METROPOLITAN
Community College

COLLEGE CATALOG

2022-23

IMPORTANT CONTACTS

Contact Center/Registration
531-MCC-2400
800-228-9553
mccneb.edu

Adult Education/GED
531-622-4060

Bookstores
Elkhorn Valley Campus – 531-MCC-1208
Fort Omaha Campus – 531-MCC-2308
South Omaha Campus – 531-MCC-4508

Community and Workforce Education
531-MCC-9439

Continuing Education (noncredit)
531-MCC-2620

Disability Support Services
Elkhorn Valley Campus – 531-MCC-1416
Fort Omaha Campus – 531-MCC-2580
Sarpy Center – 531-MCC-3841
South Omaha Campus – 531-MCC-4757

Financial Aid
Central office – 531-MCC-2330

International Student Services
531-MCC-2281

Learning and Tutoring Centers
Elkhorn Valley Campus – 531-MCC-1266
Fort Omaha Campus – 531-MCC-2438
Fremont Area Center – 531-MCC-3040
Sarpy Center – 531-MCC-3864
South Omaha Campus – 531-MCC-4537

Libraries
Digital Express* – 531-MCC-2000
Elkhorn Valley Campus – 531-MCC-1206
Fort Omaha Campus – 531-MCC-2306
South Omaha Campus – 531-MCC-4506
*FOC Building 10

MCC Foundation and Alumni
531-MCC-2346

MCC Police/Public Safety
All locations – 531-622-2222

Military/Veterans Services
531-MCC-4619

Records/Transcripts
531-MCC-2353

Single-Parent Homemaker Services
531-MCC-2651

Student Financial Services (Student Accounts)
531-MCC-2405

Student Support Services (TRIO)
531-MCC-2567

Testing Centers
Elkhorn Valley Campus – 531-MCC-1278
Fort Omaha Campus – 531-MCC-2204
Fremont Area Center – 531-MCC-3000
Sarpy Center – 531-MCC-3803
South Omaha Campus – 531-MCC-4613

Weather Cancellation Line
531-MCC-2499

MCC LOCATIONS

Applied Technology Center
10407 State St. (104th and State streets) Omaha, NE 68122

Elkhorn Valley Campus
829 N. 204th St. (204th Street and West Dodge Road) Elkhorn, NE 68022

Fort Omaha Campus
5300 N. 30th St. (30th and Fort streets) Omaha, NE 68111

Fremont Area Center
835 N. Broad St. (9th and Broad streets) Fremont, NE 68025

MCC at Do Space
7205 Dodge St. (Southwest corner of 72nd and Dodge streets) Omaha, NE 68114

MCC North Express
2112 N. 30th St. (30th and Patrick streets) Omaha, NE 68111

MCC South Express
3002 S. 24th St. (24th and Vinton streets) Omaha, NE 68108

Sarpy Center
9110 Giles Road (91st Street and Giles Road) La Vista, NE 68128

South Omaha Campus
2909 Edward Babe Gomez Ave. (27th and Q streets) Omaha, NE 68107

Metropolitan Community College affirms a policy of equal education, employment opportunities and nondiscrimination in providing services to the public. We are committed to ensuring our websites and facilities are accessible and usable to everyone. To read our full policy statement, visit mccneb.edu/nondiscrimination.

2022 – 2023 Catalog

This catalog is effective Fall quarter 2022 through Summer quarter 2023. Every possible step has been taken to ensure its accuracy; however, sometimes changes must be made in the interest of the students or the College. Metropolitan Community College reserves the right to cancel or modify programs and courses. There is also an online version of the catalog, https://mycatalog.mccneb.edu/.

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The College

MCC is a comprehensive community college focused on providing opportunities for students to succeed in their education, career, and life. We offer an educational value and quality that is affordable, accessible, and convenient.

As you look through the catalog, we hope you find a program, class, or service to meet your needs. MCC offers an academic transfer program for students interested in getting a bachelor's degree as well as more than 200 degrees and awards in career and technical areas. High school students can begin their college experience by taking classes through the CollegeNOW!, Career Academy, and Dual Enrollment programs. Continuing Education provides opportunities for lifelong learners.

Classes are offered through a variety of delivery methods and times and at convenient locations throughout our service area of Dodge, Douglas, Sarpy, and Washington counties.

Our Mission

MCC delivers relevant student-centered education to a diverse community of learners.

MCC's History

The present Nebraska community college system started in 1971 when the Nebraska Legislature created eight technical community college areas across the state. One of these new areas was called the Eastern Nebraska Technical Community College Area, which encompassed Dodge, Douglas, Sarpy, and Washington counties. An area vocational technical school operated by the Omaha Board of Education already served part of this area.

MCC was created in 1974 when the Legislature consolidated the original eight technical community college areas into six. That year, the programs, personnel, assets, and liabilities of the former Omaha Nebraska Technical Community College Area merged with the Eastern Nebraska Technical Community College Area under a new name stipulated by amended legislative statutes: the Metropolitan Technical Community College Area. In 1992, the Legislature voted to change the name to Metropolitan Community College Area.

Today, MCC is a comprehensive, full-service public community college supported by the taxpayers of Dodge, Douglas, Sarpy, and Washington counties.

MCC offers more than 200 one-year and two-year degrees and awards in seven Academic Focus Areas: Business, Community and Human Services, Creative Arts and Design, Health Professions, Information Technology, Skilled Trades and Technical Sciences, and Transfer. General support courses, classes for business and industry, and continuing education courses are also important parts of the College's service to the community.

Since opening its doors in 1974 to 2,430 credit students, MCC has grown to become the second largest college in Nebraska.

Board of Governors 2022-2023

Phillip Klein
District 1

Linda McDermitt
District 1

Erin Feichtinger
District 2

Brad Ashby
District 2

Adam Gotschall
District 3

Maureen Monahan
District 3

Angela Monegain
District 4

Zach Reinhardt
District 4

Steve Grabowski
District 5

Fred Uhe
District 5

Ron Hug
At Large

College Accreditation

MCC is accredited by the Higher Learning Commission:

The Higher Learning Commission
230 S. LaSalle St. Suite 7-500
Chicago, IL 60604-1411
800-621-7440; 312-263-0456
Fax: 312-263-7462
www.ncahlc.org

For further information on MCC accreditation, visit https://www.mccneb.edu/About-MCC-Nebraska/About-MCC/Accreditations/Accreditation-History.aspx

Program Accreditation

In addition to institutional accreditation, the accrediting bodies of various professional associations approve many MCC educational programs. Other programs are certified, registered or recommended.

- The Accounting and Business programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Accreditation Council for Business and Schools and Programs (ACBSP), 11520 W. 119th St., Overland Park, KS 66213, https://www.acbspsearch.org/

- The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. Commission for Education in Nursing, Inc., 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, http://www.acenursing.com/accreditedprograms/programsearch.htm

- The Associate Degree Nursing and Practical Nursing programs are approved by the Nebraska Board of Nursing. Nebraska Board of Nursing, P.O. Box 94986, Lincoln, NE 68509-5026, https://dhhs.ne.gov/licensure/Documents/NebraskaApprovedNursingEdPrograms.pdf

- The Auto Collision Technology programs are accredited by the ASE Education Foundation. ASE Education Foundation - 1503 Edwards Ferry Rd. NE #401, Leesburg, VA 20176, https://aseeducationfoundation.org/program-accreditation

- The Automotive Technology Program is an NC3 partner, accredited by the ASE Education Foundation, and a member of Fiat Chrysler Automobiles CAP Local. ASE Education Foundation 1503 Edwards Ferry Rd. NE #401, Leesburg, VA 20176, https://aseeducationfoundation.org/program-accreditation NC3 P.O. Box 580802, Pleasant Prairie, WI 53158, https://www.nc3.net/leadership-schools/ Fiat Chrysler Automobiles CAP Local https://www.mopar.com/en-us/mopar-cap/find-a-location.html

- The Culinary Arts and Management programs are accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEF). American Culinary Federation, 6816 Southpoint Pkwy. Ste. 400, Jacksonville, FL 32216, https://www.acfchefs.org/ACF/Education/Enrollment/Postsecondary/ACF/Education/Enrollment/Postsecondary/#NE

- The Diesel Technology program is accredited by the ASE Education Foundation, is an NC3 partner, offers NC3 certifications and is a Daimler Trucks North America Get Ahead Program. ASE Education Foundation - 1503 Edwards Ferry Rd. NE #401, Leesburg, VA 20176, https://aseeducationfoundation.org/program-accreditation NC3, P.O. Box 580802, Pleasant Prairie, WI 53158, https://www.nc3.net/leadership-schools/ Daimler Trucks North America Get Ahead Program, 4747 Channel Ave., Portland, OR 97217, https://trucktechs.com/getaheadschools

- The Certified Financial Planning Certificate of Achievement in personal financial planning is a registered program with Certified Financial Planner Board of Standards, Inc. Certified Financial Planner Board of Standards, Inc., 1425 K Street NW #800, Washington, DC 20005, https://www.cfp.net/get-certified/certification-process/education-requirement/certification-coursework-requirement/find-an-education-program

- The Financial Counseling Career Certificate is a registered program with the Association for Financial Counseling & Planning Education (AFCPE).Association for Financial Counseling & Planning Education (AFCPE), 79 S. State Street, Suite D3, Westerville, OH 43081, https://www.afcpe.org/certification/accredited-financial-counselor/#distance-learning

- The Health Data and Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM, 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800, https://www.cahiim.org/programs/program-directory

- The Human Resources Specialist Career Certificate is a certified Associate Professional in Human Resources APHR® Program and is approved by the Human Resources Certification Institute (HRCI). HRCI, 1725 Duke Street, Suite 700, Alexandria, VA

22314, https://www.hrci.org/my-hrci/public/#/cppdirectory

- The Human Services (general) program is accredited by the Council for Standards in Human Service Education (CSHSE). CSHSE, 3337 Duke Street, Alexandria, VA 22314-5219, https://cshse.org/members-and-accredited-programs/cshse-accredited-programs/

- The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, https://www.caahep.org/Accreditation/Find-a-Program.aspx

