to take the comprehensive final exam and participate in final skills testing. Students must score 80% or higher on the comprehensive course final and pass all skill stations in order to progress to clinical rotations.

Students must complete all hourly requirements and all performance requirements for both clinical and field practicums. A performance evaluation will be completed at the end of every clinical and field shift. Students must maintain an 80% for successful completion of both clinical and field practicums.

Program Objectives

- Students will learn and demonstrate the ability to provide care within the scope of practice as set forth by the national objectives and guidelines.
- Students will use effective communications skills appropriate to EMS.
- Students will demonstrate critical thinking and reasoning skills.
- Students will be prepared to pass the National Registry Exam.

Career Opportunities

Employment opportunities include hospital emergency rooms, private ambulance services, salaried fire and EMS departments, television and movie sets, offshore oil rigs, and private contracting overseas. Fire Departments are one of the major employers of paramedics. A degree is essential for advancement and financial compensation in most fire departments; some states now require an Associate’s degree for employment.

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
Suite #111-312
Rowlett, TX 75088

Associate of Applied Science Degree

- Emergency Medical Services, AAS (p. 64)

Diploma

- Emergency Medical Services Diploma (p. 63)

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:

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

EMT Program Courses

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

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

Clinical & Field Practicum

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL 2760</td>
<td>Clinical Practicum I</td>
<td>2.0</td>
</tr>
<tr>
<td>EMTL 2770</td>
<td>Clinical Practicum II</td>
<td>3.0</td>
</tr>
<tr>
<td>EMTL 2780</td>
<td>Field Practicum I</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Emergency Medical Services, AAS

Prerequisite Courses
These courses are required for acceptance to paramedic program:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL 1520</td>
<td>Emergency Medical Technician(EMT) I</td>
<td>4.0</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMTL 1530</td>
<td>Emergency Med Technician (EMT) II</td>
<td>4.0</td>
</tr>
<tr>
<td>National Registry EMT Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State EMT License</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMTL 1110</td>
<td>American Heart BLS Provider</td>
<td>1.0</td>
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<tr>
<td>Current AHA Certification</td>
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</table>

Total Credit Hours 8.5

EMT Program Courses

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL 2760</td>
<td>Clinical Practicum I</td>
<td>2.0</td>
</tr>
<tr>
<td>EMTL 2770</td>
<td>Clinical Practicum II</td>
<td>3.0</td>
</tr>
<tr>
<td>EMTL 2780</td>
<td>Field Practicum I</td>
<td>2.0</td>
</tr>
<tr>
<td>EMTL 2790</td>
<td>Field Practicum II</td>
<td>3.0</td>
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</table>

Total Credit Hours 10.0

General Education Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOS 1100</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>or SOCI 1010</td>
<td>Intro to Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Business or Computer Course 3.0

Total Credit Hours 15.0

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.

Associate of Applied Science Degree
• Fire Science Technology, AAS (p. 65)

Diploma
• Fire Science Technology Diploma (p. 65)

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

Gainful Employment Information

Fire Science Technology, AAS

Suggested Sequence of Study
Refer to Semester Schedule for Course Offerings

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMTL 1520</td>
<td>Emergency Medical Technician(EMT) I</td>
<td>4.0</td>
</tr>
<tr>
<td>FRST 1511</td>
<td>Firefighter I/Hazmat Operations</td>
<td>5.0</td>
</tr>
<tr>
<td>FRST 1650</td>
<td>Principles of Emergency Services</td>
<td>4.0</td>
</tr>
<tr>
<td>FRST 1670</td>
<td>Prin Fire Emergency Service Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>General Education Course (p. 25)</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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<td><strong>19.0</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMTL 1530</td>
<td>Emergency Med Technician (EMT) II</td>
<td>4.0</td>
</tr>
<tr>
<td>FRST 1300</td>
<td>Strategy &amp; Tactics</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 1770</td>
<td>Fire Apparatus Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>FRST 1900</td>
<td>Fire Behavior &amp; Combustion</td>
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<tr>
<td>General Education Courses (p. 25)</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>FRST 1220</td>
<td>Fire Prevention</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 1610</td>
<td>Fire Investigation I</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 1660</td>
<td>Prin of Fire &amp; Emergency Service Ad</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 2000</td>
<td>Rescue I</td>
<td>2.0</td>
</tr>
<tr>
<td>General Education Course (p. 25)</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>17.0</strong></td>
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<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRST 1420</td>
<td>Fire Protection Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 1640</td>
<td>Fire Investigation II</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 1700</td>
<td>Wild Land Firefighting</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 1980</td>
<td>Building Construction for Fire Prev</td>
<td>3.0</td>
</tr>
<tr>
<td>FRST 2010</td>
<td>Rescue II</td>
<td>2.0</td>
</tr>
<tr>
<td>General Education Course (p. 25)</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td></td>
<td><strong>15.0</strong></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td><strong>68.0</strong></td>
</tr>
</tbody>
</table>

Code | Title                                           | Credit Hours |
-----|-------------------------------------------------|--------------|
Total Fire Science Technology Courses | | 53.0 |
General Education Courses (p. 25) | | 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.

Graphic design courses include a blend of design theory with software skills as students create visual solutions for print and multimedia applications, such as video, animation, and web design for a variety of target audiences. The program also integrates graphic design skills with business skills. Information from these two areas prepares students for design work in the business world. Students participate in an internship.
and complete the program with the development of their own personal brand and portfolio.

Another important focus of the program is to encourage students to take responsibility for their own learning. Technology and software programs are constantly changing. Individuals who choose graphic design as a career need to develop a desire and attitude for lifelong learning to remain up-to-date with technology and continuously 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

Associate of Applied Science Degree
- Graphic Design/Visual Communications, AAS (p. 66)

Diploma
- Graphic Design/Visual Communications Diploma (p. 66)

Certificates
- Print Design Certificate (p. 67)
- Multimedia Design Certificate (p. 67)
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. 25) 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDVC 1400</td>
<td>Introduction to Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 1500</td>
<td>Digital Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 1550</td>
<td>Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 2400</td>
<td>Multimedia</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 2450</td>
<td>3-D &amp; Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 2600</td>
<td>Portfolio</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Credit Hours 18.0

Gainful Employment Information

Print Design Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDVC 1400</td>
<td>Introduction to Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 1450</td>
<td>Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 1500</td>
<td>Digital Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 1550</td>
<td>Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 1600</td>
<td>Publication and Book Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDVC 2600</td>
<td>Portfolio</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Credit Hours 18.0

Gainful Employment Information

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.

Associate of Applied Science Degree
- Heating, Ventilation, Air Conditioning and Refrigeration Technology, AAS (p. 69)

Diploma
- Heating, Ventilation, Air Conditioning and Refrigeration Technology Diploma (p. 68)

Certificates
- Heating, Ventilation, Air Conditioning and Refrigeration Technology Air Conditioning Certificate (p. 67)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology Furnace Certificate (p. 68)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology Heat Pump Certificate (p. 68)

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 specialty area by completing the following required 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.

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

Gainful Employment Information
http://www.mpcc.edu/financial-services/GainfulEmployment/47.0201_Heating%2c%20Ventilation%2c%20Air%20Conditioning%20and%20Refrigeration%20Technology%20Diploma-Gedt.aspx

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.

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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td><strong>Fall</strong></td>
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<td>HVAC 1005</td>
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<tr>
<td>HVAC 1315</td>
<td>Electrical Theory</td>
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<td>Electrical Applications Lab</td>
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<td>HVAC 1330</td>
<td>Sheetmetal Installation</td>
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<td>HVAC 1340</td>
<td>Furnace Fundamentals</td>
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<td>Furnace Fundamentals Lab</td>
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<tr>
<td>HVAC 1360</td>
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<tr>
<td>EMTL 1310</td>
<td>American Heart First Aid Plus</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC 1410</td>
<td>A/C Cycle Theory</td>
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<tr>
<td>HVAC 1425</td>
<td>A/C Cycle Lab</td>
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<td>HVAC 1435</td>
<td>A/C Controls Theory</td>
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<td>A/C Controls Lab</td>
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<td>HVAC 1445</td>
<td>A/C Apps Refrigerant/Rec</td>
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<td>A/C Applications Lab</td>
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<td>HVAC 1475</td>
<td>Heat Pumps Theory</td>
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<td>HVAC 1480</td>
<td>Heat Pumps Lab</td>
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<td><strong>Summer</strong></td>
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<td>Select one of the following internship courses:</td>
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<tr>
<td>HVAC 1490</td>
<td>Internship</td>
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<tr>
<td>HVAC 1500 &amp; HVAC 1510</td>
<td>Comm Refrigeration Elec Mechanical and Comm Refrigeration Elec Mech Lab</td>
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<td><strong>Credit Hours</strong></td>
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<td>General Education Requirements (p. 25)</td>
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<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

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

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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO 1000</td>
<td>Intro to Information Tech</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1010</td>
<td>Microcomputer Applications</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1025</td>
<td>Operating Systems I</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1030</td>
<td>Database Concepts &amp; Design</td>
<td>3.0</td>
</tr>
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</table>

**Gen Ed Core Requirements**

Select one of the following Written Communication courses: 3.0

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 2250</td>
<td>Business Communications</td>
<td></td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL 1040</td>
<td>Basic Technical Communications</td>
<td></td>
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</table>

Select one of the following Oral Communication courses: 3.0

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 1030</td>
<td>Business &amp; Professional Speaking</td>
<td></td>
</tr>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td></td>
</tr>
<tr>
<td>SPCH 1110</td>
<td>Public Speaking</td>
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</table>

Select one of the following Social Science courses: 3.0

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ECON 1000</td>
<td>Contemporary Economic Issues</td>
<td></td>
</tr>
<tr>
<td>ECON 2110</td>
<td>Principles of Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>ECON 2120</td>
<td>Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>POLS 1000</td>
<td>American Government</td>
<td></td>
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<tr>
<td>POLS 1600</td>
<td>International Relations</td>
<td></td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td></td>
</tr>
<tr>
<td>SOCI 1000</td>
<td>Human Relations: People Skills</td>
<td></td>
</tr>
<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td></td>
</tr>
<tr>
<td>SOCI 2150</td>
<td>Issues of Unity &amp; Diversity</td>
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</table>

Select one of the following Mathematics courses: 3.0

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.
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.

Associate of Applied Science Degree
- PC Support / Network Technology, AAS (p. 70)

Diplomas
- PC Support Services Diploma (p. 71)
- Network Technology Diploma (p. 71)

Certificates
- PC Support Certificate (p. 71)
- Network Technology Certificate (p. 71)
- Customer Service/Help Desk Certificate (p. 71)

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 implement and manage a local/wide area network. The graduates will obtain the necessary skills 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 understand the central role 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Fall</td>
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<td></td>
</tr>
<tr>
<td>INFO 1000</td>
<td>Intro to Information Tech</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1025</td>
<td>Operating Systems I (Partial preparation for Comp TIA's A+OS Exam 220-302)</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1050</td>
<td>Networking Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1200</td>
<td>Fund of Computer Hardware</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Intermediate Algebra (or higher level math course)</td>
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Credit Hours 15.0

Second Semester Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO 1010</td>
<td>Microcomputer Applications (Partial preparation for several MOS certifications)</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1220</td>
<td>PC Troubleshooting /Repair (Partial preparation for Microsoft certification exam 70-271 and 70-272)</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 1620</td>
<td>Network Administration I (Partial Preparation for Microsoft certification exam 70-270)</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 2025</td>
<td>Operating Systems II (Partial preparation for Comp TIA's A+OS exam 270-302)</td>
<td>3.0</td>
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</table>

Oral Communication Requirement 3.0

Credit Hours 15.0

Third Semester Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>INFO 1030</td>
<td>Database Concepts &amp; Design</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 2600</td>
<td>Network Administration II (Partial Preparation for Microsoft certification exam 70-290)</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO 2630</td>
<td>Security +</td>
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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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO 1000</td>
<td>Intro to Information Tech</td>
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<td>INFO 1200</td>
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<td>PC Troubleshooting /Repair</td>
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Gainful Employment Information

Network Technology Certificate

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Customer Service/Help Desk Certificate

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<td>INFO 1000</td>
<td>Intro to Information Tech</td>
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</tr>
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<td>INFO 1010</td>
<td>Microcomputer Applications</td>
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<td>INFO 1025</td>
<td>Operating Systems I</td>
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</tr>
<tr>
<td>INFO 1030</td>
<td>Database Concepts &amp; Design</td>
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</tr>
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<td>Customer Support/Help Desk</td>
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Gainful Employment Information

Network Technology Diploma

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<tr>
<td>INFO 2600</td>
<td>Network Administration II</td>
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</tr>
<tr>
<td>INFO 2700</td>
<td>Administering Directory Services</td>
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Gainful Employment Information

PC Support Certificate

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<tbody>
<tr>
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Customer Service/Help Desk Certificate

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<td>INFO 2025</td>
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<tr>
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</table>

Gainful Employment Information

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 or complete NEXT-GEN Accuplacer testing. Scores will be used to determine admission into nursing programs. NEXT-GEN Accuplacer test scores must meet the nursing criteria of: Arithmetic 263; Reading 258; and Writing 258.
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).

**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)
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.

**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

**Diploma**

- Practical Nursing Diploma (p. 73)

### Practical Nursing Diploma Suggested Sequence of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 1101</td>
<td>Critical Thinking in Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>NURS 1102</td>
<td>Nursing Concepts I: Adult Health</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 1103</td>
<td>Clinical I</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>&amp; BIOS 2251</td>
<td>Human Anatomy/Physiology I Lab</td>
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</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 1202</td>
<td>Nursing Concepts II: Family Health</td>
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</tr>
<tr>
<td>NURS 1203</td>
<td>Nursing Concepts III: Mental Health</td>
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</tr>
<tr>
<td>NURS 1204</td>
<td>Clinical II</td>
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</tr>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>&amp; BIOS 2261</td>
<td>Human Anatomy/Physiology II Lab</td>
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<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
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<tr>
<td>NURS 1301</td>
<td>Practical Nursing Exit</td>
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<tr>
<td>NURS 1302</td>
<td>Clinical III</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

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

**Gainful Employment Information**


**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 or NEXT-GEN
  Accuplacer placement exam with minimum scores of: Writing - 258,
  Reading - 258, Arithmetic - 263.
• 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. 74)

### Medical Laboratory Technician, AAS

#### Suggested Sequence of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOS 1010</td>
<td>General Biology</td>
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<tr>
<td>CHEM 1050</td>
<td>Survey of Chemistry I</td>
<td>4.0</td>
</tr>
<tr>
<td>or CHEM 1090</td>
<td>or General Chemistry I</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDT 1000</td>
<td>MLT Orientation</td>
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</tr>
<tr>
<td>MEDT 1010</td>
<td>Fundamentals of Phlebotomy</td>
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<tr>
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<tr>
<td>Spring</td>
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<tr>
<td>BIOS 1100</td>
<td>Basic Anatomy &amp; Physiology</td>
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<td>MEDT 1100</td>
<td>Hematology</td>
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<td>MEDT 1710</td>
<td>Immunology</td>
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<td>MEDT 2010</td>
<td>Serology</td>
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<td>MEDT 2250</td>
<td>Urinalysis</td>
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<tr>
<td>OFFT 2150</td>
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<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
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<tr>
<td>MEDT 2100</td>
<td>Medical Microbiology</td>
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<tr>
<td>MEDT 2410</td>
<td>Clinical Chemistry</td>
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<tr>
<td>MEDT 2500</td>
<td>Blood Banking</td>
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<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
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<td></td>
<td>Credit Hours</td>
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<td><strong>Fourth Semester</strong></td>
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<td>Spring</td>
<td></td>
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<tr>
<td>MEDT 2720</td>
<td>Clinical Hematology Practicum</td>
<td>4.0</td>
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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 69.0

• 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.

### Partner Programs

Mid-Plains Community College in conjunction with Southeast Community
College offers associate of applied science degrees in Radiologic
Technology, Respiratory Care, and Surgical Technology at its Lincoln
Campus. In West Central Nebraska, Southeast Community College makes
these programs available in cooperation with Mid-Plains Community
College.

General education and academic support courses are provided by Mid-
Plains Community College. Degree specific courses are offered online by
Southeast Community College.

Clinical courses are provided by Southeast Community College in North
Platte, Nebraska and the area hospitals including Great Plains Health.

Students are eligible to apply for the these programs once they begin
their final semester of taking the prerequisite courses or have already
completed the prerequisite courses. To apply submit a completed
form to the Admissions Office at Southeast Community College on the
designated, quarterly turn-in date: (Contact Admissions at Southeast
Community College to inquire about quarterly turn-in dates.)

Students have the following options when enrolling in the program (you
must choose an option when applying):

**Option 1** – Clinical in Lincoln with face-to-face program courses

**Option 2** – Clinical in greater Nebraska (including the Mid-Plains
Community College area) with program courses online

### Associate of Applied Science Degrees offered with Southeast
Community College

Radiologic Technology, AAS (p. 75)

Respiratory Care, AAS (p. 76)

Surgical Technology, AAS (p. 77)
Radiologic Technology, AAS

Program Description

Mid-Plains Community College in conjunction with Southeast Community College offers the Radiologic Technology program. The program prepares students for careers in performing diagnostic imaging procedures. It teaches the use of radiation to produce images of the human body for diagnostic purposes. An integral part of the program is supervised clinical practice at health care facilities.

Program graduates earn an associate of applied science degree and become eligible to take the national examination of the American Registry of Radiologic Technologists and earn the designation, R.T.(R) (ARRT).

Career Opportunities

Radiologic technologists will find employment in hospitals and health care facilities.

Transfer Options

Graduates may continue their education toward a baccalaureate degree in Radiologic Technology at several colleges which grant transfer credit. These institutions provide additional training in specialties, such as nuclear medicine, radiation therapy, sonography and related modalities. Check with four-year college of choice for information on transfer requirements and courses.

Special Requirements

The radiologic technology program through Southeast Community College accepts one new class each year. The class starts each year in the summer quarter (July). For admission to a health program, all students must receive a cumulative GPA of 2.75 in the science courses and a cumulative GPA of 2.5 in the general education courses.

For additional program information contact Kelly Findley, Program Chair, 402-437-2777 or kfindley@southeast.edu or advising through Mid-Plains Community College at advising@mpcc.edu or visit Southeast's Website at https://www.southeast.edu/radiologictechnology/

***Please note that the Associate of Applied Science degree listed on this page will be awarded by Southeast Community College.

Admission Requirements:
1. Application to the program.
2. Completion of all program prerequisite courses with required GPA.
3. Submission of program advising sheet.
4. Transcripts from high school, GED or other colleges (if applicable).

General Education Requirements:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td>3.0</td>
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<td>ENGL 1010</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>or SPCH 1110 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>or MATH 1150 College Algebra</td>
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</table>

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<thead>
<tr>
<th>Code</th>
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</thead>
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<tr>
<td>BIOL 2250</td>
<td>Human Anatomy/Physiology I</td>
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<td>BIOL 2251</td>
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</tr>
<tr>
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<td>Human Anatomy &amp; Physiology II</td>
<td>4.0</td>
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<td>PHYS 1150</td>
<td>Descriptive Physics</td>
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<td>PHYS 1151</td>
<td>Descriptive Physics Lab</td>
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Additionally, the Social Science* & Speech** General Education requirements may be taken at MPCC, and must be completed prior to applying to the Rad Tech Program. The above classes are offered at both NPCC and MCC. Please check a current schedule for dates and times. SCC operates on a quarter system; MPCC operates on a semester system.

Prerequisite and Science Courses:
- Human Anatomy (lab included)
- Human Physiology (lab included)
- PHYS 1150 or PHYS 1410 (lab included)

Radiologic Technology Courses:

Students must be accepted into the program before any RADT classes are taken and all courses are taken online through Southeast Community College. Clinical courses can be completed in North Platte.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>RADT 1100</td>
<td>Radiologic Technology 2.0</td>
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<tr>
<td>RADT 1111</td>
<td>Diagnostic Imaging Concepts 5.0</td>
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<td>RADT 1112</td>
<td>Radiographic Procedures I 4.5</td>
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<td>RADT 1119</td>
<td>Clinical Education I 5.0</td>
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<td>RADT 1123</td>
<td>Radiographic Procedures II 5.0</td>
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<td>RADT 1129</td>
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<td>RADT 1133</td>
<td>Radiographic Procedures III 5.0</td>
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<td>RADT 1134</td>
<td>Radiation Biology 3.0</td>
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<td>RADT 1139</td>
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<td>RADT 1143</td>
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<td>RADT 1147</td>
<td>Specialized Imaging 4.5</td>
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<td>RADT 1149</td>
<td>Clinical Education IV 7.5</td>
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<td>RADT 2253</td>
<td>Radiographic Procedures V 4.0</td>
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<tr>
<td>RADT 2259</td>
<td>Clinical Education V 7.5</td>
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General Education Requirement:
- **Speech 1110, or 1090
- RADT 2265 Pathophysiology 5.5
- RADT 2269 Clinical Education VI 7.5
- RADT 2276 Imaging Systems & Equipment 5.5
- RADT 2279 Clinical Education VII 7.5
- RADT 2288 Senior Seminar 4.5
- RADT 2289 Clinical Education VIII 7.5

****Please note that the Associate of Applied Sciences degrees listed on this page will be awarded by Southeast Community College.

Mid-Plains Community College
must submit the following documents to the Admissions office:

General Education Requirement:
* SOCI 1010 Intro to Sociology

**Respiratory Therapy, AAS**

**Program Description**
Mid-Plains Community College in conjunction with Southeast Community College offers an associate of applied science degree in Respiratory Care at its Lincoln Campus. In West Central Nebraska, Southeast Community College makes the program available in cooperation with Mid-Plains Community College.

General education and academic support courses are provided by Mid-Plains Community College. Respiratory Care courses are transmitted online by Southeast Community College to Mid-Plains Community College.

**Respiratory Care Practitioners**
Respiratory Care Practitioners are individuals who are sensitive to the physical and psychological needs of others in their environments. They are people who appreciate and enjoy working closely with other health professionals as a member of a true team. However, they are also individuals who follow instructions carefully and pay careful attention to details. Operating complicated technical equipment requires the Respiratory Care Practitioner to possess mechanical ability and manual dexterity. Respiratory Care Practitioners are individuals with strong emotional stability which allows them to effectively cope with human suffering, emergency situations and the stress of today's health care environment, to which they are exposed on a daily basis.