- The Paralegal program is approved by the American Bar Association Standing Committee on Paralegals. American Bar Association Standing Committee on Paralegals, 321 N. Clark St., Chicago, IL 60654-7598, https://www.americanbar.org/groups/paralegals/paralegal-resource-directory/

- The Emergency Medical Services Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, https://www.caahep.org/Accreditation/Find-a-Program.aspx Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 7508, https://coaemsp.org/

- The Precision Machine Technology program offers National Institute for Metalworking Skills (NIIMS) credentials. The National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 10, Fairfax, VA 22030, https://www.nims-skills.org/accreditation

- Real Estate courses are approved by the Nebraska Real Estate Commission. All online real estate courses are approved by the Association of Real Estate License Law Officials (ARELLO). Nebraska Real Estate Commission, 301 Centennial Mall South, P.O. Box 94667, Lincoln, NE 68509 , https://nrec.nebraska.gov/pdf/preliclist.pdf ARELLO, 150 North Wacker Drive, Suite 920, Chicago, IL 60606, https://cms.arello.org/certified-courses/

- The Respiratory Therapy program is accredited by Commission on Accreditation for Respiratory Care (CoARC). Commission on Accreditation for Respiratory Care, 264 Precision Blvd, Telford, TN 37690, https://coarc.com/students/find-an-accredited-program/#

- The Toyota T-TEN program is an approved Toyota and Lexus Technical Training Certification program by Toyota Motor Sales. Toyota Motor Sales, U.S.A., Inc., P.O. Box 259001, Plano, TX 75025-9001, https://www.t-ten.com/find-school

Outcomes Assessment

MCC values and encourages the systematic assessment and improvement of teaching and learning. The College's faculty-led Assessment Committees coordinate the implementation college-wide programs for the assessment of student learning for the following purposes:

- improving the teaching and learning process,
- improving programs and courses,
- providing accountability to the community; and
- providing data for informed decision making.

This assessment program is a continuous improvement process to enhance student learning. Every degree program at the College has a Program Assessment Plan that guides program faculty in the collection of data to improve curricula, teaching methodologies, and delivery methods.

Students complete assessment activities as part of this important process.

Diversity

Metropolitan Community College (MCC) believes that diversity, in many forms and expressions, is essential to its educational mission and to its success as an institution. MCC values the pluralistic nature of society and recognizes diversity that includes, but is not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation, and physical or mental capability. MCC respects the variety of ideas, experiences, and practices that such diversity entails. It is MCC's commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at MCC or who otherwise participate in the life of the College. MCC celebrates and embraces diversity as a way to promote respect and enhance academic experiences, making the College a welcoming place to learn and grow while meeting the needs of a diverse population.

Faculty and staff are committed to creating curriculum and learning environments that empower students to become contributing members of an increasingly multicultural and diverse society. The College provides workshops, seminars, publications, and projects that foster the understanding and benefits of diversity and enhance shared values. Staff are encouraged to nurture the sensitivity and mutual respect that is fundamental to valuing diversity. Through a supportive intellectual and social climate, MCC promotes freedom of thought, speech, innovation, and creativity.

MCC Foundation

The Metropolitan Community College (MCC) Foundation was established in 1977 as a separate, not-for-profit IRS-approved 501 (c) 3 corporation. The MCC Foundation advances the College's mission by creating community awareness, building and nurturing meaningful relationships, and connecting community partners with giving opportunities that fulfill their philanthropic objectives.

The MCC Foundation accepts gifts of cash, life insurance, personal property, securities and stocks, or bequests. Gifts may be designated toward an existing fund, or donors may create a new fund that meets their giving interests. The MCC Foundation also offers prospective donors the option of creating endowed funds of $10,000 or more to provide annual and lasting impact toward the project of their choice or toward the College's greatest need.

For more information on the MCC Foundation, visit www.mccneb.edu/foundation, call 531-622-2743, or email foundation@mccneb.edu.

Academic Calendar

SUMMER 2022 (22/SS)

Classes begin for 10-week and first five-week sessions	June 6 (M)
Census date for first five-week session*	June 10 (F)
Census date for 10-week session*	June 17 (F)
Independence Day recess (no classes - college closed)	July 4 (M)
Classes end for first five-week session	July 11 (M)
Classes begin for second five-week session	July 12 (Tu)
Census date for second five-week session*	July 18 (M)
Classes end for 10-week and second five-week sessions	Aug. 15 (M)

FALL 2022(22/FA)

Labor Day (no classes - college closed)	Sept. 5 (M)
Classes begin for 11-week and first five-week sessions	Sept. 6 (Tu)
Census date for first five-week session*	Sept. 12 (M)
Census date for 11-week session*	Sept. 19 (M)
Classes end for first five-week session	Oct. 10 (M)
Classes begin for second five-week session	Oct. 18 (Tu)
Census date for second five-week session*	Oct. 24 (M)
Classes end for 11-week and second five-week sessions	Nov. 21 (M)

WINTER 2022-2023 (22/WI)

Thanksgiving Day recess (no classes - college closed)	Nov. 24-25 (Th-F)
Classes begin for 11-week and first five-week sessions	Dec. 1 (Th)
Census date for first five-week session*	Dec. 7 (W)
Census date for 11-week session*	Dec. 14 (W)
Last class day before holiday recess	Dec. 21 (W)
Holiday recess (college closed)	Dec. 24-Jan. 2
Holiday recess ends for students/classes resume	Jan. 3 (T)
Classes end for first five-week session	Jan. 13 (F)
Martin Luther King Day Jr. recess (no classes - college closed)	Jan. 16 (M)
Classes begin for second five-week session	Jan.23 (M)
Census date for second five-week session*	Jan. 30 (M)
Classes end for 11-week and second five-week sessions	Feb. 27 (M)

SPRING 2023 (22/SP)

Classes begin for 11-week and first five-week sessions	March 9 (Th)
Census date for first five-week session*	March 15 (W)
Census date for 11-week session*	March 22 (W)
Classes end for first five-week session	April 12 (W)
Spring recess (no classes - college closed)	April 8-9 (Sa-Su)
Classes begin for second five-week session	April 21(F)
Census date for second five-week session*	April 27 (Th)
Classes end for 11-week and second five-week sessions	May 25 (Th)

SUMMER 2023 (23/SS)

Classes begin for 10-week and first five-week sessions	June 6 (T)
Census date for first five-week session*	June 15 (Th)
Census date for 10-week session*	June 19 (M)
Independence Day recess (no classes - college closed)	July 4 (T)
Classes end for first five-week session	July 10 (M)
Classes begin for second five-week session	July 11 (Tu)
Census date for second five-week session*	July 14 (F)
Classes end for 10-week and second five-week sessions	Aug. 15 (T)

*Census dates are used by colleges to determine enrollment figures and to determine students' eligibility for financial aid disbursements.

MCC uses a quarter system with four academic quarters designated as FA (Fall), WI (Winter), SP (Spring), and SS (Summer).

Standard courses are full-quarter classes that begin and end within the designated academic quarter dates (see begin and end dates in the academic calendar). Non-standard courses may run for less than the full quarter, more than the full quarter, and/or may have non-standard begin and end dates not within the designated academic quarter dates.

About the MCC Catalog

Catalog Editions

Students must meet the program requirements in the catalog year in which they first attend (not enroll or register) unless they opt to meet the requirements in a later catalog in a year in which they attend. All requirements must be completed within four years of the initial or chosen catalog year. Those not completing within four years must select a later catalog in a year in which they attended and meet the requirements listed in that catalog.

Course prerequisites and/or the need for developmental work in English, math, reading, and/or science may extend the time necessary for completion of a degree, certificate of achievement, or career certificate.

Programs of Study

The catalog presents the complete program of study, or program requirements, needed to successfully complete a chosen associate degree, certificate of achievement, or career certificate.

General Education Requirements

All associate degrees and certificates of achievement have general education requirements dedicated to educating the whole person. These courses broaden opportunities and enrich perspectives by preparing students for the ever-changing world outside the classroom.

Major Requirements

Associate degrees and certificates of achievement require completion of a specific set of courses designated as major requirements. These courses give students career skills or prepare students for transfer to other institutions.

Since some major requirement courses are offered once or twice a year, students should feel free to combine their general education courses with their major requirements to ensure timely graduation.

Course Descriptions

Descriptions of all courses currently taught at MCC can be found in the Courses section of this catalog. Each course description provides a brief summary of the course content. Requisites, lecture - lab - credit hours, and other pertinent course information can be found in this section.

Requisites

Some of the courses required to complete a major or to meet general education requirements have prerequisites. Course prerequisites comprise a course (or courses) or other criteria that must be completed prior to enrollment in that course. If a course has one or more prerequisites, they are noted in the course descriptions section.

When enrolling in a course, the prerequisites for the current catalog year are the ones that must be met even though students are graduating under the provisions of an earlier catalog.

A limited number of courses also have corequisites that are required to be taken at the same time as the course described. Corequisites appear beneath the prerequisites. In some cases, previous completion of the required corequisite is acceptable and noted.

Certain courses, proficiencies, or conditions may be recommended for the student prior to or at the same time as enrollment in a course. While these recommendations are suggested for student success in the course, they are not required.

Developmental Classes and Basic Skills Assessment

College-level English, math, reading, and science skills are essential to success at MCC. New students to MCC are expected to take the College's basic skills assessment in order to assist counselors and advisors in determining readiness for college-level coursework. Based on the skills assessment, students may then be required to take developmental courses prior to starting college-level coursework in some program areas.

Enrollment

General Enrollment Criteria for New Students

Any person may be enrolled who is at least 16 years of age* and wishes to benefit from a program of study at the College.

Students using financial aid are required to have a high school diploma or equivalent:

MCC accepts high school diplomas from accredited high schools and those earned through the Correspondence High School online program offered by UNL and accredited by the Nebraska Department of Education; however, all other high school diplomas earned online are not accepted. Individuals who have not completed high school are encouraged to obtain their GED that has been developed by the General Educational Development Testing Service of the American Council on Education. More information on the MCC Adult Basic Education Program can be obtained at mccneb.edu/adulted.