Respiratory Care Practitioners must possess the functional use of the senses of sight, hearing, touch, and smell. They must possess a sense of equilibrium, along with sufficient motor functions to carry out activities required in the clinical practice of caring for patients. Additionally, the practitioner must possess the communication and intellectual skills to perform the assessment and intervention activities required in providing respiratory care to patients in a variety of clinical settings

Some activities carried out by professional Respiratory Care Practitioners include:

1. Obtaining and analyzing blood specimens
2. Testing lung capacity
3. Performing cardiac stress tests and cardiopulmonary tests.
4. Studying disorders of patients with disruptive sleep patterns.
5. Operating and maintaining oxygen and other breathing equipment.
6. Employing mechanical ventilation equipment
7. Administering aerosol medications
8. Conducting rehabilitation activities
9. Conducting smoke cessation programs

**Admission Requirements**
You are eligible to apply for the core Respiratory Care program once you are registered for your final semester of the prerequisite courses or if you have already completed the prerequisite courses listed. To apply, you must submit the following documents to the Admissions office:

1. New paper application for the Respiratory Care program
2. Program- Advising Sheet
3. Indicate Traditional Full-Time Track or Online Part-Time Track
4. List clinical site only if choosing Online Part-Time Track
5. Class schedule showing enrolled classes (if taken somewhere other than SCC)
6. Transcripts from high school/GED and other colleges (if applicable)

Clinical courses are provided by Southeast Community College as close to the local area as possible.

For additional program information contact Tom Klopfenstein, Pre-Health Advisor, 402-437-2781 or tklopfenstein@mpcc.edu or advising through Mid-Plains Community College at advising@mpcc.edu or visit Southeast's Website at https://www.southeast.edu/respiratorycare/

***Please note that the associate of applied science degree for this program is awarded by Southeast Community College

The Respiratory Care Program through Southeast Community College accepts one new class each year. Prior to being accepted to the Respiratory Care Program, students are required to complete the following prerequisite courses.

**Prerequisites to be taken at MPCC**

**Science Courses**

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
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<tr>
<td>CHEM 1050</td>
<td>Survey of Chemistry I</td>
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<td>or CHEM 1090</td>
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<td>CHEM 1051</td>
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<tr>
<td>or CHEM 1091</td>
<td>General Chemistry I Lab</td>
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</tr>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
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</tr>
<tr>
<td>BIOS 2251</td>
<td>Human Anatomy/Physiology I Lab</td>
<td>0.0</td>
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<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2261</td>
<td>Human Anatomy/Physiology II Lab</td>
<td>0.0</td>
</tr>
<tr>
<td>BIOS 2460</td>
<td>Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2461</td>
<td>Microbiology Lab</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**General Education Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2500</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>or SPCH 1110</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC 2060</td>
<td>Lifespan Development</td>
<td></td>
</tr>
<tr>
<td>SOCI 1010</td>
<td>Intro to Sociology</td>
<td></td>
</tr>
<tr>
<td>SOCI 2150</td>
<td>Issues of Unity &amp; Diversity</td>
<td></td>
</tr>
</tbody>
</table>

For admission to a health program, all students must receive a cumulative grade point average of 2.5 or higher in the general education courses and a cumulative GPA of 2.75 or higher in the science courses.
Surgical Technology, AAS

Program Description

Mid-Plains Community College in conjunction with Southeast Community College offers the Surgical Technology program. The program provides a planned course of classroom study and clinical experience. The classroom study encompasses many facets of the operating room, such as operating room techniques, care and handling of instruments and equipment, principles of asepsis, and an extensive study of surgical procedures. The course includes clinical experience with a surgical team at a hospital.

Surgical Technologists

Surgical Technologists perform a wide variety of tasks in the operating room. Their main role is to hand the necessary instruments, supplies and equipment to the surgeon(s) during surgery. Their role may also be to assist the surgeon during surgery by holding retractors, cutting sutures, suctioning the wound, adjusting the lights, and applying the dressings. Additional responsibilities are operating the sterilizer, setting up the room in preparation for the procedure, care and handling of the instruments after the procedure, and gathering supplies, instrument set(s), and equipment for the next day’s procedures.

Additional Information

For additional program information contact Sharon Rehn, Program Chair, 402-437-2785 or skrehn@southeast.edu or advising through Mid-Plains Community College at advising@mpcc.edu or visit Southeast’s Website at www.southeast.edu/SurgicalTech (http://www.southeast.edu/SurgicalTech)

Please note that the Associate of Applied Science degree listed on this page will be awarded by Southeast Community College.

Pre-requisite courses taken at Mid-Plains:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 2250</td>
<td>Human Anatomy/Physiology I</td>
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<tr>
<td>BIOS 2251</td>
<td>Human Anatomy/Physiology I Lab</td>
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</tr>
<tr>
<td>BIOS 2260</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2261</td>
<td>Human Anatomy/Physiology II Lab</td>
<td>0.0</td>
</tr>
<tr>
<td>BIOS 2460</td>
<td>Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOS 2461</td>
<td>Microbiology Lab</td>
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<td>ENGL 1010</td>
<td>English Composition I</td>
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</tr>
<tr>
<td></td>
<td>or BSAD 2250 Business Communications</td>
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<tr>
<td>OFFT 2500</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 2080</td>
<td>Business Math &amp; Calculators</td>
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<tr>
<td></td>
<td>or MATH 1010 Intermediate Algebra</td>
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</tr>
<tr>
<td>PSYC 1810</td>
<td>Intro to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>or SOCI 1010 Intro to Sociology</td>
<td></td>
</tr>
<tr>
<td>SPCH 1090</td>
<td>Fund of Human Communication</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>or SPCH 1110 Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

Required Courses taken online through SCC:

- SURT 1600 Orientation to Surgical Technology I 2.0
- SURT 1601 Techniques of Surgical Asepsis 2.5
- SURT 1603 Fund. of Surgical Technology I 5.0
- SURT 1604 Concepts of Surgical Procedures 2.0
- SURT 1701 Clinical Orientation 4.5
- SURT 1704 Surgical Procedures & Techniques I 6.0
- SURT 1705 Principles of Surgical Techniques 4.0
- SURT 1803 Fund. of Surgical Technology II 2.0
- SURT 1804 Surgical Procedures & Techniques II 5.0
- SURT 1810 Clinical Education I 7.0
- SURT 2904 Surgical Procedures & Techniques III 5.0
- SURT 2907 Senior Seminar 2.0
- SURT 2909 Correlated Patient Study 2.5
- SURT 2910 Clinical Education II 8.0
- SURT 2920 Individualized Clinical Instructor 4.0
- SURT 2930 Clinical Education III 4.5

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.
Associate of Applied Science Degree

- Welding Technology, AAS (p. 78)

Diploma

- Welding Technology Diploma (p. 78)

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1005</td>
<td>Safety</td>
<td>1.0</td>
</tr>
<tr>
<td>WELD 1115</td>
<td>Arc/Gas Welding I</td>
<td>4.0</td>
</tr>
<tr>
<td>WELD 1125</td>
<td>Intro to TIG Welding</td>
<td>1.0</td>
</tr>
<tr>
<td>WELD 1135</td>
<td>Intro to MIG Welding</td>
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</tr>
<tr>
<td>WELD 1140</td>
<td>Metals &amp; Metallurgy</td>
<td>3.0</td>
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<tr>
<td>WELD 1145</td>
<td>Print Reading</td>
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<td></td>
<td><strong>Credit Hours</strong></td>
<td><strong>12.0</strong></td>
</tr>
<tr>
<td>WELD 1220</td>
<td>Arc/Gas Welding II</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD 1240</td>
<td>Intermediate MIG</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD 1245</td>
<td>Welding Prefabrication</td>
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<tr>
<td>WELD 1250</td>
<td>Intermediate TIG</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD 1260</td>
<td>Applied Math for Welders</td>
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<td></td>
<td><strong>Credit Hours</strong></td>
<td><strong>17.0</strong></td>
</tr>
<tr>
<td>WELD 2310</td>
<td>Advanced TIG</td>
<td>4.0</td>
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<tr>
<td>WELD 2320</td>
<td>Plate Pre-Qualification</td>
<td>2.0</td>
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<tr>
<td>WELD 2330</td>
<td>Pipe Pre-Qualification</td>
<td>2.0</td>
</tr>
<tr>
<td>WELD 2340</td>
<td>Codes &amp; Standards</td>
<td>2.0</td>
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<td>WELD 2350</td>
<td>Project Layout</td>
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<td></td>
<td><strong>Credit Hours</strong></td>
<td><strong>14.0</strong></td>
</tr>
<tr>
<td>WELD 2410</td>
<td>Welding Qualification</td>
<td>5.0</td>
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<tr>
<td>WELD 2420</td>
<td>Welding Internship</td>
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<tr>
<td></td>
<td><strong>Credit Hours</strong></td>
<td><strong>7.0</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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</table>

Gainful Employment Information


Welding Technology, AAS

Suggested Sequence of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1005</td>
<td>Safety</td>
<td>1.0</td>
</tr>
</tbody>
</table>
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.

A
• Accounting (ACCT) (p. 80)
• Agriculture (AGRI) (p. 81)
• Architectural Drafting and CAD Technology (ARCH) (p. 83)
• Art (ARTS) (p. 83)
• Auto Body Technology (AUTB) (p. 84)
• Automotive Technology (AUTO) (p. 85)
• Aviation (AVIA) (p. 86)

B
• Biology (BIOS) (p. 87)
• Building Construction Technology (BLDC) (p. 88)
• Business (BSAD) (p. 90)
• Business Office Technology (OFFT) (p. 93)

C
• Career Planning (CAPC) (p. 96)
• Chemistry (CHEM) (p. 96)
• Computer Science (CSCE) (p. 97)
• Criminal Justice (CRIM) (p. 98)
• Custodial and Maintenance Training (CUST) (p. 99)

D
• Dental Assisting (DENT) (p. 100)
• Diesel Technology (DSLT) (p. 100)
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 financial accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of 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.

ACCT 1210 Principles of Accounting II
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
This course is a continuation of ACCT1200. Principles of Accounting II includes cost relationship, statement analysis, and other accounting techniques used for management purposes and decision-making. Prerequisite: ACCT 1200.

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
This course is an advanced study of the theory, concepts, and practices of financial accounting. Topics include a review of the accounting process; preparation of financial statements; the time value of money; cash and receivables; inventories; property, plant, and equipment; and liabilities. 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 Cost Accounting
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
This course focuses on accounting for managerial planning and control. Topics include job costing, process costing, and activity based costing methods; cost concepts and behaviors; cost-volume-profit analysis; cost estimations; product and service costing; and budgeting. Prerequisite: ACCT 2170.

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 on food products marketing offered for students interested in the marketing of ag 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 of 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. Students will also be required (part of the 400 hours) to observe two different agriculture based classes. 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.

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 as a creative process. Includes an overview of the historical evolution of art, and art as it relates to society.

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 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  

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  

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 2310 or current enrollment.

**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 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 1090 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 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
Introduction to the form and function of the human body. Including organization, basic chemistry, cells, tissues, skin, skeletal system, muscular system, nervous system and introduction special senses. Prerequisite: BIOS 1010 or Department Approval. 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
Introduction to the form and function of the following human body systems: continuation of the nervous system and special senses, endocrine system, blood and cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, metabolism, urinary system, fluid electrolyte and pH balance, and reproductive systems. Prerequisite(s): BIOS 2250. 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
Study of microbiology with emphasis on structure of microbial cells, their nutrition and growth, control of growth, genetics and genetic engineering, metabolic and biosynthesis activity, and host-parasite interactions. Accompanying laboratory study emphasizes microbiological techniques including microbial control and manipulation. Prerequisite: BIOS 1010 or department approval. Fee $30.

BIOS 2311 Intro To Biotechnology II Lab
0.0 credit hours
0 Classroom Hours
Lab for Introduction to Biotechnology II.