Enrollment at the College, however, does not mean admission to all courses or programs or guarantee financial aid. The College reserves the right to evaluate requests for admission into certain degree programs and to refuse admission to certain programs when considered to be in the best interest of the College. Students may be required to take developmental coursework or prerequisite credit courses/programs prior to entering select MCC classes.

The American College Testing (ACT) placement test is not required; however, students who have taken the ACT within the last two years may have their official ACT scores sent directly to MCC Records Department. Students may bring in an official copy of their score report when meeting with MCC Success Navigators and/or Academic Advisors.

*For specific enrollment procedures for current high school students, see Admission Requirements; international students should see Admission of International Students.

Enrollment Criteria

Application Process

Metropolitan Community College is an open enrollment institution; however, the recommended first step is to visit our website at mccneb.edu, to learn more about the College, program offerings, and student resources. Interested students can complete the application at www.mccneb.edu/apply and enroll in the upcoming quarter.

Admission to Specific Programs

Some programs have specific requirements and a formal admissions process. Among the items generally considered in determining the eligibility of students for admission to programs are educational and occupational experiences and other reasonable standards to ensure that the student possesses the potential to complete the program successfully. The College and programs reserve the right to deny admission to any students who would not be employable in their respective area of study.

The College may require students to provide a medical statement from a physician or background check for admission to a specific program or when it is otherwise in the best interest of the student and/or the College.

Students who do not meet the requirements for a specific program might become eligible after completing appropriate work in developmental studies or prerequisite credit classes.

Full-time vs. Part-time Status

Students enrolled in 12.0 or more credit hours during a quarter are considered full-time students. Students enrolled in less than 12.0 credit hours during a quarter are considered part-time students.

Students wishing to enroll in more than 25.0 credit hours need to meet with an academic advisor or advocacy or disability support services counselor to request permission. Generally, only students with a 2.5 or higher G.P.A. for the preceding quarters or demonstrated academic success are permitted to carry more than 25.0 credit hours.

Reservation of Rights to Enrollment

The College reserves the rights to limit the number of students enrolled at the College and/or to specific programs. Decisions regarding enrollment at the College and to specific programs are made in accordance with any lawful criteria and/or procedures, whether published or unpublished, as determined by the College or its officials.

Students with Disabilities

MCC is committed to providing appropriate services and accommodations for any student with a documented disability through Disability Support Services (DSS). To be eligible for services, students must identify themselves to DSS and provide documentation of their disability. Once appropriate documentation is received, DSS works with students to determine reasonable accommodations. These accommodations may not always be the same as the student received in high school or at another college or university. DSS counselors are available to assist students with disabilities on an appointment-based system. Contact information for the DSS counselors can be found at mccneb.edu/Current-Students/Student-Tools/Student-Advocacy-and-Accountability/Disability-Support-Services/Contacts.aspx

Visiting Students

Students enrolled at other institutions who wish to attend MCC for coursework that transfers back to their home institution must meet the prerequisites or equivalency for the MCC courses. Visiting students should complete the Visiting Student Application at www.mccneb.edu/apply.

Students with Transfer Credits

Transferring to MCC

Students who have attended another college and wish to transfer to MCC to complete a certificate or degree program should complete the application process, call the Contact Center or email enrollmentmanagement@mccneb.edu to discuss options or to schedule an appointment with an academic advisor to discuss **potential** transfer of credits. Students who are non-degree seeking at MCC may be required to provide unofficial transcripts to an advisor in order to satisfy prerequisites.

Submitting your Official Transcripts

Official college transcripts are required once students have declared a major.

To mail official transcripts for evaluation, contact your previous institution and request they send the transcript to:

Metropolitan Community College Attn: Records
P.O. Box 3777
Omaha, NE 68103-0777

Students may also hand deliver an official transcript from another institution to the Records office on the Fort Omaha Campus. The transcript from that institution must be in a sealed envelope, addressed to MCC and with the word "official" stamped on the sealed envelope.

If students are having their official transcript emailed to MCC through an **electronic transcript provider** (Parchment, Scrip-Safe, National Student Clearinghouse, etc.), then it must be emailed to transcripts@mccneb.edu. **Emailed transcripts that Do Not come from an electronic transcript provider, and ALL** faxed transcripts are considered unofficial and are only used by advisors for advisement purposes. The Records office does not retain unofficial transcripts.

For advisement questions, please call 531-MCC-2400 to speak with a call center advisor or to schedule an appointment with an advisor. Click on **Student Services** for campus/center information.
If you would like to have prior course work reviewed to see if a prerequisite has been met for an MCC course, please send your unofficial transcript to the following email: PrerequisiteVerification@mccneb.edu

Transcript Evaluation

Evaluating Official Transcripts Based on Courses of Declared Major

Only courses pertaining to the declared program of study will be evaluated. If you would like to have specific courses transferred in, which do not pertain to your major, you must notify the Records office by completing the **Transcript Re- evaluation/Specific Course Evaluation Request** found under the Student Services Home tab in the portal.

Once courses have been brought in and transcribed, they **cannot be removed** and will **remain on your permanent record**.

For advisement questions, please call 531-MCC-2400 to speak with a call center advisor or to schedule an appointment with an advisor. For Student Services campus/center information,

https://www.mccneb.edu/Prospective-Students/Student-Tools-Resources/Student-Services

Transcripts are evaluated on a course-by-course basis, so we are unable to evaluate requests via email or over the phone. Courses not offered by MCC will not be transferred in nor will the courses that are less in credit/quarter hours than the courses offered here. For quarter to semester hours conversion chart, visit this website, https://www.mccneb.edu/Prospective-Students/Student-Tools-Resources/Records/Quarter-to-Semester-Hours-Conversion. For courses not offered by MCC, please see an academic advisor for possible options.

Once a transcript has been received and the student is identified with a declared program of study, it takes approximately five to six weeks for the initial evaluation to be completed. There are several factors which could lengthen the processing time, including retrieval of course descriptions or additional information needed, sending coursework to academic deans for input and during peak Records office periods, i.e., end of a term, graduation.

The following parameters are used to evaluate transcripts.

- Institution must be regionally accredited by one of the following agencies:
    - Middle States Association of Colleges and Schools, Commission on Higher Education (MSCHE)
    - New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
    - The Higher Learning Commission (HLC)
    - Northwest Commission on Colleges and Universities (NWCCU)
    - Southern Association of Colleges and Schools, Commission on Colleges (SACS)
    - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
    - Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)
- Course content must be similar to MCC's
- Grade of C or better must have been received
- Credit hours must be equal
- Courses are evaluated based on the program of study and general education requirements

*Note: Due to content being regularly updated for the following courses, non-MCC courses will only be accepted if they have been taken within a specific time frame:

- HIMS 2400, HIMS 2420 and HIMS 2430 - courses need to have been taken within three years of the current catalog year.
- INFO 1001 - course needs to have been taken within five years of the current catalog year.

Once a transcript has been evaluated, students with a MCC email account will be notified via email, that their evaluation is complete. Students without an MCC email will receive a letter stating their evaluation is complete. Students may log onto their My Services account to view credits that have transferred (My Services for Students, Academic Profile, and MCC Unofficial Transcripts). An email or letter will be sent if no credits are transferred.

Transfer credit is not listed on MCC's official transcripts or calculated into the student's GPA. Courses that are transferred in and replace courses taken at MCC may affect the GPA calculation, as transferred courses are not calculated into a student's cumulative GPA.

Re-Evaluated Transcripts

If a student changes his/her academic program of study, a re-evaluation may be requested. To request a re-evaluation, the **Transcript Re-evaluation/Specific Course Evaluation Request** must be completed. This can be found on in the My Way portal. (Student Services, Student Services Home, Transcript Re-evaluation/Specific Course Evaluation Request)

Requests received via email and phone will be referred to the Transcript Re-evaluation/Specific Course Evaluation Request.

It will take approximately five to six weeks for the initial re-evaluation to be completed. The same criteria used for the initial transcript evaluation will be used.

Once a transcript has been re-evaluated, students with a mcc email account will be notified via email, that their transcript is complete. Students without a letter stating their evaluation is complete. Students may log onto their My Services account to view credits that have transferred (My Services for Students, Academic Profile, MCC Unofficial Transcripts). An email or letter will be sent if no credits are transferred.

Official Transcripts on File

MCC credit is automatically awarded for some general education courses to students who have an official transcript on file in the Records office, noting conferred bachelor's, master's, juris doctor, or doctoral degrees from an regionally, accredited American institution. A student must have declared a major as well as actively seeking a certificate or/and degree. Qualifying students

will receive full credit for associate of applied science general education requirements.*

Communication	4.5 credit hrs.
Quantitative/Numeracy Skills	4.5 credit hrs.
Critical Thinking/Creativity & Social/Cultural Awareness	4.5 credit hrs.
Scientific Inquiry	4.5 credit hrs.
Professionalism/Life Skills and Information Literacy	4.5 credit hrs.
Total	22.5 credit hrs.

* All Information Technology program majors are still required to take **INFO 1001**.

International Transcript Evaluation

For students who wish to have an international transcript reviewed by MCC for possible credit transfer, they must first have it evaluated by a credential evaluation consultant. College degrees obtained outside the U.S. are **only** accepted when interpreted by transcript service members of the National Association of Credential Evaluation Services. To access a list of consultants, go to https://www.naces.org/members. A student is encouraged to contact any or all of the consultants for cost and information. If a student chooses to have a transcript evaluated by one of the listed consultants, it is strongly encouraged to have a course-by-course review, list the course credit hours for each course and list letter grades (A-F) earned and have the evaluators provide course descriptions.

Once a credential evaluation consultant has reviewed your official transcript, please have them send an official evaluation, along with your official transcript, to:

Metropolitan Community College Records Office
P.O. Box 3777
Omaha, NE 68103-3777

International transcripts that have been evaluated by a credential evaluation consultant will be reviewed using MCC's transcript evaluation guidelines/policies.

International high school diplomas/transcripts may also be reviewed by some of the suggested consultants. Please contact them directly for detailed information.

International Students

Admission of International Students

Prospective F-1 students need to follow these application requirements to apply to MCC:

All applicants are required to:

- complete an international application online;
- provide proof of English proficiency* by providing proof of successfully completing a comparable English course with a C or higher, placing into credit ESL or ENGL/RDLS classes through MCC's placement test, scoring into college-level English through the SAT or ACT, or taking the ESL Accuplacer, or taking the Test of English as a Foreign Language (TOEFL). The applicant is responsible for making early arrangements for the test via online registration at www.ets.org or writing to:

  TOEFL Services
  Educational Testing Service
  P.O. Box 6151
  Princeton, NJ 08541-6151, USA

  Official test results must be sent to MCC via TOEFL institutional code number 9621.
- provide an official copy of a high school or college diploma or certification in the original language and with certified English translations;
- submit a completed financial affidavit and a current (within six months) official bank statement or letter for a checking or savings account translated into English and in U.S. dollar equivalency; letters or statements for money markets, investments, or from employers about salaries are not acceptable.
- sign a statement acknowledging that they will be enrolled in an international student health insurance policy identified by the College; and
- Provide a copy of the passport.
- Applicants applying for a change to F-1 status need to consult with a designated school official in International Student Services for additional requirements. Consulting with an immigration lawyer is strongly recommended.
- Applicants in the United States need to provide a copy of the I-94, admission stamp, and visa (except Canadians) or I-797 Notice of Action indicating the current status.
- Applicants transferring from a language institution, high school, college, or university in the United States are required to provide official transcripts from the respective school(s). Copies of all previous

I-20s, employment authorization cards, and the Transfer to MCC form are required.
- F-1 students take assessments in order to determine appropriate course placement, as needed.
- F-1 students must register for 12.0 credit hours or more each quarter to stay in status, unless they have prior authorization from International Student Services.
- F-1 students are considered to be non-residents for tuition purposes.

*Countries that are exempt from providing English proficiency proof:
- Australia
- Canada (except Quebec)
- Common Wealth Caribbean
- Ireland
- New Zealand
- United Kingdom

For more information, visit https://www.mccneb.edu/Prospective-Students/Resources/International/Admission-Information/Admission-Forms, email iss@mccneb.edu, or call 531-622-2281.

International Student Health Insurance

MCC requires all F-1 international students to purchase a health insurance policy through MCC. Students pay the insurance premiums to MCC prior to class registration, and MCC submits the premiums to the insurance company. Call 531-622-2281 or email iss@mccneb.edu for more information.

Current High School Students

High School Admission Requirements

In order to enroll at the College, high school students must:
- be classified as a high school student;
- have a minimum C average in high school subjects;
- follow the enrollment policies and procedures of the College (i.e., application, assessment testing and prerequisite coursework); and
- discuss enrollment with a parent/legal guardian and a high school official.

Students not meeting the above criteria who wish to enroll should contact Secondary Partnerships at (531) 622-2213 or secondarypartnerships@mccneb.edu to determine eligibility.

AP-Advanced Placement Program® High School Credit Opportunity

The College Board's Advanced Placement (AP) Program provides high school students with the opportunity to take college-level courses and exams and earn college credit or advanced placement. MCC may award college credit in fulfillment of program requirements when students have acceptable AP exam scores. A current list of approved AP courses for MCC credit is listed https://www.mccneb.edu/Prospective-Students/Student-Tools-Resources/Records/Advanced-Placement-Program-AP.aspx. For consideration of college credit, students need to have official exam score reports mailed to:

Metropolitan Community College
Attn: Records
P.O. Box 3777
Omaha, NE 68103-0777

For more information about the AP Program, visit www.collegeboard.com/apstudents.

Secondary Partnerships

MCC has established numerous successful partnerships with area high schools for the benefit of students, including concurrent enrollment courses, career academies, Kickstart Online Institute, Collegenow!, and Gateway to College. Courses are at a college content level, rigor, depth and pace. For more information, visit www.mccneb.edu/secondarypartnerships.

Career Academy

MCC's Career Academy program is designed to provide high school juniors and seniors with opportunities to jumpstart their postsecondary education. MCC Career Academies increase student knowledge in various career fields prior to high school graduation, so more informed career choices can be made. Through a MCC Career Academy, students gain practical skills for specific career areas, knowledge of safety procedures, job-seeking skills, interpersonal skills for the workplace, and exposure to a college environment. For more information, visit www.mccneb.edu/careeracademy or call 531-622-2213.

CollegeNOW!

CollegeNOW! is a program specifically designed for Nebraska high school students to jumpstart their college education with half-price tuition. Students may take any college course (for which prerequisites are met) at an MCC location or online and receive MCC credit. For more information, visit www.mccneb.edu/collegenow or call 531-622-2213.

Kickstart Online Institute

The Kickstart Online Institute (KSOI) is a series of MCC courses that are scheduled for college-ready high school students to kick start their college degrees while still in high school. These online college courses are provided in a 15-week format, count towards most MCC degrees, are transferable to many four-year institutions and are offered by NDE certified MCC instructors. For more information, visit www.mccneb.edu/ksoi or call 531-622-2213.

Concurrent Enrollment

Concurrent Enrollment is a college credit program for high school students. Concurrent Enrollment allows Nebraska high school students to earn both high school and college credit at the same time. MCC has a written contract with some school districts to provide college-level courses to qualified high school students. Concurrent Enrollment courses are offered at the high school by an approved high school faculty member during the regular school day. Students register for Concurrent Enrollment courses with their high school instructor or counselor. Students pay a discounted tuition rate and may transfer their college credit to almost any college or university or use towards an MCC degree. It is the responsibility of the student to verify whether the course transfers to the receiving institution. For more information, visit https://www.mccneb.edu/prospective-students/is-MCC-right-for-ME/Enrollment/secondary-partnerships/dual-enrollment or call 531-622-2213.

Gateway to College

MCC's Gateway to College is a nationally recognized scholarship and dual-credit high school diploma completion program. Gateway to College serves students ages 16-20 years old who have not experienced success in a traditional high school and seek a different educational setting more individually tailored for student success. While in Gateway to College, students are given the opportunity to earn their high school diploma while progressing toward a college certificate or associate degree. Interested students participate in an application and admission process. To learn more about the Gateway to College program, who is eligible, and how to apply, visit www.mccneb.edu/gatewaytocollege or call 531-622-2746.

Academic Advisement

Academic advisors can assist students with career exploration, identifying a degree program, and developing an educational plan to support their academic, career, and personal life goals. Academic advisors help connect students to college resources and information about MCC's programs, services, and policies. Academic advisors work collaboratively with students, program faculty members, and other College officials.

Assessment Services (Testing)

A placement test may be needed prior to registering for classes with prerequisites or placement requirements. Placement testing is available at each MCC Testing Services location. Students participate in basic skills assessments in English and mathematics.

Reviewing for placement test content can save tuition and time in classes. Placement review materials and success tips are available at https://www.mccneb.edu/Prospective-Students/Student-Tools-Resources/Testing-Services/Assessment-of-New-Students under "Test Preparation". Learning and Tutoring Centers, Math Centers, and Writing Centers can provide assistance and preparation for placement tests.

Registration

Individuals can register:

- by calling the Contact Center at 531-622-5231
- in person with an MCC staff member in the Student Services office at any of the campus/center locations
- online using Student Self Service on My Way (current students only)

New Students

New students who wish to enroll at MCC should apply online at www.mccneb.edu/apply, or for more information regarding registration call the Contact Center at 531-622-5231.

Students wishing to enroll in more than 25.0 credit hours need to meet with an academic advisor or advocacy or disability support services counselor to request permission. Generally, only students with a 2.5 or higher G.P.A. for the preceding quarters or demonstrated academic success are permitted to carry more than 25.0 credit hours.

Students are responsible for making any changes in their class schedule. All schedule changes are subject to College procedures, refund policies, and deadlines at all times.

Orientation

MCC New Student Orientation (NSO) welcomes and introduces students to College services and programs that support their educational and personal goals.

Orientation provides information for a "smart start" that includes; information on academic programs, advising and course scheduling, paying for college, campus safety, student support services, and tips for student success. Students can opt to register for and participate in a free online orientation at: https://studentorientation.mccneb.edu/. NSO consists of seven video segments and contains an embedded survey. NSO is periodically offered in an in-person free group format at four locations prior to the start of each quarter.

With the successful completion of NSO and the orientation survey, students will receive a printable certificate and have the orientation noted on their non-credit student record. For more information, go to https://www.mccneb.edu/Current-Students/Current-Students-Resources/MCC-Student-Orientation.

Current Students

Online Registration via Student Self Service

A username and password are required to access online registration. All students can obtain username and password help through the Password Station online at mccneb.edu/password.

1. Visit mccneb.edu and click **MyWay**.
2. Enter username@mail.mccneb.edu and password to log in.
3. Click **Student Self Service.**
4. Once at the Colleague Self Service screen, click **Student Planning.**

Additional functions of Student Self Service include:

- Student Finance - manage billing statements and make online payments
- Tax Information - change your consent for electronic delivery of tax information
- Grades - view grades by term
- Financial Aid - access financial aid data and other forms
- Course Catalog - view and search the current course catalog
- Academic Attendance - view attendance by term

Phone Registration

Call 531-622-5231 (toll-free 800-228-9553) and have your student ID number ready.

Change of Registration

The College provides specific timelines each quarter to change schedules. The following guidelines apply to course registration changes:

- Many courses allow late registration, but the dates and process varies by program and courses. Please contact the Academic Dean's office based on the course.
- Refunds vary based on the start date of the course and the date that the class is dropped. Last day for dropping classes without a charge varies per quarter, see your class syllabus for exact dates or call 531-622-5231 for assistance. The MCC refund policy is a full refund until 2/11th of the course sections have met. After 2/11th of the sections have met, no refund is given and a withdraw (W) from the course is reflected on their transcript.
- Students may withdraw from a course any time prior to the last day to drop a class section.