BIOS 2460 Microbiology
4.0 credit hours
75.0 Classroom Hours = 45.0 Lecture Hours + 30.0 Lab Hours
Study of microbiology with emphasis on structure of microbial cells, their nutrition and growth, control of growth, genetics and genetic engineering, metabolic and biosynthesis activity, and host-parasite interactions. Accompanying laboratory study emphasizes microbiological techniques including microbial control and manipulation. Prerequisite: BIOS 1010 or department approval. Fee $30.

BIOS 2461 Microbiology Lab
0.0 credit hours
0 Classroom Hours
Lab for Microbiology.

BIOS 2500 Scientific Research Experience
2.0 credit hours
30.0 Classroom Hours = 30.0 Lecture 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 1120 Exterior Finish
5.0 credit hours
165.0 Classroom Hours = 30.0 Lecture Hours + 135.0 Lab Hours
Exterior project finish including window and door installation, soffit and fascia, sheathing, insulation, ventilation, siding and roofing.

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 1145 Blueprint Reading
3.0 credit hours
180.0 Classroom Hours = 180.0 Lab Hours
Blueprint reading in the construction field, including lines, symbols, abbreviations, schedules and building specifications for the purpose of building layout and estimating. Prerequisite: BLDC 1005.

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 1165 Intro to Computer Aided Design
3.0 credit hours
75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours
Drawing and designing a floor plan with emphasis on measurements, room size, utility placement, door and window arrangement, and building specifications. Prerequisite: BLDC 1005.

BLDC 1170 Framing Construction
8.0 credit hours
300.0 Classroom Hours = 30.0 Lecture Hours + 270.0 Lab Hours
Introduction to basic residential framing, including costs, scheduling, energy efficiency and code compliance. Prerequisite: BLDC 1005.

BLDC 1180 Plumbing
1.0 credit hours
45.0 Classroom Hours = 45.0 Lab Hours
An introduction to plumbing.

BLDC 1210 Interior Finish
5.0 credit hours
165.0 Classroom Hours = 30.0 Lecture Hours + 135.0 Lab Hours
Insulation, drywall installation, taping, finishing, and texture are covered as well as priming, painting and caulking. 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
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 1300 Energy Efficiency in Residential
1.0 credit hours
0 Classroom Hours
In depth look at energy efficient building techniques and practices in residential construction. Focus on high performance housing. Prerequisite: BLDC 1005.

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 Specialized 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 2150 Flooring  
3.0 credit hours  
105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours  
Students will learn to describe the differences between strip, engineered, plank, and block flooring. Layout and install strip flooring on plywood subfloors. Describe the procedure for installing laminate flooring. Describe and demonstrate the procedure for applying hardwood, particle board, and plywood underlayment. Also, outline the basic steps for installing resilient flooring.

BLDC 2160 Tile  
4.0 credit hours  
180.0 Classroom Hours = 180.0 Lab Hours  
In this class students will learn to describe the differences between ceramic, stone floor, & wall tile. Layout & install ceramic floor and wall tile. Describe and demonstrate the procedure for installing cement board on floors & walls. Prerequisite: BLDC 1005.

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 2225 Cabinetry  
3.0 credit hours  
135.0 Classroom Hours = 135.0 Lab Hours  
Installation and finishing construction of built-ins and special cabinetry. Prerequisite: BLDC 1005. (Replaces BLDC 2220.)

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 2250 Construction Applications  
3.0 credit hours  
135.0 Classroom Hours = 135.0 Lab Hours  
Blueprint reading in the construction field, including lines, symbols, abbreviations, schedules and building specifications for the purpose of building layout and estimating. Prerequisite: BLDC 1005.

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.

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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 2220 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 2410 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 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 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 = 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.

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. Partial preparation for MOS Certification.

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 ACCUPLACER 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 Business 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 2790 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
This is the first course of a comprehensive chemistry sequence. Topics include nomenclature, atomic structure, chemical reactions, essentials of bonding, periodic properties, valence shell electron pair repulsion theory (VSEPR) theory, modern bonding theories, stoichiometry, thermochromy, and the chemistry of solids, liquids, & gasses. Prerequisites: MATH 1010 or Appropriate College Level Math Score. 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
This is the second course of a comprehensive chemistry sequence. Topics include solutions, kinetics, equilibrium, acid-base reactions, solubility, thermodynamics, and electrochemistry. Prerequisite: CHEM 1090. Fee $15.

CHEM 1101 General Chemistry II Lab
0.0 credit hours
0 Classroom Hours
Lab for General Chemistry II.

CHEM 2140 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 2141 Organic Chemistry I Lab
0.0 credit hours
0 Classroom Hours
Lab for Organic Chemistry I.

CHEM 2142 Organic Chemistry II
4.0 credit hours
90.0 Classroom Hours = 45.0 Lecture Hours + 45.0 Lab Hours
A continuation of CHEM 2140, 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 2140 or equivalent. Fee $15.

CHEM 2143 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 and estimates, managing inventory, preparing financial statements, and other supporting reports. Desktop software will be used.

CSCE 1566 QuickBooks Desktop
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
This course provides an introduction to QuickBooks. Topics include creating a chart of accounts, working with customers and vendors, performing banking tasks, recording payroll, managing inventory, preparing financial statements, and other supporting reports. Desktop software will be used.

CSCE 1567 QuickBooks Online
3.0 credit hours
0 Classroom Hours
This course provides an introduction to QuickBooks. Topics include creating a chart of accounts, working with customers and vendors, performing banking tasks, recording payroll, managing inventory, preparing financial statements, and other supporting reports. Desktop software will be used.

CSCE 1568 QuickBooks Pro
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 payroll, using time tracking and estimates, managing inventory, preparing financial statements, and other supporting reports. Desktop software will be used.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Classroom Hours</th>
<th>Lecture Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCE 1643</td>
<td>Spreadsheets on Micro</td>
<td>1.0</td>
<td>16.0</td>
<td>16.0</td>
<td>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.</td>
</tr>
<tr>
<td>CSCE 1644</td>
<td>MS Office Excel</td>
<td>1.5</td>
<td>24.0</td>
<td>24.0</td>
<td>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.</td>
</tr>
<tr>
<td>CSCE 1645</td>
<td>Microsoft Excel for Windows</td>
<td>2.0</td>
<td>30.0</td>
<td>30.0</td>
<td>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.</td>
</tr>
<tr>
<td>CSCE 1647</td>
<td>Advanced MS Office Excel</td>
<td>1.5</td>
<td>23.0</td>
<td>23.0</td>
<td>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.</td>
</tr>
<tr>
<td>CSCE 1664</td>
<td>MS Office Access</td>
<td>1.5</td>
<td>24.0</td>
<td>24.0</td>
<td>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.</td>
</tr>
<tr>
<td>CSCE 1682</td>
<td>Using Internet</td>
<td>0.5</td>
<td>8.0</td>
<td>8.0</td>
<td>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.</td>
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<tr>
<td>CSCE 1692</td>
<td>Web Page Design</td>
<td>1.0</td>
<td>16.0</td>
<td>16.0</td>
<td>This course covers the steps for writing HTML files, creating web pages, and uploading them to the Internet. Requires textbook and USB flash drive.</td>
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<tr>
<td>CSCE 1711</td>
<td>Microsoft Office</td>
<td>2.0</td>
<td>32.0</td>
<td>32.0</td>
<td>Microsoft Office is a comprehensive survey of the four major applications in the Microsoft Office Suite: Word, Excel, Access, and PowerPoint.</td>
</tr>
<tr>
<td>CSCE 1752</td>
<td>MS Office PowerPoint</td>
<td>0.5</td>
<td>8.0</td>
<td>8.0</td>
<td>Fundamental skills to use presentation software.</td>
</tr>
<tr>
<td>CSCE 1753</td>
<td>MS Office-PowerPoint</td>
<td>1.0</td>
<td>15.0</td>
<td>15.0</td>
<td>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.</td>
</tr>
<tr>
<td>CSCE 1754</td>
<td>MS Office-PowerPoint</td>
<td>1.5</td>
<td>23.0</td>
<td>23.0</td>
<td>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.</td>
</tr>
<tr>
<td>CSCE 2510</td>
<td>Desktop Pub /PhotoShop</td>
<td>2.0</td>
<td>30.0</td>
<td>30.0</td>
<td>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.</td>
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<tr>
<td>CSCE 2570</td>
<td>Desktop Publishing</td>
<td>3.0</td>
<td>45.0</td>
<td>45.0</td>
<td>This course teaches desktop publishing techniques. Students will learn to efficiently use design software such as Adobe Photoshop and Adobe 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.</td>
</tr>
<tr>
<td>CSCE 2570</td>
<td>Design Technologies</td>
<td>3.0</td>
<td>45.0</td>
<td>45.0</td>
<td>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 prentation materials for the workplace and e-business environments. Prerequisite: CSCE 2570 Desktop Publishing.</td>
</tr>
<tr>
<td>CSCE 2990</td>
<td>Special Topics</td>
<td>3.0</td>
<td>45.0</td>
<td>45.0</td>
<td>Special topic course description upon request.</td>
</tr>
</tbody>
</table>

**Criminal Justice (CRIM)**

**CRIM 1010 Intro to Criminal Justice**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Classroom Hours</th>
<th>Lecture Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>45.0</td>
<td>45.0</td>
<td>Provides an overview of the history, development, and philosophies of the criminal justice system within the United States. Areas covered include crime and the criminal justice system, the police, the courts, corrections, and the juvenile justice system.</td>
</tr>
</tbody>
</table>
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 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 2400 Homeland Security
3.0 credit hours
83.0 Classroom Hours = 83.0 Lecture Hours
An introduction to the principles and practices related to the emerging discipline of homeland security. The course will examine the organization of local, state, and federal agencies in responding to terrorist attacks and natural disasters. It will instruct the student on concepts such as emergency preparedness and management, governmental planning, governmental agency organization, risk assessment, post-disaster hazard mitigation, domestic and international terrorism, and natural disasters.

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.
DENT 1110, DENT 1120, or BIOS 1100. Fee $15.

perform coronal polishing in the state of Nebraska. Prerequisites: required for the dental assisting diploma, will receive certification to complete the Prevention and Nutrition course along with other courses coronal polishing are included in this course. Students who successfully

health with emphasis on preventive dentistry. Basic pathology and Nutrition, dietary counseling, correlation between diet and dental

75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours
3.0 credit hours
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, 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, 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, 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, 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 (DSLT)

DSLT 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.)

DSLT 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: DSLT 1005. Fee $15.

DSLT 1115 HD Engine Systems Reconditioning
4.0 credit hours
150.0 Classroom Hours = 20.0 Lecture Hours + 130.0 Lab Hours

DSLT 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.
DSLT 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: DSLT 1005.

DSLT 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.

DSLT 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.

DSLT 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.

DSLT 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: DSLT 1005. Fee $10.

DSLT 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.

DSLT 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.

DSLT 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.

DSLT 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.

DSLT 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 DSLT 2318.

DSLT 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.

DSLT 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.

DSLT 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.

DSLT 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.

DSLT 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: DSLT 1005 and Sophomore standing. Fee $5.

DSLT 2690 Pneumatic & Hydraulic Fundamentals  
2.0 credit hours  
35.0 Classroom Hours = 5.0 Lecture Hours + 30.0 Lab Hours  
Pneumatics and Hydraulics applied to design and function, troubleshooting and repair. Prerequisite(s): Instructor Permission.

Early Childhood Education (ECED)  
ECED 1050 Expressive Arts  
3.0 credit hours  
45.0 Classroom Hours = 45.0 Lecture Hours  
This course focuses on the development and application of materials, activities, and experiences that encourage the young child's (birth-8 year olds') creativity and aesthetic appreciation through visual arts, music, body movement, creative/open-ended thinking, dramatic arts, and play.

ECED 1060 Observation, Assessment & Guidance  
3.0 credit hours  
45.0 Classroom Hours = 45.0 Lecture Hours  
This course introduces a variety of observation assessment and guidance strategies used in early childhood education setting birth through age eight. (Replaces FACS 1070.)

ECED 1150 Intro. to Early Childhood Education  
3.0 credit hours  
45.0 Classroom Hours = 45.0 Lecture Hours  
This course provides an overview of the history, trends, and philosophies of early childhood education. Diversity, inclusion, licensing standards, current legislation, professionalism, and advocacy are examined.
ECED 1610 Early Language and Literacy

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course focuses on the development of literacy and language skills from birth to age eight, including typical/atypical and dual/multiple language learners.

ECED 1620 Toddler Practicum

1.0 credit hours

45.0 Classroom Hours = 45.0 Lab Hours

This course is designed to provide an understanding of the developmental stages of children 6 weeks to 3 years, by participating in hands-on learning experiences in selected childcare 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 toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience. Prerequisite: FACS 1110 or Corequisite: ECED 1220.

ECED 1630 Preschool Age Practicum

1.0 credit hours

45.0 Classroom Hours = 45.0 Lab Hours

This course is designed to provide an understanding of the developmental stages of preschool age children by participating in hands-on learning experiences in selected childcare 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 3-5 years of age are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience. Co-requisites or Prerequisite: One development course of FACS 1110, FACS 1120, or FACS 1600 and Prerequisite: ECED 1220.

ECED 1640 School Age Practicum

1.0 credit hours

45.0 Classroom Hours = 45.0 Lab Hours

This course is designed to provide an understanding of the developmental stages of school age children, by participating in hands-on learning experiences in selected childcare 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 school age children are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience. Co-requisites or Prerequisite: One development course of FACS 1110, FACS 1120, or FACS 1600 and Prerequisite: ECED 1220.

ECED 2060 Early Childhood Curriculum Planning

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course prepares students to plan 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 families, and inclusionary practices.

ECED 2360 Admin. of Early Childhood 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 childcare and early education settings, role and responsibilities of administrators. 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 2360.)

ECED 2960 Early Childhood Ed Student Teaching

3.0 credit hours

105.0 Classroom Hours = 15.0 Lecture Hours + 90.0 Lab Hours

This is a field experience in which students assume increasing responsibility for program planning and implementation, and evaluation of children. Students focus on parent involvement, staff interactions, problem solving and other administrative responsibilities. Students have a forum to discuss events that occur in their student teaching experiences during their weekly on-campus seminar. Prerequisites: Completion of ECED 1610, ECED 1620, ECED 1630, or ECED 1640.

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 including GDP, CPI, inflation, unemployment, and international trade. A look at public-policy decision making using macro theories including monetary policy, fiscal policy, and other economic-stabilization theories. 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 perfect and imperfect markets, including the behavior of producers and consumers. Topics include price and income elasticity, public and private goods, income distribution, market structures, 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 1110 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. Encourages critical thought regarding the role of education in our ever-changing diverse 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.

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 1110.

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 1110.

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 1110.
(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. 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 1110 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 2350 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 1110 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 Alternating 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 and ELTR 1200.

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 1200.

ELTR 1610 Electrical Theory and Safety
4.0 credit hours
105.0 Classroom Hours = 45.0 Lecture Hours + 60.0 Lab Hours
In this course the student will develop a general understanding of electrical safety and basic components of Electrical Theory, not limited to but including, Direct Current, Alternating Current, Ohm’s Law, Kirchhoff’s Law, Single Phase and Three Phase Power. Prerequisite: Permission of Instructor.

ELTR 1620 Electronics
4.0 credit hours
105.0 Classroom Hours = 45.0 Lecture Hours + 60.0 Lab Hours
In this course you will develop a knowledge of basic electrical components, along with how to use them, in a simple, electrical circuit. These components include: Resistors, Capacitors, Transformers, Diodes, Integrated Circuits (ICs), SCRs, Relays, Switches, and Transistors. Prerequisite: Instructor Permission.

ELTR 1650 Schematics
1.0 credit hours
23.0 Classroom Hours = 15.0 Lecture Hours + 8.0 Lab Hours
In this course you will learn how to draw and interpret Basic, Intermediate, and Complex, Ladder and Wiring Diagrams. Along with hand drawing of schematics you will also be introduced to the world of Computer Aided Drafting software. Prerequisites: ELTR 1610, ELTR 1620 and INFO 1050.

ELTR 1660 Motor Control
4.0 credit hours
105.0 Classroom Hours = 45.0 Lecture Hours + 60.0 Lab Hours
In this course you will develop a general knowledge of electric motor control fundamentals, wiring diagrams, ladder diagrams, AC Induction Motors, DC Motors, the basic components that make up the Motor, and the different motor control components, such as: Push-Buttons, Selector Switches, Overloads, Contactors, and Starters.

ELTR 1670 Programmable Logic Controllers I
4.0 credit hours
105.0 Classroom Hours = 45.0 Lecture Hours + 60.0 Lab Hours
In this course you will develop a general knowledge of electric motor control fundamentals, wiring diagrams, ladder diagrams, AC Induction Motors, DC Motors, the basic components that make up the Motor, and the different motor control components, such as: Push-Buttons, Selector Switches, Overloads, Contactors, and Starters. Prerequisites: ELTR 1610, ELTR 1620, and INFO 1050.
ELTR 1690 Automation Control Internship
5.0 credit hours
300.0 Classroom Hours = 300.0 Lab Hours
Hands on experience working as an employee with electrical controls. Students should be afforded experiences that help them acquire technical knowledge and practical skills concerning electrical installations. Our goal is for the student to receive as much hands-on experience as possible. The electrical businesses will provide the student with as great a variety of various jobs-related work experiences as possible. Prerequisites: Instructor Permission.

ELTR 2620 Programmable Logic Controllers II
4.0 credit hours
105.0 Classroom Hours = 45.0 Lecture Hours + 60.0 Lab Hours
In this course you will work with Variable Frequency Drives, Rockwell PLCs, Siemens PLCs, Ethernet Switches, Wireless Routers, and Remote I/O blocks. When finished with this course you will be able to explain and demonstrate how all of these systems can work together to achieve a purpose in the Automation world. Prerequisites: ELTR 1650, ELTR 1660, and ELTR 1670.

ELTR 2630 Human Machine Interface I
2.0 credit hours
47.0 Classroom Hours = 23.0 Lecture Hours + 24.0 Lab Hours
In this course you will develop a general knowledge of Allen Bradley HMIs. You will learn how to install buttons, indicators, symbols, and pictures into the HMI using Rockwell FactoryTalk View Studio. Prerequisites: ELTR 1650, ELTR 1660, and ELTR 1670.

ELTR 2640 Motion Control
3.0 credit hours
75.0 Classroom Hours = 30.0 Lecture Hours + 45.0 Lab Hours
In this course you will develop an understanding of a Servo Motor, Stepper Motor, Resolver, Encoder, and how they work to achieve exact motor positioning. Prerequisites: ELTR 1650, ELTR 1660, and ELTR 1670.

ELTR 2670 Programmable Logic Controllers III
4.0 credit hours
105.0 Classroom Hours = 45.0 Lecture Hours + 60.0 Lab Hours
In this course you will work with both Allen Bradley PLCs and Siemens PLCs to explore the different programming methods under ISO. These methods include, but are not limited to, Structured Text, Structured Control Language (SCL), Sequential Function Chart, and Function Block. Prerequisites: ELTR 2620, ELTR 2630, ELTR 2640, and INFO 1180.

ELTR 2680 Human Machine Interface II
2.0 credit hours
47.0 Classroom Hours = 23.0 Lecture Hours + 24.0 Lab Hours
In this course you will build on the knowledge gained in Human Machine Interface I. You will dig deeper in the Allen Bradley HMI, and uncover various advanced settings and password protection features. You will also discover how to create basic buttons, indicators, symbols, and navigations of the Siemens HMI. Prerequisite(s): ELTR 2620, ELTR 2630, ELTR 2640, and INFO 1180

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 America 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Classroom Hours</th>
<th>Corequisites/Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL 2630</td>
<td>Introduction to Paramedicine</td>
<td>3.0</td>
<td>45.0</td>
<td></td>
</tr>
<tr>
<td>EMTL 2640</td>
<td>Paramedic Pharmacology</td>
<td>3.0</td>
<td>45.0</td>
<td>Introduction to the basic principles of pharmacology, drug and chemical classification, and medication administration used in prehospital emergency setting. Corequisites: EMTL 2630, EMTL 2650, and EMTL 2660.</td>
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<tr>
<td>EMTL 2650</td>
<td>Airway Management/Ventilation</td>
<td>1.0</td>
<td>15.0</td>
<td>Introduction to the airway anatomy and physiology, and the establishment and management techniques for a patent airway. Corequisites: EMTL 2630, EMTL 2640, and EMTL 2660.</td>
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<tr>
<td>EMTL 2660</td>
<td>Patient Assessment</td>
<td>3.0</td>
<td>45.0</td>
<td>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.</td>
</tr>
<tr>
<td>EMTL 2670</td>
<td>Shock Resuscitation/Trauma</td>
<td>5.0</td>
<td>75.0</td>
<td>Introduction of cognitive and psychomotor principles of 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. Corequisites: EMTL 2630, EMTL 2640, EMTL 2650, and EMTL 2660.</td>
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<tr>
<td>EMTL 2680</td>
<td>Medical Emergencies I</td>
<td>5.0</td>
<td>75.0</td>
<td>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, EMTL 2650, and EMTL 2660.</td>
</tr>
<tr>
<td>EMTL 2690</td>
<td>Medical Emergencies II</td>
<td>8.0</td>
<td>120.0</td>
<td>Introduction of cognitive and psychomotor 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. Corequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, and EMTL 2680.</td>
</tr>
</tbody>
</table>
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 operators command and control, vehicle rescue, tactical EMS, and response to hazardous materials incidents. Prerequisites: EMTL 2630, EMTL 2640, EMTL 2650, EMTL 2660, EMTL 2670, EMTL 2680, 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, EMTL 2680, EMTL 2690, EMTL 2760, and EMTL 2780. Corequisites: EMTL 2730, EMTL 2770, and EMTL 2790.

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 interdisciplinary 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 1100 Interpersonal Skills for Engineering
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
Establishes a foundation in communication and leadership skills that is needed for engineering students to be successful in their academic endeavors and future career opportunities. Introduction to the principles and practices of positive interpersonal relationships for leadership development. Self-awareness, awareness of others, effective interpersonal communication, and the building of trust relationships as a basis for understanding and developing leadership.

ENGR 1300 Introduction to CAD
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
Principles and accepted practices of geometric design. Computer generation of 2D and 3D models for mechanical systems. Introduction to engineering design practices such as specifications, dimensioning, and tolerances.

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 2110 Intro to Circuits & Electronics Lab
1.0 credit hours
15.0 Classroom Hours = 15.0 Lab Hours
Lab course to accompany ENGR 210. 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
35.0 Classroom Hours = 35.0 Lecture 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 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 0980: Language Skills prior to Fall 2016]
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 offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills are 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 or SAT or passed ENGL 0980 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
Students will read and analyze various texts and respond with research-based argumentative essays that demonstrate information literacy, critical-reading, and source integration. A significant argument-based research project is required. Prerequisite: Grade of "C" or higher in ENGL 1010

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 literary 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 course offers a critical analysis of culturally diverse works of poetry, drama, and fiction. Students employ various techniques for discussing, evaluating, and writing about literature. 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 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 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 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 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
Students will assess the viability of a business idea to determine if the concept is feasible for business startup, expansion or long term growth. The student will identify and analyze through basic research the present climate to determine current trends for their business idea by completing an industry, target market and competitive analysis. The student will begin to assess the financial needs for the business idea in addition to their own skill, strengths and talents to launch a successful business idea.