- Withdrawing from a course within the designated drop period results in a W, which is recorded on the student's permanent record.
- Failure to withdraw from a class may result in the assignment of an F grade to the student's permanent record.
- Schedule changes are the responsibility of the student. Non-attendance does not constitute an official withdrawal or relieve a student of the financial obligation of tuition.
- F-1 international students should contact International Student Services before dropping below 12 credit hours.
- **Students receiving financial aid are advised to confirm their program of study and eligible coursework before making registration changes. All changes must be complete before the census date of the quarter to be included in eligible credits for financial aid.**

Schedule changes are the responsibility of the student. The changes must follow College procedures, refund policies, and deadlines at all times. Academic advisors and/or the Contact Center are available to assist students with schedule changes.

Course Cancellations

The College may find it necessary to cancel a course due to insufficient enrollment or other extenuating circumstances. Whenever possible, the course is canceled prior to the first class meeting, and the students are notified. Students enrolled in a canceled course receive a full refund.

Books and Materials

Students are expected to obtain books, supplies, and materials needed for classes. In addition, some programs require the purchase of special items (tools, a camera, etc.). A complete listing of special costs is available at the campus bookstores or online at www.mccneb.edu/bookstore. Students can also explore the textbook exchange at www.mccneb.edu/bookexch.

Financial Matters

Financial Aid Philosophy
The fundamental philosophy guiding MCC financial aid is that no student should be denied an education due to the lack of financial resources. Financial aid eligibility is determined and awards (grants, loans, work-study, and scholarships) are made without regard to race, color, religion, sex, national origin, age, or disability. MCC is committed to assisting eligible students in obtaining financial assistance to meet primary financial need (tuition, fees, books and supplies). Secondary costs of education (room, board, and personal expenses) may be considered in financial aid packages based on availability of funds.

Financial Aid

Financial aid is assistance available to help students with the costs of attending college. This assistance comes from the federal and state government, MCC, and private sources. Financial aid includes grants, federal work-study, student loans, and scholarships. Federal and state grants are only available to students who have not earned a bachelor's or a professional degree.

Federal Pell Grant

This program provides a grant to students to help pay college costs. Amounts awarded to all federally eligible students depend on financial need (as determined by the Free Application for Federal Student Aid [FAFSA]) and enrollment status.

Campus-Based Programs

The programs listed below are campus-based financial aid programs funded by federal and state government and by MCC. Since the funding available for these programs is limited, eligible students are awarded on a first come, first-served basis.

Federal Supplemental Education Opportunity Grant (FSEOG)

Students with exceptional financial need are eligible for this grant. Priority is given to students who are eligible for a Federal Pell Grant.

Nebraska Opportunity Grant (NOG)

Nebraska residents with exceptional financial need are eligible for this grant. Students must be within 110 percent of the maximum EFC that is eligible for a Federal Pell Grant. Students who are not Nebraska residents and would like information about state grant programs in their state may call the Financial Aid Director at 531-622-2330.

Grant/Scholarship Programs

Many scholarships are offered at MCC at various times during the year. Please check our website for the most current offerings and application information.

Federal Work-Study

The Federal Work-Study program provides part-time employment for eligible students. Work-study positions are located on and off campus. Position placements are available at public non-profit and for-profit businesses providing program related opportunities to students. Student must be enrolled in a minimum of 6 credits to participate. Additional information about the terms and conditions of employment, student eligibility, and available jobs is available from the Financial Aid office.

Federal Direct Subsidized and Unsubsidized Stafford Loans

This federal program provides low-interest loans to students. Students must file the FAFSA to determine their eligibility for this program. Students who have already attained a bachelor's or professional degree are eligible to receive student loans.

The maximum amount students can be awarded is determined by dependency status, number of completed credits, financial need, prior borrowing, and cost of attendance.

Students must be registered for a minimum of 6.0 credits per quarter each quarter they request a loan to be eligible for either type of loan. Repayment of the loan begins at the end of a six- month grace period after students graduate, stop attending, or are registered for fewer than 6.0 credit hours per quarter.

Federal Direct PLUS Loan

This loan program is designed to assist the parent(s) who wants to borrow money to help pay for educational expenses for each child who is a dependent undergraduate student. Students must be enrolled in at least 6.0 credit hours.

Information about the terms of these loans and sample repayment schedules are available from the Financial Aid office.

Financial assistance information is available from any staff member in the Financial Aid office and the Financial Aid office website, www.mccneb.edu/fa.

Application Procedures

FAFSA on the Web:
https://studentaid.gov/h/apply-for-aid/fafsa

2022-23 Academic Year: Fall quarter 2022 through summer quarter 2023

Is the 2022-23 FAFSA currently available? Yes. Available October 1, 2021

2023-24 Academic Year: Fall quarter 2023 through summer quarter 2024

Is the 2023-24 FAFSA currently available?
No. Available October 1, 2022

Application Process for Federal Student Aid:

- Complete and submit the 2022-23 and 2023-24 FAFSA at https://studentaid.gov/h/apply-for-aid/fafsa. Be sure to list MCC's school code: 004432 on your FAFSA.
- You will need to have your FSA ID user-name and password to complete your FAFSA on the Web. If you need to retrieve your FSA user-name or password go to: https://studentaid.gov/fsa-id/sign-in/landing
- After the Federal Processor sends MCC a copy of your processed FAFSA data, we will communicate with you via letters, My Way Financial Aid self-service, and MCC email. Please submit all required documents as quickly as possible.
- After your documents have been reviewed, we will determine whether you are ready to be packaged or if we need additional information from you. You will be notified if additional documents are required.
- After you have been packaged, an email will be sent to your MCC email account and your financial aid offer will appear in My Way under My Services | Financial Aid | Self-Service Fin Aid.

Priority deadlines for completing and submitting the FAFSA

Fall quarter	July 1
Winter quarter	October 1
Spring quarter	January 1
Summer quarter	March 1

Free Application for Federal Student Aid

This application is used to apply for federal, state, and institutional aid awarded by the College. Students are encouraged to complete the FAFSA online (www.studentaid.gov). Students who are unable to complete a FAFSA online may contact the Financial Aid office for FAFSA assistance.

Verification Process

Some federal aid applicants are selected by the Department of Education for a process called verification. Verification requires documentation be provided to verify the information submitted on the FAFSA. Students are notified by U.S. mail and MCC email of all documents needed to complete the verification process. Any documentation requested by MCC must be provided within 14 days of receipt of the request or the student file may be inactivated. Students may submit documents electronically via their My Way financial aid self-service. No federal financial aid disbursements can be made until the verification process is complete. Students may call the Financial Aid office to re-activate the file at any time during the current academic year once all documents are received.

General Eligibility Requirements

Students must meet the following general requirements to be eligible for federal, state, and institutional financial aid programs:

- Demonstrate financial need;
- Be a U.S. citizen, U.S. national, or permanent resident or eligible non-citizen;

- Be enrolled as a regular student pursuing an associate degree, or an eligible certificate of achievement, or an eligible career certificate;
- Be enrolled at least half-time (6 credits) to be eligible for Direct Loan Program funds;
- Have a high school diploma or a GED certificate;
- Have a valid Social Security number;
- Not be in default on a federal student loan or owe a repayment on a federal grant.
- Meet the Financial Aid Satisfactory Progress standards.

Awarding Procedures

When all required information, forms, and documents have been received by the Financial Aid office, the student's financial aid file is considered complete and ready for review and packaging to the extent funds are available.

The Financial Aid office uses the following criteria to offer funds to financial aid applicants:

- Financial need, scholarship eligibility, grade level, enrollment level, and program of study;
- Must have an EFC that the Financial Aid office has determined to be valid; and
- Must have a complete file for the applicable award year. The Federal Pell Grant can be applied for throughout the year; however, the Financial Aid office must electronically receive students' SAR information no later than June 30, or the students last date of attendance of the current award year to determine their federal grants eligibility for the award year.

Grant Payment Authorization and Disbursement Procedures

Authorization Procedures

The Financial Aid office adjusts students' quarterly award amounts based on the enrollment level as of the financial aid census date Census dates can be viewed in students' My Way financial aid self-service. Students should contact the Financial Aid office for questions about the census dates.

The following types of courses do not count toward enrollment level for financial aid: courses not needed to meet the student's MCC degree or certificate requirements, audit courses, courses transferred in from another institution, dual enrollment courses, or courses that have been repeated more than once after the student received a grade of R, P, D, or better.

Credits for late-starting classes do not count toward a student's enrollment level for financial aid until: (1) the class has begun and (2) the instructor has reported that the student is participating in the class.
Award amounts are not adjusted after the appropriate census date for any increase or decrease in a student's enrollment level. There are two exceptions to this policy:

1. If a student completely withdraws from all classes, Return of Title IV regulations may require that a portion of a student's aid be returned to the Department of Education by the institution and by the student. (See Return of Federal Funds for more information.)
2. If a student drops a class that has not started and received a 100 percent refund, aid is reduced to reflect the new enrollment status.

Students should contact the Financial Aid office for more information, especially when adding or dropping classes.

Disbursement Procedures

After all charges (e.g., tuition, books, and supplies) have been deducted from the total amount of the quarter aid, the Student Accounts office issues any remaining credit balance to the student and disburses it according to the student's indicated preference. Initial refunds are issued within two weeks from the census date. After the initial refund date, refunds occur weekly each Friday.

Metropolitan Community College Return of Title IV Funds

Students who receive Title IV financial aid are subject to federal return of funds calculations if the student completely withdraws from MCC or ceases attendance in all classes during the enrollment period.
The withdrawal date is considered to be the date the student initiates a withdrawal from the class. If the student does not officially withdraw, the withdrawal date is considered to be the last date of attendance provided by the faculty.

The return amount is determined using the Return of Title IV Funds process provided by the Department of Education. If you received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. MCC will return any unearned

Title IV funds it is responsible for returning as soon as possible but no later than 45 days from the date the school determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew.