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. Students will review contract law, articles of incorporation and the filing process, intellectual property, employment law, 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 entrepreneurial businesses. Financial topics include budgeting, financial statements, and learning how to work with an accounting professional. Other topics include funding, 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.
Family and Consumer Sciences (FACS)

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 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
3.0 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 2620.)

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 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 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 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 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 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 $5.

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 advanced 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 privet 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 fir 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 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 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 1070 Directed Study  
3.0 credit hours  
48.0 Classroom Hours = 48.0 Lecture Hours  
Directed Study

GEOG 1080 Directed Study  
3.0 credit hours  
45.0 Classroom Hours = 45.0 Lecture Hours  
Directed Study

GEOG 1090 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. Prerequisite: Students must have a working knowledge of InDesign, Illustrator, or Photoshop

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 1600 Publication and Book Design
3.0 credit hours
0 Classroom Hours
This course will focus on publication and book layout and design. Formatting, print processes, and digital prepress will be covered. Students will also output projects as interactive digital documents.

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 motors, types of electric motors, controls, and troubleshooting in a lab application. Prerequisite: HVAC 1315.

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 1315 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 1315.

HVAC 1445 A/C Apps Refrigerant/Rec
4.0 credit hours
60.0 Classroom Hours = 60.0 Lab Hours
The student will study design and do maintenance, troubleshooting, repair, and fine tuning of residential and commercial air conditioning. Prerequisites: 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 1315 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 1315 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.
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 Age of Discovery through the Civil War and Reconstruction. Emphasis is on the political, economic, cultural, social, and technological issues that arise in the development 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 from the end of the Civil War era to the present. Emphasis is on the political, economic, cultural, social, and technological issues that arise in America's development as a global 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 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.

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 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 1180 Intro to Programming (Python)
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
This course is an introduction to programming with a focus on problem solving, structured programming and algorithm design with a gentle introduction to efficiency. Concepts covered include data types, expressions, variables, assignments, conditional and iterative structures, functions, file input/output, exceptions, namespaces and recursion.

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 1550 Web Development Tools III
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 1520 Web Development Tools II
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 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
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 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 DirectoryTM 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 2210.

JOUR 2210 Applied Journalism IV
1.0 credit hours
30.0 Classroom Hours = 30.0 Lab Hours
A continuation of JOUR 2220.

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.
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 0900 Elementary Algebra
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
This course provides the math skills required in career/technical fields. The course includes a review of arithmetic operations, ratios and proportions, algebraic operations, geometrical relationships and right triangle trigonometry with emphasis placed on applications.

MATH 1010 Intermediate 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 1150 College Algebra
3.0 credit hours
45.0 Classroom Hours = 45.0 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.

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.

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, 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 0900 or 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.
**Prerequisites:** MATH 1010 or adequate score on 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 level 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 1600. Trigonometric, logarithmic, exponential functions, methods of integration, polar coordinates, applications and infinite series. 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 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 2170 Applied Statistics**
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours

The course is an introduction to basic probability and statistical methods that are used in a wide variety of disciplines. Topics include descriptive statistics, probability foundations, probability distributions, sampling distributions, methods of statistical inference, and bivariate relationships. Prerequisites: MATH 1010 or adequate score on math placement test.

**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".

**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 1110. 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
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
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 1070: Concert Band prior to Fall 2016]

MUSC 1100 Jazz 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 1109 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 1120 Community Orchestra
1.0 credit hours
30.0 Classroom Hours = 30.0 Lab Hours
Development of orchestral experience through participation in and performance with the local community orchestra. Open to all students. Repeatable up to six times for credit.

MUSC 1130 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 1131 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
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 six times for credit. (Replaces MUSC 1010: Concert Choir prior to Fall 2016)

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 1711 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 1712 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 Applied Music for Non-Majors - 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 Applied Music for Majors I - 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 Applied 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 Applied 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 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 2745. 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 2775. Fee $100.

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 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. Fee $90.

NURS 1102 Nursing Concepts I: Adult Health N
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture 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. Co-requisite: NURS 1103 Fee $95.

NURS 1103 Clinical I
3.0 credit hours
135.0 Classroom Hours = 135.0 Lab Hours
This clinical course provides the application of knowledge and skills that occurs in the nursing laboratories and clinical setting. Care will be provided to acute and chronically ill adults and elderly patients with a focus of maintaining health status, preventing illness, and improving health status. Co-requisite: NURS 1102. Fee $95.

NURS 1202 Nursing Concepts II: Family Health
2.0 credit hours
30.0 Classroom Hours = 30.0 Lecture Hours
This course builds on concepts of nursing related to patient-centered care of the reproducing family and children. Provides an in-depth study of family health nursing, including childbearing, parenting, and illnesses of neonates, children and adolescents. Co-requisite: NURS 1204. Prerequisites: NURS 1101; NURS 1102; NURS 1103 Fee $70.

NURS 1203 Nursing Concepts III: Mental Health
2.0 credit hours
30.0 Classroom Hours = 30.0 Lecture Hours
This course builds on concepts of nursing related to patient-centered care of patients with mental health conditions and the elderly. Provides an in-depth study of mental health nursing, including mental health needs, mental illness, and addictive disorders. Provides an in-depth study of gerontology nursing, including lifestyle and physical changes that occur with aging. Co-requisite: NURS 1204. Prerequisites: NURS 1101; NURS 1102; NURS 1103. Fee $70.

NURS 1204 Clinical II
3.0 credit hours
135.0 Classroom Hours = 135.0 Lab Hours
This clinical course provides the application of knowledge and skills that occurs in the nursing laboratories and clinical setting. Care will be provided to patients across the lifespan continuum in a variety of settings with a focus of maintaining health status, preventing illness, and improving health status. Co-requisite: NURS 1101, NURS 1102, and NURS 1103. Fee $70.

NURS 1301 Practical Nursing Exit
4.0 credit hours
60.0 Classroom Hours = 60.0 Lecture 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. Co-requisite: NURS 1302. Prerequisites: NURS NURS 1202, NURS 1203, and NURS 1204. Fee $50.

NURS 1302 Clinical III
2.0 credit hours
90.0 Classroom Hours = 90.0 Lab Hours
This clinical course provides the application of knowledge and skills that occurs in the nursing laboratories and clinical setting. Care will be provided to patients across the lifespan continuum in a variety of settings with a focus of maintaining health status, preventing illness, and improving health status. Co-requisite: NURS 1301. Prerequisites: NURS 1202, NURS 1203, and NURS 1204. Fee $50.

NURS 1401 LPN to ADN Transition
2.0 credit hours
30.0 Classroom Hours = 30.0 Lecture 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. Co-requisite: NURS 1402. Fee $50.

NURS 1402 LPN to ADN Transition Clinical
1.0 credit hours
45.0 Classroom Hours = 45.0 Lab Hours
This clinical course provides the application of knowledge and skills that occurs in the nursing laboratories and clinical setting. Care will be provided to patients across the lifespan continuum in a variety of settings with a focus of maintaining health status, preventing illness, and improving health status. Co-requisite: NURS 1401. $50.
NURS 1501 Nursing Concepts IV
4.0 credit hours
60.0 Classroom Hours = 60.0 Lecture Hours
This course further expands on the concepts of nursing practice with application to the care of adult patients with stable and unstable conditions. Advanced IV therapy is a focus of the course. Co-requisite: NURS 1502. Prerequisites: NURS 1202; NURS 1203; NURS 1204; or NURS 1401; NURS 1402. Fee $50.

NURS 1502 Clinical IV
2.0 credit hours
90.0 Classroom Hours = 90.0 Lab Hours
This clinical course provides the application of knowledge and skills that occurs in the nursing laboratories and clinical setting. Care will be provided to patients across the lifespan continuum in a variety of settings with a focus of maintaining health status, preventing illness, and improving health status. Co-requisite: NURS 1501. Prerequisites: NURS 1202, NURS 1203, NURS 1204 and/or NURS 1401 and NURS 1402. Fee $50.

NURS 2101 Nursing Concepts V
4.0 credit hours
60.0 Classroom Hours = 60.0 Lecture 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 across the lifespan continuum. Co-requisite: NURS 2102. Prerequisites: NURS 1501 and 1502. Fee $85.

NURS 2102 Clinical V
4.0 credit hours
180.0 Classroom Hours = 180.0 Lab Hours
This clinical course provides the application of knowledge and skills that occurs in the nursing laboratories and clinical setting. Care will be provided to patients across the lifespan continuum in a variety of settings with a focus of maintaining health status, preventing illness, and improving health status. Co-requisite: NURS 2101. Prerequisites: NURS 1501 and 1502. Fee $85.

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 2101 and 2102. Fee $90.

NURS 2202 Concepts VI
4.0 credit hours
60.0 Classroom Hours = 60.0 Lecture 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 across the lifespan continuum. Co-requisite: NURS 2203. Prerequisites: NURS 2101 and 2102 Fee $90.

NURS 2203 Clinical VI
4.0 credit hours
180.0 Classroom Hours = 180.0 Lab Hours
This clinical course provides the application of knowledge and skills that occurs in the nursing laboratories and clinical setting. Care will be provided to patients across the lifespan continuum in a variety of settings with a focus of maintaining health status, preventing illness, and improving health status. Co-requisite: NURS 2202. Prerequisites: NURS 2101 and 1202. Fee $90.

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 Introduction to Philosophy
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
Students will explore 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.
PHIL 1150 Intro to Logic & Critical Thinking

1.0 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 = 8.0 Lecture Hours + 16.0 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
30.0 Classroom Hours = 30.0 Lecture 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 1550 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 1550 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 1640 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. Sophomores 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 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 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 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 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 1690 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 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 1700 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
24.0 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.

PHED 2610 Athletic Practicum II
1.0 credit hours
45.0 Classroom Hours = 45.0 Lecture 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 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 of general injury evaluation process and broaden knowledge of medical record keeping software, advanced taping and wrapping, and beginning physical modalities. Prerequisite: PHED 2600 and 1960 or permission of instructor.

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
1.0 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 1350 Severe Weather
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
A study of severe and unusual weather events, including blizzards, severe thunderstorms, tornadoes, floods, hurricanes, drought, and wildfires.

PHYS 1410 Elementary General Physics I
5.0 credit hours
90.0 Classroom Hours = 60.0 Lecture Hours + 30.0 Lab Hours
Detailed algebra and trigonometry study of one and two dimensional motion. Topics will include kinematics, Newton's Laws, energy, momentum, and rotational motion. Additional topics from the areas of oscillations and waves, fluids, and thermal physics may also be covered. Prerequisite/Corequisite: MATH 1250 or equivalent. Fee $15.

PHYS 1411 General Physics I Lab
0.0 credit hours
0 Classroom Hours
Lab for General Physics I.

PHYS 1420 Elementary General Physics II
5.0 credit hours
90.0 Classroom Hours = 60.0 Lecture Hours + 30.0 Lab Hours
Detailed algebra and trigonometry continuation of Elementary General Physics I. Topics covered will include electricity, magnetism, and optics. Additional topics from the areas of thermal physics, waves, and modern physics may also be covered. Prerequisite: PHYS 1410. Fee $15.

PHYS 1421 General Physics II Lab
0.0 credit hours
0 Classroom Hours
Lab for General Physics II.

PHYS 2110 General Physics I with Calculus
5.0 credit hours
90.0 Classroom Hours = 60.0 Lecture Hours + 30.0 Lab Hours
Detailed calculus-based study of one- and two-dimensional motion. Topics will include kinematics, Newton's Laws, energy, momentum, and rotational motion. Additional topics from the areas of oscillations and waves, fluids, and heat may also be covered. Corequisite/Prerequisite: MATH 1600.

PHYS 2111 General Physics I Lab
0.0 credit hours
0 Classroom Hours
Lab to be taken with General Physics I with Calculus.

PHYS 2110 General Physics I with Calculus
5.0 credit hours
90.0 Classroom Hours = 60.0 Lecture Hours + 30.0 Lab Hours
Detailed calculus-based study of one- and two-dimensional motion. Topics will include kinematics, Newton's Laws, energy, momentum, and rotational motion. Additional topics from the areas of oscillations and waves, fluids, and heat may also be covered. Corequisite/Prerequisite: MATH 1600.

PHYS 2111 General Physics I Lab
0.0 credit hours
0 Classroom Hours
Lab to be taken with General Physics I with Calculus.

PHYS 2120 General Physics II with Calculus
5.0 credit hours
90.0 Classroom Hours = 60.0 Lecture Hours + 30.0 Lab Hours
Detailed calculus-based continuation of General Physics I. Topics covered will include electricity, magnetism, and optics. Additional topics from the areas of waves and modern physics may also be covered. Prerequisite: PHYS 2110.

PHYS 2121 General Physics II with Calculus Lab
0.0 credit hours
0 Classroom Hours
Lab to be taken with General Physics II with Calculus.
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 constitute 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 of 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 American 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  
A survey of the actors, institutions, processes, and theories of international relations 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.

Psycology (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 behavior and mental processes 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 biopsychosocial development, cognitive development, and psychosocial development from conception to late adulthood, including death. Prerequisite: PSYC 1810 or equivalent, or permission of instructor.
REES 1705 Real Estate Principles & Practices
3.0 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.
SOCI 1010 Intro to Sociology  
3.0 credit hours  
45.0 Classroom Hours = 45.0 Lecture Hours  
Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, social inequalities, stratification, demography, and population. [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  
This course will help students increase awareness and sensitivity of commonalities and differences among people and acquire knowledge of minority group issues and challenges. The course will prepare students to more critically, actively, and effectively participate in an increasingly diverse and global society.

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.

SPAN 1010 Elementary Spanish I  
5.0 credit hours  
75.0 Classroom Hours = 75.0 Lecture Hours  
This is the first introductory course where students begin to learn the fundamentals of Spanish. It stresses comprehension, pronunciation, speaking, listening, reading, writing, and vocabulary. The course includes nouns, adjectives, and present tense as well as a study of Spanish-speaking cultures. This course also allows language learners to experience the cultural diversity of Spanish-speaking countries. Technology is incorporated in this class to enhance language skills. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture.

SPAN 1020 Elementary Spanish II  
5.0 credit hours  
75.0 Classroom Hours = 75.0 Lecture Hours  
Students continue to focus on the skills begun in Elementary Spanish I. The course covers past tenses and double object pronouns among other grammatical structures. The course allows 21st century language learners to further develop proficiency in Spanish while expanding community connections in and out of the classroom through local and global Spanish-speaking communities. Technology is incorporated to enhance language skills. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture. Prerequisite SPAN 1010.

SPAN 2010 Intermediate Spanish I  
3.0 credit hours  
45.0 Classroom Hours = 45.0 Lecture Hours  
Third level in the language sequence that builds students' language proficiency by refining receptive and productive skills while encouraging students to compare, contrast, and develop an appreciation of the cultural diversity of Spanish speaking communities. This course builds on previously attained grammar and stresses vocabulary building. It presents the perfect, subjunctive, future, and conditional tenses as well as commands. It is taught primarily in Spanish. Technology is incorporated in this class to enhance language skills. Prerequisite: SPAN 1020 or by placement exam.

SPAN 2020 Intermediate Spanish II  
3.0 credit hours  
45.0 Classroom Hours = 45.0 Lecture Hours  
Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Spanish-speaking local and global communities. Technology is incorporated in this class to enhance language skills. This course continues the grammar review of Intermediate Spanish and introduces literary readings. Classes are conducted in Spanish. Prerequisite: SPAN 2010 or by placement exam. Prerequisite: SPAN 2010 or by placement exam,

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 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 enable students to recognize and develop the skills required of speaking in today's workplace and society. 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 also enhance the students' active and critical listening skills.

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 = 45.0 Lecture 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 upholstering 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 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. Prerequisites: WELD 2320 and WELD 2330.

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. Prerequisites: WELD 2310, WELD 2320, WELD 2330, WELD 2340, and WELD 2350.

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 Institutional 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 Institutional 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. 3627

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

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. 8119

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.

NPCC - Physical Resources Director
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 Institutional Research and Planning:

NPCC Associate Dean of Student Life
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3622

MCC Dean of Student Life
1205 East Third Street
McCook, NE 69001
(800) 658-4348, Ext. 8109

Area Director of Accounting
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3676

NPCC Associate Dean of Student Life
1101 Halligan Drive
North Platte, NE 69101
(800) 658-4308, Ext. 3622

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 the case 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, rankin@mpcc.edu; Chris Turner, North Platte Community College-South Campus, 308 535-3715 or 800 658-4308, Ext. 3715, turnerc@mpcc.edu; or at McCook Community College, 308 345-8128 or 800 658-4348, Ext. 8128.

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 coursework.

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.

4. 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

1. 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.

2. 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).

3. 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; at McCook Community College, 308 345-8128 or 800 658-4348, Ext. 8128.

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 polices, 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

Aten, Shawn
Director of Physical Resources
A.S., Pre-Engineering - Mid-Plains Community College
B.S. - University of Nebraska at Kearney

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

Blagdon, Josh
Area Systems Administrator
A.A.S. – 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

Grabau, Chase
NPCC Asst. Director of Housing
NPCC Asst. Men’s Basketball Coach
A.G.S. – MPCC-North Platte
B.S. – Idaho State University

Grabau, Lauren
Area Director of Marketing and Public Information
B.A. - Idaho State University
M.A. - Southern Utah University

Heinz, Brady
MCC Assistant Director of Housing
A.S. - Mid-Plains Community College

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 Administrator
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 Director of Early Entry and Program Development
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

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 Administrator
B.A. – University of Northern Colorado

Mann, Stacy
Project HELP Success Coach
B.S.W. – Youngstown State University

McConnell, Alex
EMS/CPR Coordinator
Diploma - Mid-Plains Community College

Molcyk, Joy
Director of EMT/Paramedic Program
B.S. – University of Nebraska – Kearney
Certified EMS Instructor/BLS Instructor
Certified in ACLS, AMLS, PALS, PHTLS, TCC, 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
Personnel & Credentials

A.A. – Manhattan Area Vocational-Technical School

Morgan, Jennifer
Area Events Coordinator
B.A. – University of Nebraska – Lincoln

Muehlenkamp, Bobbi
Area Assistant Director of Student Success
B.S. – Fort Hays State University
M.S. – Kansas State University

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
M.S. - Western Governors University

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

Petersen, Carolyn
Valentine Campus Administrator
A.A.S. - Mid-Plains Community College

Peterson, Crystal
Area Director of Accounting
B.B.A. - Abilene Christian University

Pfeifer, Tad
Area Director of Institutional Effectiveness
B.S. – Wayne State College
M.S. – Auburn University

Pierce, Mary
Ogallala Campus Administrator
A.A. – MPCC North Platte
B.S. – University of Nebraska at Kearney

Pritchett, Brandon
Area Assistant Director of Advising
MCC Head Women’s Basketball Coach
B.S. – Northern Arizona University
M.S.S. - United States Sports Academy

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
Area Recruiter
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 Vice President for Student Affairs and McCook Community College
B.A. – Concordia University
M.S. – University of Nebraska - Kearney

Sabatka, Amy
Area Career Placement Coordinator
B.S. - University of Nebraska-Lincoln
M.A. - University of Nebraska-Kearney
M.S. - University of Nebraska-Kearney

Sanchez, Augustine
Assistant Director of Housing
B.A. – Doane College

Schramm, Wendy
Area Systems Analyst
B.B.A – University of North Dakota
M.B.A. – Chadron State College

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

Stewart, Lana
Area Registrar
A.A. - Mid-Plains Community College
B.G.S. - University of Nebraska - Omaha

Thurman, Jeffrey
Asst. Activities Coordinator
NPCC Head Women’s Basketball Coach
A.A. - Carl Sandburg College
B.A. - Western Illinois University
M.S. - Western Illinois University

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

Widger, Mari Jo
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
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</table>
| Wiese, Trent          | Area Interim Director of Information Systems | A.A.S. – Southeast Community College  
A.A.S. – Mid-Plains Community College  
B.S. – Bellevue University            |
| Wrase, 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 | Nurse Educator                             | A.A. – Mid-Plains Community College  
M.S.N– Walden University                   |
| Allen, Jessie Dr.     | English Instructor                         | BA – Nazareth College  
MA – DePaul University  
Ph.D.-University of Wyoming  |
| Beel, Kent            | Diesel Instructor                          | A.A.S. – Auto Mechanics - MPCC-North Platte  
ASE – Certified Medium/Heavy Truck Technician   |
| Bogardus, Robert      | Biology Instructor                         |                          |
| Bolt, Susanne         | Mathematics Instructor                     | A.A. – McCook Community College  
B.S. – Kearney State College  
M.S. – University of Nebraska – Kearney    |
| Cabrera, Mirna Dr.    | Music Instructor                           | D.M.A. – University of Kansas  
M.M. – University of Kansas  
B.M.Ed. – Loma Linda University  
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 |
| Clouatre, 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   |
| Cudzilo, Gregory      | Building Construction Instructor           | A.A.S. – Red Rocks Community College     |
| Daily, 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 |
| Flesch, Mandy         | Nurse Educator                             | LPN Diploma - Mid-Plains Community College  
A.D.N. - Mid-Plains Community College  
M.S.N. - Walden University       |
| 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)   |
| Grasmick, Jessica     | Business/Office Tech Instructor            |                                                                                                              |
Dental Assisting Instructor/Program Director
A.A.S. - Mid-Plains Community College
A.S. - Mid-Plains Community College
B.S. - Peru State College

Haneline, Richard
Art Instructor
B.A. Ed – Peru State College
M.F.A. – Winthrop University

Hardiman, Mark
Theatre/Speech Instructor
B.A. - University of California
M.F.A. - Ohio University
M.A. - Northern Illinois 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
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
M.S.L. - Grand Canyon University