The following is the calculation process performed in accordance with the Return of Title IV funds per the Department of Education:

1. Determine institutional charges (institutional charges include tuition, fees, and books when the student's books are charged to their account)
2. Determine the amount of Title IV financial aid received and subject to return.
3. Calculate the percent of payment period completed by dividing the number of days attended by the total number of days in the payment period.
4. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period (as determine in step three), you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of your payment period, you earn all the assistance that you were scheduled to receive for that period.
5. If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. This occurs in very rare cases. If your Post-withdrawal disbursement includes loan funds, you must give your permission before loan funds can be disbursed. Your Post-withdrawal disbursement of grants funds may automatically be used for tuition and fee charges.
6. The percent of unearned Title IV aid is calculated by subtracting the percentage of earned Title IV aid (step four) from 100%. The amount of unearned Title IV aid is calculated by multiplying the amount of Title IV aid received and subject to return (step two) by the percentage of unearned Title IV aid. The amount of unearned Title IV aid must be returned.
7. If you receive excess Title IV aid that must be returned, MCC must return a portion of the excess equal to the lesser of either your institutional charges (step one) multiplied by the percentage of unearned Title IV aid (step six), or the entire amount of excess funds. Any refund amount is applied in the following order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Direct Plus Loan (Parent), Federal Pell Grant, and Federal SEOG.
8. Title IV aid returned by MCC will likely result in a balance due on your MCC student account for which you must make satisfactory repayment arrangements.
9. If MCC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds. Metropolitan Community College refund policy is a separate policy which pertains to refunds of tuition after withdrawal and applies to all MCC students not only those receiving Title IV aid.

Financial Aid Satisfactory Progress Policy and Standards

Federal financial aid regulations require MCC to establish a Satisfactory Progress policy for students receiving aid. MCC must notify students of that policy and monitor the progress of all students receiving financial aid to ensure compliance with the policy.

The Financial Aid Satisfactory Progress Policy also applies to students using the Nebraska Waiver of Tuition Program (NE R.S.S. 80-411).

It is the responsibility of all students receiving aid to be familiar with the policy and to ensure that the standards are met by monitoring their own progress. Failure to meet the Financial Aid Satisfactory Progress standards may place students' financial aid in jeopardy. For this reason, students should regularly check their MCC student email and My Way for updates. To be considered in compliance, students must meet all three standards outlined in the Financial Aid Satisfactory Progress policy.

Questions about these standards should be directed to the Financial Aid office.

Standard 1: Percentage of attempted credit hours completed

To receive/continue to receive financial aid, students must maintain a minimum cumulative GPA. The cumulative GPA requirement differs based on the number of credit hours attempted.

Standard 2: Cumulative Grade Point Average (Cumulative GPA)

To receive/continue to receive financial aid, students must maintain a minimum cumulative GPA. The cumulative GPA requirement differs based on the number of credit hours attempted.

Associate Degree Programs

Credit hours attempted	Minimum cumulative GPA required
00.0 - 29.5	1.5
30.0 - 79.5	1.75
80.0+	2.0

Certificate of Achievement and Career Certificate Programs

Credit hours attempted	Minimum cumulative GPA required
00.0 - program completion	2.0

Standard 3: Maximum Credit Limit

The maximum time frame for the completion of a degree or certificate is limited by federal regulations to 150 percent of the published number of credit hours required to complete the degree or certificate program. This includes transfer credits and all attempted credit hours, including completed credits, audits, incompletes, withdrawals, CLEP, and repeated or failed classes.

Treatment of the Following Types of Courses for Satisfactory Progress

Audit Courses

Audit courses are ineligible for financial aid funding and do not count toward the number of attempted credits or the number of earned credits; however, they do count toward the maximum credit limit.

College Level Examination Program (CLEP)

CLEP courses are ineligible for financial aid funding. The credits count as attempted and earned credits as well as toward the maximum credit limit but do not affect the Satisfactory Progress cumulative GPA.

Repeated Courses

Students can only receive financial aid once for a repeated course if they have already received a grade of R, P, D, or better in the course. Credits from repeated courses count as attempted and earned credits as well as count toward the maximum credit limit. In addition, grades for the first time the course is taken and all times the course is repeated count toward the Satisfactory Progress Cumulative GPA.

Transfer Courses

Credits transferred to MCC from another institution count as attempted and earned credits as well as count toward the maximum credit limit but do not affect the Satisfactory Progress cumulative GPA.

English as a Second Language (ESL) Courses

Credits for ESL courses count as attempted and earned credits. Federal, state, and institutional financial aid can be received for a maximum of 100.0 attempted ESL credit hours. Students who lose financial aid eligibility because they exceed 100.0 attempted credit hours of ESL may regain aid eligibility when they start developmental classes or college-level classes.

Developmental Courses

Students admitted into financial aid eligible programs are eligible to receive federal aid for up to 45.0 developmental credits. Developmental credits count as attempted and earned credits as well as count toward the maximum credit limit. They also affect the Satisfactory Progress cumulative GPA.

Dual Enrollment Courses

High school students enrolled in MCC courses that will apply toward their high school graduation requirements and earn them credits at MCC are not eligible to receive federal aid. When dual enrollment students graduate from high school, enroll in financial aid eligible programs at MCC, and apply for financial aid, credits for the MCC courses taken under a dual enrollment program count as attempted and completed credits as well as toward the maximum credit limit. These credits also affect the Satisfactory Progress cumulative GPA.

Financial Aid Satisfactory Progress Statuses

There are seven Satisfactory Progress statuses. Students applying for federal financial aid prior to their first term of enrollment will receive a status prior to receiving a financial aid offer. Statuses are determined for all students at the end of each quarter of enrollment.

Good Standing (GS)

Good standing status is given to students who meet all three Satisfactory Progress standards (percentage of attempted hours completed, cumulative GPA, and maximum credit limit) or who apply for financial aid for their first quarter of attendance at MCC. To remain in good standing, students must meet all three Satisfactory Progress standards each quarter.

Warning (WRN)

Students in good standing who do not meet all Satisfactory Progress standards are placed on warning status for one quarter. Students on warning status are eligible to receive financial aid. If at the end of the warning quarter students have met all Satisfactory Progress standards, their status is changed back to good standing. If at the end of the warning quarter students have not met all Satisfactory Progress standards, their status is changed to denied.

Denied (DEN)

Denied status is given to students who do not meet all Satisfactory Progress standards at the end of their warning quarter. Denied status is given immediately to all students at the time it becomes impossible to complete their degree within the maximum time frame. Denied status can be appealed. See the Appeal Procedures section below.

Monitoring/Probation (MON)

Students on denied status who submit and secure approval of an appeal are placed on monitoring/probation status for one quarter. Students on monitoring/probation status are eligible to receive federal aid and must meet the following requirements during the monitoring/probation quarter: complete 100 percent of attempted credits, achieve a minimum quarterly GPA of 2.0 or higher, and attempt no more than 150 percent of the credits required for their active program of study. While on monitoring/probation, students must follow the academic program approved in their appeal and cannot change their active program of study until regaining good standing.

Extended Monitoring (MNX)

Students who have been on monitoring/probation, have completed 100 percent of attempted credits, achieve a minimum quarterly GPA of 2.0 or higher, and attempt no more than 150 percent of the credits required for their program of study remain in extended monitoring until they regain good standing.

Max Time Approved (MAX)

Students in denied status because they reached the maximum time frame and students in denied status who will reach the maximum time frame before they complete their program are placed in max time approved status for one quarter if they submit and secure approval of an appeal. Students on max time approved status are eligible to receive federal aid and must meet the following requirements during the max time approved quarter: complete 100 percent of their attempted credits for the quarter and achieve a minimum GPA of 2.00 or higher for the quarter. While on max time approved status, students must follow the academic program approved in their appeal and must only enroll in classes required for their academic program.

Max Time Extended (MXE)

Students who have been on max time approved status for one quarter, completed 100 percent of their attempted credits for their max time approved quarter, and achieved a quarterly GPA of 2.00 or higher for their monitoring quarter will be placed in max time extended status. The requirements students must meet while on max time extended status are the same as those for max time approved status.

Appeal Procedures

Students placed in denied status have the right to appeal. All appeals are reviewed by the Satisfactory Progress Committee. When reviewing appeals, the committee looks for mitigating circumstances (unusual or extraordinary circumstances beyond the student's control that the student could not have planned for).

How to Submit an Appeal

To submit an appeal, follow these steps:

1. The Financial Aid Satisfactory Progress Appeal Form is an electronic form available to students through their My Way Financial Aid Self Service. In Self Service, the link to the SAP Appeal form is available under Helpful Links. Student appeals are available for all students requesting Federal Financial Aid and applicable Nebraska State Tuition Waiver eligible students. If you are requesting Federal Aid, you must have a FAFSA on file.

2. Complete the electronic appeal form. Students will be asked to respond to three questions:

    a. Explain the circumstances contributing to your inability to maintain Financial Aid Satisfactory Progress
    b. Explain how you have addressed any circumstances
    c. Explain how completing your program of study and receiving Federal Financial Aid will help you reach your career and education goals

3. Submit your complete Academic Evaluation with your appeal. You are required to know and understand what is needed to complete your active Program of Study at MCC. Your appeal will be reviewed based on the program and catalog year information provided on the Academic Evaluation submitted with your appeal. Your Academic Evaluation must be saved as a PDF to be included with your appeal. If you need assistance accessing your Academic Evaluation or submitting your appeal, any Financial Aid Service Specialist can assist you.
4. Submit documentation for all extenuating circumstances. It is necessary to attach any supporting documentation to substantiate your statements.

Review of Appeals

The Financial Aid Satisfactory Progress Committee reviews appeals. Students are notified of the committee's decision by official MCC email and in MyWay Financial Aid self-service.

When an appeal is approved, aid is reinstated for the quarter the student requested in the appeal. If the student does not attend during the reinstatement quarter, the reinstatement will apply to the next quarter of enrollment, up to one year from the date the appeal was approved. If the student re-enrolls after a year from the date of approval, they must complete an Appeal Reinstatement Form along with an updated Academic Evaluation to reinstate their financial aid.

When appeals are denied or students decide not to appeal, students are responsible for payment of all educational costs, including tuition, fees, books and supplies, for any quarters in which they are enrolled after receiving denied status from financial aid.

Military/Veterans Services

The Military/Veterans Services office provides advisory services relating to educational benefits and periods of earned entitlement to VA-eligible and DoD-eligible students planning to enroll or already enrolled at MCC. Forms and applications needed by veterans eligible for educational benefits are available from the Military/Veterans Services office and at the VA website: https://www.va.gov.

Veterans' Educational Benefits

Due to the number of veteran educational programs, students should contact Military/Veterans Services for detailed information. In general, the following information applies:

- In order to receive benefits, entitled students must be in a specific program of study and are eligible to receive benefits only for the courses required in that program. Students are required to attend all classes for which they are registered and maintain satisfactory academic progress. Eligible veterans normally receive a monthly check that may vary in amount since it is determined by class load.
- If possible, new students intending to use VA benefits should apply for benefits 30-60 days prior to the start of the quarter they plan to attend; however, application can be made at any time during the quarter. Students who have attended other institutions must request that official transcripts (including military transcripts) of credit earned at the institution(s) be sent directly to the Records office for evaluation of prior credit into their current MCC program of study. Certain veterans and veterans' dependents may be eligible for additional benefits.

Principles of Excellence

Metropolitan Community College is proud to follow VA Principles of Excellence. Schools that are a part of the Principles of Excellence program must:

- Provide students using VA benefits with a total cost of their educational program in writing, including:
- The costs covered by benefits.
- The financial aid they qualify for when a Free Application for Federal Student Aid (FAFSA) is submitted.
- Expected student-loan debt after graduation with completed FAFSA and loan request.
- Other information to help compare aid packages offered by different schools is found on https://studentaid.gov/complete-aid-process/comparing- aid-offers.
- Provide an educational plan with a timeline showing how and when students can fulfill everything required to graduate.
- Assign a point of contact who will provide ongoing academic and financial advice (including access to disability counseling).

- Allow for students to be gone for both long and short periods of time due to service obligations (service students must fulfill) for active-duty service members and Reservists.
- Make sure all new programs are accredited and VA approved before enrolling students.
- Make sure school refund policies follow Title IV rules, which guide federal student financial aid programs.
- End fraudulent (deceitful) and aggressive methods of recruiting.
- MCC provides personalized shopping sheets within 15 days after tuition and fees are determined for the academic year if there is a change. MCC also maintains policies that prohibit automatic renewal of a covered individual in a course and/or program.

Veteran Work-Study Program

Some veteran students qualify for the VA Work-Study program, which provides funds for part-time positions at various locations on campus serving veterans. Any questions should be directed to the Military/Veterans Services office.

Some restrictions apply to all VA educational programs. For more information, call Military/Veterans Services at 531-622-4619.

Support Services

Wrap-around services are provided for current military service members, veterans, and their families as they pursue their academic, career, and personal goals. For additional information, please visit the Veterans and Military Resource Center. (531) 622-4770 or https://www.mccneb.edu/Prospective-Students/Student-Tools-Resources/Military-Connected-Student-Resources/Veterans-Center.

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, Metropolitan Community College will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs on recipients of Chapter 31 or Chapter 33 VA Benefits. Metropolitan Community College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Metropolitan Community College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates: 1) The date on which payment from the VA is made to the institution or 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility). Additionally, Metropolitan Community College will not require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet financial obligations to Metropolitan Community College due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Veterans Readiness and Employment, or chapter 33, Post 9/11 GI Bill® benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by VA.

GI Bill® trademark & "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Tuition and Fees

Classifications

Students are classified as residents or non-residents for the purpose of assessing tuition charges.

Resident

Students qualify to register for resident tuition rates at MCC if they are not an international student with F status and meet one of the following criteria:

- Have a Nebraska mailing address (P.O. Box not acceptable)
- Are a minor whose parents or legal guardians have a Nebraska mailing address (P.O. Box not acceptable)
- Are married to a spouse who has a Nebraska mailing address (P.O. Box not acceptable)
- Have attended or graduated from a Nebraska secondary school during the school year immediately prior to registration at MCC
- Are an active duty military person or veteran as verified by the Military Veteran Services office
- Are the spouse or dependent of an active duty military person or veteran and other individuals in receipt of VA educational benefits as verified by the Military Veteran Services office

Non-Resident

Individuals who do not qualify for the resident tuition rates are considered non-residents and their tuition is assessed according to the non-resident tuition schedule.

International students with F statuses are charged the non-resident tuition rate.

High School CollegeNOW! Tuition

Nebraska resident high school students enrolling in courses at MCC, including but not limited to MCC Career Academies, receive the CollegeNOW! high school rate. This rate remains in effect through the summer following their high school graduation. The rate is changed starting the fall quarter after graduation to resident or non-resident based on their current address.

Sixty-two Years of Age or Older

Students 62 years of age or older are eligible for reduced tuition rates for credit courses and reduced registration fees for noncredit courses unless otherwise stated. All other applicable costs for Continuing Education courses are assessed at the full rate.

Tuition for Credit Classes

Credit course fees effective 22/FA are:

Residents

Standard tuition	$68.00/credit hr.*
CollegeNOW! high school students	$34.00/credit hr.
People 62 years of age or older	$34.00/credit hr.

Non-Residents

**The College tuition rate is subject to change without prior notice by and at the discretion of the MCC Board of Governors. Students are advised to check at* www.mccneb.edu/Prospective-Students/Tuition-Financial-Assistance/Tuition.aspx *for the tuition rates currently in effect.*

Fees

Facilities fee	$5/credit hr.
F-1 International student health insurance premium (charged to all F-1 international students) **Note:** F-1 students pay two quarters of premium at a time Fall and Winter quarter together and Spring and Summer quarters together. If new F-1 students start in Winter or Summer quarter, then they pay the premium for the second quarter.	$794.50/qtr. (current rate being charged through 20/SS)
Specialized course fees (e.g., student liability insurance, special fee for tests required in class, lab supplies, etc.)	Fees vary by course
Pass through fees on select courses paid to third party for services provided (e.g., drug screening, background checks, third party facility usage fee, etc.)	Varies by services provided
Student liability insurance program (Students enrolling in certain health occupations and human services programs requiring clinical practice, laboratory work, or experiences that place students in the position of providing patient care must be covered by a student liability insurance program. The specific policy is determined by the College with the cost paid by students as part of the fee assessed upon initial enrollment in the clinical, laboratory, or patient care class.)	Varies by policy cost

Delinquent Accounts

Students must meet all financial obligations each quarter by the payment due date, which is approximately 3 weeks prior to the start of each quarter, by paying all money due to MCC. This includes tuition, fees, fines, charges for unreturned library books, and any other financial obligations. Students with delinquent accounts are not permitted to enroll in succeeding quarters, are not entitled to transcripts, are not permitted to graduate,

Standard tuition	$102.00/credit hr.
People 62 years of age or older	$51.00/credit hr.

and, if currently enrolled, may be disenrolled.

Tuition Payments

Students are billed for their tuition upon registration and it is due by payment deadline. Tuition can be paid by credit/debit card, check, cash, or deferred payment.

Credit Card

Discover, MasterCard, Visa, and American Express credit/debit card payments are accepted:

- in person at Student Services;
- via phone at 531-622-2405, 531-622-5231, or toll-free (800) 228-9553; or
- on MCC's website via Self Service (student username and PIN are required for online payment).

Check

Check or money order payments are accepted at any campus Student Services office and at the Fremont, Sarpy, and Applied Technology centers. Make checks payable to Metropolitan Community College and include a student ID number in the memo. Send to:

Metropolitan Community College
Attn: Student Accounts
P.O. Box 3777
Omaha, NE 68103-0777

The canceled check is proof of payment.

Cash

Cash is accepted in person at any campus Student Services office, the three centers listed above, or at the Student Financial Services office (Fort Omaha Campus, Building 30). Do not send cash by mail. The receipt is proof of payment.

Deferred payment (Nelnet Payment Plan)

MCC offers deferred payments through the Nelnet payment plan provided by a third-party agency that allows students to make payments on their tuition for the quarter. For more information, visit mccneb.edu and log in to MyWay. Once in your MyWay site, click on Self Service and then Student Finance. Under the Helpful Links on the right hand side of the screen, click on the Create A Nelnet Payment Plan link. Then click on the Proceed to Processor button.

Schedule Changes

Changes in a student's schedule may have implications for the student's financial aid. Check with the Financial Aid office prior to any schedule changes.

Refund Policies

Credit Courses

An official schedule change that reduces or terminates a student's credit load may entitle the student to a refund. The eligibility and amount of a refund is automatically calculated by the date of the withdrawal.

Refunds vary based on the start date of the course and the date that the class is dropped. Please check the important dates link in the credit class schedule to see the last day that you can drop your class (www.mccneb.edu/Prospective-Students/Tuition-Financial-Assistance/Tuition/Last-Date-To-Drop-with-No-Charge-Instructions.aspx) without a charge.

MCC's refund policy is a full refund until 2/11th of the course sections have met. Students also do not receive a withdraw (W) on their transcript through this time period.

After 2/11th of the sections have met, no refund is given and a withdraw (W) from the course is reflected on their transcript.

Students may view MCC's contract with Bank Mobile, a Division of Customer Bank, at www.vibeaccount.com/swc/doc/landing/f6i1tb6ory8uefwa00go.

Students who feel individual circumstances warrant exceptions from this policy may file a records action appeal. Instructions for this appeal are online at www.mccneb.edu/Prospective-Students/Resources/Records/Student-Record-Appeal-Process-(SRA).aspx.

Students are responsible for dropping the course(s) if unable to attend. Non-attendance does not relieve students from the obligation to pay.

Student Services

It is the role of Student Services to support the academic mission by providing a comprehensive range of services designed to facilitate student engagement with the College and success in the classroom.

These services include, but are not limited to, advising, counseling, services to students with disabilities, testing services, tutoring, career services, and military and veteran student services at all three campuses and four center locations and MCC's myHub.mccneb.edu portal. myHub provides students an online way to learn about events and programs, join organizations, volunteer, and showcase their experiences in their personalized involvement record. Library services and Learning and Tutoring Centers are located at the South Omaha Campus, Fort Omaha Campus, and the Sarpy Center.