Marvin, Micah
Mathematics Instructor
B.S. - Doane College
M.S. - University of Nebraska - Lincoln
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
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<tbody>
<tr>
<td>McCall, Alexa</td>
<td>Developmental Mathematics Instructor</td>
<td>M.Ed. - Doane College</td>
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<tr>
<td></td>
<td>NPCC Head Volleyball Coach</td>
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<td></td>
<td>A.A. - Mid-Plains Community College</td>
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<td></td>
<td>B.A. - Concordia University</td>
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<tr>
<td>McCune, Kathleen</td>
<td>Office Technology/Business Instructor</td>
<td>B.S. – Kansas State University</td>
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<td>B.A. – Kansas State University</td>
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<td>M.B.A. – Kansas State University</td>
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<tr>
<td>McLean, Aaron Dr.</td>
<td>Chemistry Instructor</td>
<td>A.S. – Lincoln Land Community College</td>
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<td>B.S. – University of Illinois – Springfield</td>
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<td></td>
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<td>Ph.D. – Southern Illinois University – Carbondale</td>
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<tr>
<td>Meyers, Becky</td>
<td>Graphic Design Instructor</td>
<td>M.S. - University of Nebraska - Kearney</td>
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<td>Miller, Jean</td>
<td>English Instructor</td>
<td>B.S. – University of Nebraska - Kearney</td>
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<td>Mooney, Renelle</td>
<td>Business Instructor</td>
<td>B.S. – University of Nebraska - Kearney</td>
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<tr>
<td>Mowry, Lorrie</td>
<td>Business Instructor</td>
<td>B.S. – Fort Hays State University</td>
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<td>M.S. – Emporia State University</td>
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<tr>
<td>Nutt, Cathy</td>
<td>Business Instructor</td>
<td>B.S. – New Mexico State University</td>
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<td>M.S. – New Mexico State University</td>
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<tr>
<td>O'Connor, Kevin</td>
<td>Math/Physical Education Instructor</td>
<td>O.A. – McPherson HS Diploma</td>
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<td></td>
<td>Athletic Director</td>
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<td>NPCC Men's Basketball Coach</td>
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<td>A.A. – MPCC – North Platte</td>
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<tr>
<td>Olsen, Jon</td>
<td>Physical Education Instructor</td>
<td>A.A. – Colby Community College</td>
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<tr>
<td></td>
<td>MCC Men's Baseball Coach</td>
<td>B.S. – Wheaton College</td>
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<td>Perry, Jamie</td>
<td>MLT Instructor/Program Director</td>
<td>B.S. - Chadron State College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S. - University of Nebraska Medical Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.B.A. - Bellevue University</td>
</tr>
<tr>
<td>Potter, David Dr.</td>
<td>Speech Instructor</td>
<td>A.S. - Oklahoma City Community College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S. - University of Nebraska - Lincoln</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.P.A. - University of Nebraska - Omaha</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph.D. - University of North Dakota</td>
</tr>
<tr>
<td>Sarvela, Tara Layne</td>
<td>Chemistry Instructor</td>
<td>B.S. – University of Alaska – Fairbanks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S. – Texas A&amp;M University</td>
</tr>
<tr>
<td></td>
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<td>M.A.T. – University of Alaska-Southeast</td>
</tr>
<tr>
<td>Schaeffer, Addie</td>
<td>Nurse Educator</td>
<td>B.S.N. - Bryan College of Health Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N. – Walden University</td>
</tr>
<tr>
<td>Schmit, Anne</td>
<td>English Instructor</td>
<td>B.A. – Kearney State College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A. – Kearney State College</td>
</tr>
<tr>
<td>Seamann, Stephanie</td>
<td>Nurse Educator</td>
<td>A.D.N – Mid-Plains Community College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N. – Walden University</td>
</tr>
<tr>
<td>Smalley, Scott</td>
<td>Welding/Machining Instructor</td>
<td>A.A.S. – McCook Community College</td>
</tr>
<tr>
<td></td>
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<td>B.S. – University of Nebraska</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lincoln</td>
</tr>
<tr>
<td>Stalder, Janet</td>
<td>Business/Office Tech Instructor</td>
<td>A.A.S. – Kearney State College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S. – Kearney State College</td>
</tr>
<tr>
<td></td>
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<tr>
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<td>Mathematics Instructor</td>
<td>B.S. – University of Nebraska – Kearney</td>
</tr>
<tr>
<td></td>
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<td>M.S. – University of Nebraska – Kearney</td>
</tr>
<tr>
<td>Thalken, Sally</td>
<td>Health/Phys Ed Instructor</td>
<td>A.A.S. – Kearney State College</td>
</tr>
<tr>
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<td></td>
<td>M.A. – Kearney State College</td>
</tr>
<tr>
<td>Weaver, Theresa</td>
<td>Nurse Educator</td>
<td>A.D.N. – MPCC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S.N. – Midland Lutheran College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N – Chamberlain College of Nursing</td>
</tr>
<tr>
<td>Wilson, Don</td>
<td>Auto Body Instructor</td>
<td>A.A.S. – McCook Community College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S. – Wheaton College</td>
</tr>
</tbody>
</table>

---

**Mid-Plains Community College**

149
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
# INDEX

## A

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>15</td>
</tr>
<tr>
<td>Academic Instructional Information</td>
<td>14</td>
</tr>
<tr>
<td>Academic Probation &amp; Suspension</td>
<td>16</td>
</tr>
<tr>
<td>Academic Transfer Program</td>
<td>21</td>
</tr>
<tr>
<td>Accounting, AAS</td>
<td>43</td>
</tr>
<tr>
<td>Accounting (ACCT)</td>
<td>80</td>
</tr>
<tr>
<td>Accounting Certificate</td>
<td>50</td>
</tr>
<tr>
<td>Agribusiness, AAS</td>
<td>44</td>
</tr>
<tr>
<td>Agribusiness Certificate</td>
<td>50</td>
</tr>
<tr>
<td>Agriculture (AGRI)</td>
<td>81</td>
</tr>
<tr>
<td>Architectural Drafting and CAD Technology (ARCH)</td>
<td>83</td>
</tr>
<tr>
<td>Art</td>
<td>29</td>
</tr>
<tr>
<td>Art (ARTS)</td>
<td>83</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td>35</td>
</tr>
<tr>
<td>Associate Degree Nursing, ADN</td>
<td>36</td>
</tr>
<tr>
<td>Associate of Applied Science</td>
<td>24</td>
</tr>
<tr>
<td>Associate of Arts</td>
<td>26</td>
</tr>
<tr>
<td>Associate of Fine Arts</td>
<td>28</td>
</tr>
<tr>
<td>Associate of General Studies</td>
<td>32</td>
</tr>
<tr>
<td>Associate of Science</td>
<td>33</td>
</tr>
<tr>
<td>Athletics</td>
<td>13</td>
</tr>
<tr>
<td>Auto Body Technology</td>
<td>37</td>
</tr>
<tr>
<td>Auto Body Technology, AAS</td>
<td>37</td>
</tr>
<tr>
<td>Auto Body Technology (AUTB)</td>
<td>84</td>
</tr>
<tr>
<td>Auto Body Technology Diploma</td>
<td>37</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>38</td>
</tr>
<tr>
<td>Automotive Technology, AAS</td>
<td>39</td>
</tr>
<tr>
<td>Automotive Technology (AUTO)</td>
<td>85</td>
</tr>
<tr>
<td>Automotive Technology Certificate</td>
<td>38</td>
</tr>
<tr>
<td>Automotive Technology Diploma</td>
<td>39</td>
</tr>
<tr>
<td>Aviation (AVIA)</td>
<td>86</td>
</tr>
</tbody>
</table>

## B

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Auto Body Certificate</td>
<td>38</td>
</tr>
<tr>
<td>Basic Engine &amp; Electrical Certificate</td>
<td>57</td>
</tr>
<tr>
<td>Basic Engine &amp; Electrical Repair Certificate</td>
<td>39</td>
</tr>
<tr>
<td>Biology (BIOS)</td>
<td>87</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>40</td>
</tr>
<tr>
<td>Building Construction Technology, AAS</td>
<td>41</td>
</tr>
</tbody>
</table>

## C

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Planning (CAPC)</td>
<td>96</td>
</tr>
<tr>
<td>Chemistry</td>
<td>96</td>
</tr>
<tr>
<td>College Success</td>
<td>17</td>
</tr>
<tr>
<td>Computer Science (CSCE)</td>
<td>97</td>
</tr>
<tr>
<td>Contact Information</td>
<td>5</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>4</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>79</td>
</tr>
<tr>
<td>Credit Systems</td>
<td>16</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>18</td>
</tr>
<tr>
<td>Criminal Justice (CRIM)</td>
<td>98</td>
</tr>
<tr>
<td>Custodial and Maintenance Training (CUST)</td>
<td>99</td>
</tr>
<tr>
<td>Customer Service/Help Desk Certificate</td>
<td>71</td>
</tr>
<tr>
<td>Customization &amp; Restoration Certificate</td>
<td>40</td>
</tr>
</tbody>
</table>

## D

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting</td>
<td>55</td>
</tr>
<tr>
<td>Dental Assisting, AAS</td>
<td>56</td>
</tr>
<tr>
<td>Dental Assisting (DENT)</td>
<td>100</td>
</tr>
<tr>
<td>Dental Assisting Diploma</td>
<td>56</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>57</td>
</tr>
<tr>
<td>Diesel Technology, AAS</td>
<td>58</td>
</tr>
<tr>
<td>Diesel Technology Diploma</td>
<td>57</td>
</tr>
<tr>
<td>Diesel Technology (DSLT)</td>
<td>100</td>
</tr>
<tr>
<td>Distance Learning Locations</td>
<td>6</td>
</tr>
</tbody>
</table>

## E

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>58</td>
</tr>
</tbody>
</table>
Surgical Technology, AAS ........................................................................ 77
Suspension & Alignment Certificate .......................................................... 40

T
Theater ........................................................................................................ 30
Theater (THEA) ......................................................................................... 137
Transmission & Drive Line Certificate ....................................................... 40
Transportation (TRAN) ............................................................................. 138
Tune-Up Certificate .................................................................................. 40

U
Upholstery (UPHR) ................................................................................. 138

W
Welding Technology ................................................................................. 77
Welding Technology, AAS ......................................................................... 78
Welding Technology Diploma .................................................................... 78
Welding Technology (WELD) .................................................................. 139

N
Network Technology Certificate ............................................................... 71
Network Technology Diploma .................................................................. 71
Nonprofit Management, AAS .................................................................... 48
Nonprofit Management Certificate .......................................................... 51
Nursing Assistant (NURA) ....................................................................... 128
Nursing (NURS) ........................................................................................ 127

O
Other Educational Opportunities .............................................................. 18

P
Partner Programs ....................................................................................... 74
PC Support / Network Technology, AAS .................................................. 70
PC Support Certificate ............................................................................... 71
PC Support Services Diploma ..................................................................... 71
Personnel & Credentials .......................................................................... 145
Pharmacology (PHAR) ............................................................................. 128
Philosophy (PHIL) .................................................................................. 128
Physical Education (PHED) ..................................................................... 129
Physics and Physical Science (PHYS) ....................................................... 133
Political Science (POLS) ......................................................................... 134
Power Train Certificate ........................................................................... 58
Practical Nursing Diploma ........................................................................ 73
Print Design Certificate ........................................................................... 67
Programs .................................................................................................... 21
Psychology (PSYC) .................................................................................. 134

R
Radiologic Technology, AAS ................................................................. 75
Real Estate (REES) ................................................................................... 135
Respiratory Therapy, AAS ......................................................................... 76

S
Safety Training (SFTX) .............................................................................. 135
Scholarship & Financial Aid ...................................................................... 10
Small Engine Mechanics (SENG) ............................................................. 135
Sociology (SOCI) ...................................................................................... 135
Spanish (SPAN) ....................................................................................... 136
Speech (SPCH) ........................................................................................ 137
Sports & Recreation Management, AAS ............................................... 49
Sports Management Certificate ............................................................... 51
Student Right to Know ............................................................................ 141
Student Services ........................................................................................ 11
Surgical Technology, AAS ........................................................................ 77