Student Conduct

The code of student conduct is a set of rules that applies to every student enrolled at MCC. Every student is responsible for abiding by the code of student conduct.

College is a time for learning, inside and outside the classroom. MCC respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede the learning process. Classroom behavior that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program will not be tolerated. Each member of the campus community-instructors, staff, and students-contributes to the climate of MCC's locations by:

- respecting fellow students, staff, and faculty;
- practicing honesty;
- being tolerant of differences; and
- demonstrating civility.

The code of student conduct addresses two areas of behavior: academic and non-academic. Contact the appropriate academic dean regarding questions about academic misconduct; contact the associate director of student advocacy and accountability or the dean of student advocacy and accountability regarding questions about non-academic/behavior misconduct. Violators of the student conduct code are subject to one or more sanctions depending on the seriousness of the violation. The Student Conduct and Discipline can be found at: https://mccneb.edu/getattachment/About-MCC-Nebraska/About-MCC/Procedures/V-4-Student-Conduct-and-Discipline.pdf.aspx?lang=en-US.

Smoke and Tobacco Free

As of September 17, 2017 all MCC locations are smoke and tobacco-free. This policy promotes the well-being of all MCC community members and the maintenance of a sustainable and healthy campus environment. For information and resources visit www.mccneb.edu/smoke-free

Thank you for respecting MCC's Smoke and Tobacco-Free policy.

Academic Support

Academic Advising

Academic advisors assist students by developing an educational plan, promoting successful student practices, and providing general direction to support student academic and career goals. Advisors connect students to important college resources and provide information about MCC's academic programs, services, policies, and procedures. Advisors also guide students through career exploration by utilizing interest, strength, and other assessment tools.

The Success Navigator (SN) provides individualized guidance to new students, assisting them through the complexities of the College environment. They assist with connecting students to services and resources, including career exploration, and developing their educational plan. Success Navigators are committed to onboarding students to ensure a "Smart Start".

Advocacy Counseling

Advocacy Counselors provide support and intervention when challenging circumstances or a major life event impacts academics or personal life. Counselors take a holistic approach to help you identify actions you can take to create positive change. They provide referrals to MCC partners and community agencies for services such as interpersonal counseling, financial assistance and housing. Services are free, private and focused on supporting your welfare on-and-off-campus.

Advocacy counselors also work with students returning to the College following academic suspension or dismissal. The advocacy counselors provide confidential assistance, advocacy, support, and consultation on behalf of individuals of gender and/or relationship violence on the campus including victims of sexual assault, domestic violence, harassment, and/or stalking. Advocacy includes assistance in coordinating services with local agencies on behalf of the subject in all areas, including student services, the local campus police department, and other services as needed. Advocacy counselors are available at the Elkhorn Valley, Fort

Omaha, and South Omaha campuses and the Sarpy Center. Contact information for Advocacy Counseling can be found at https://mccneb.edu/Current-Students/Current-Students-Resources/Student-Advocacy-and-Accountability/Student-Advocacy.

Learning and Tutoring Centers

The Learning and Tutoring Center (LTC) provides free tutoring, academic assistance, access to state-of-the-art equipment, and academic coaching services to enhance enrolled students' learning success. Friendly staff work in person and online to assist with study strategies, basic skills, Microsoft Office programs, and online college systems. Subject-specific tutors help students understand concepts and apply study strategies in high-challenge courses such as information technology, sciences, and accounting.

Assistance is available online days, evenings, and weekends, and in person at the Elkhorn Valley Campus, Fremont Area Center, Fort Omaha Campus, Sarpy Center, and South Omaha Campus. Students have access to computers, internet, printing, specialized software, and scanning at our five locations. To learn more about services, locations, and available times, visit www.mccneb.edu/ltc.

Contact the LTC at ltcenter@mccneb.edu or (531) 233-0982.

Libraries

The MCC Libraries provide research materials and instruction in support of the College's curriculum. Staff members are available to assist students with their research assignments, email, MyWay, Canvas, MS Office software, and PaperCut. Libraries are located at the Elkhorn Valley and South Omaha campuses. Online library resources and services are available at the Fort Omaha campus. Students, faculty, and staff are also welcome to use the City of La Vista Public Library at the Sarpy Center.

The Library website includes links to more than 60 research databases containing eBooks, streaming videos, journals, magazines, newspapers, encyclopedias, and more. Off-campus access to the databases is available for current students, faculty, and staff. The Elkhorn Valley and South Omaha campus libraries also house a collection of print books, DVDs, journals, magazines, and newspapers.

Other resources available to students include:

- library orientation/instruction
- face-to-face and online assistance
- computers equipped with internet access as well as Microsoft Office products (Word, Access, Excel, PowerPoint, and Publisher)
- interlibrary loan to obtain materials not available through MCC's libraries
- reciprocal borrowing agreements with the Omaha Public Libraries, the City of La Vista Public Library, and other college libraries in Nebraska
- quiet study rooms

In addition to serving MCC's students, faculty, and staff, the Libraries also provide library services to the residents of the College's four-county service area (Dodge, Douglas, Sarpy, and Washington counties).

For more information about library resources and services, including hours, locations, and policies, visit the Library website at www.mccneb.edu/library.

- Elkhorn Valley Campus, 531-622-1300
- Fort Omaha Campus, 531-622-2306
- South Omaha Campus, 531-622-4506

Math Centers

MCC's Math Centers provide free drop-in assistance from qualified personnel for all math and/or math-related courses. Space is also available for study groups. Additionally, students can sign up for free one-on-one tutoring in all MCC math courses at each of the four main campuses. Many other resources are available at the Math Centers. Additional information can be found at www.mccneb.edu/mathcenter.

Writing Centers

MCC Writing Centers, which are staffed by experienced writers and English teachers, provide professional writing assistance, workshops, Teacher Talk sessions, and liaisons dedicated to all English classes and Dean areas to help students, staff, and faculty realize the power of the written word. Simply stated, it is a place where writers invite other writers to dialogue about writing at all stages of the process from brainstorming to editing. Writing Centers are available at all College locations and online. For more information, please visit https://www.mccneb.edu/Current-Students/Current-Students-Resources/Writing-Center. To schedule an appointment, please visit https://mccneb.mywconline.com/

Bookstores

The College contracts with Follett Higher Education Group to manage and operate the bookstores. The bookstores located at the Elkhorn Valley, Fort Omaha, and South Omaha campuses are open throughout the

quarter. Hours are prominently posted at each store and are extended during peak times each quarter.

For more information, call any MCC bookstore:

- Elkhorn Valley Campus, 531-622-1208
- Fort Omaha Campus, Building 23, 531-622-2308
- South Omaha Campus, Connector Building, 531-622-4508

Books can be ordered online at: https://www.bkstr.com/efollettstore/home and select your Campus.

Campus Dining

Campus dining is available, while classes are in session, at the South Omaha Campus (Connector Building), the Fort Omaha Campus (Building 10), the Elkhorn Valley Campus, and the Sarpy Center. The South Omaha Campus offers daily vendors for peak-time dining options. Hours of operation and variety of beverages, snacks, sandwiches, and hot items may vary by location.

The Sage Student Bistro, located at the Fort Omaha Campus in the Institute for the Culinary Arts (Building 22), offers a teaching and learning experience for culinary arts students. Eat lunch or dinner Monday through Thursday when classes are in session. For more information, visit the Sage Bistro web page.

Career Services

The mission of MCC Career Services is to provide support to current students and alumni to help them reach their career goals through engagement and networking programs and job readiness activities.

MCC Career Services provide assistance and guidance in the area of job readiness and we help students and alumni to increase their professional network and connections.

We offer assistance via phone, email, Zoom meetings and in-person and drop-ins at any fo the main campus locations.

- Main Number - 531-622-4647
- Email - careerservices@mccneb.edu
- Website: www.mccneb.edu/careerservices
- Facebook: www.facebook.com/MCCNebraskaCareerServices

Career Services offers the following services for students and alumni:

- Resume and cover letter assistance
- Job and internship search strategies
- Job interview preparation
- Networking: LinkedIn, NEworks, and InternNE Accounts Assistance
- Resources for career exploration

Veterans and Military Resource Center

The Veterans and Military Resource Center (VMRC) provides Veterans, active duty, Guard and Reserve members, and their families the holistic support, resources, and advocacy needed to ensure they reach their educational, career, and economic mobility goals.

The VMRC serves as the focal point for providing counseling, information, and assistance in obtaining various Federal, DoD, and State benefits. Additionally, it advocates for and assists students in identifying and securing various school and community resources and services. It assists faculty and staff members to help ensure learning initiatives and environments best support positive Veteran educational outcomes.

The VMRC hosts several Federal and State VA representatives. To ease the transition from military to student life, the Center has a VA Veterans Integration to Academic Leadership Program, or VITAL counselor. This person provides counseling and support to help students overcome barriers and stay on their educational paths. The VMRC also hosts a State Veterans Services Officer who assists Veterans and others with compensation and disability claims, debt management inquiries, and in obtaining other Nebraska State Veterans benefits. Finally, the VMRC has partnerships with NE DoL Veterans Services and area employers to help facilitate employment services and opportunities for students.

The VMRC offers students a comfortable atmosphere, access to tutoring and academic support, complimentary refreshments, private study areas, and a relaxation room with massage chair. It also conducts various MCC Veteran events, activities, and celebrations throughout the year and oversees the school's Student Veterans Organization.

Learning Communities

Learning communities comprise a cohort - a group of students who share interests and take classes together. The goal of these communities is to provide student and course connections that make classes and learning more interesting and students more successful. Benefits include:

- learning in a cooperative environment;
- integrated curriculum;

- individual advising/counseling;
- direct contact with quality instructors;
- making new friends;
- small class sizes; and
- a better chance for academic success, which increases the likelihood of staying in college.

Current learning community opportunities include:

Paired Learning

Paired learning courses emphasize the relationship between two subject areas by providing students with the opportunity to learn about common topics from different points of reference. Instructors organize curriculum around projects and problem-based instruction.

Teacher Preparation Connection

MCC offers a range of courses in early childhood education (ECED) and education (EDUC) that transfer to bachelor's degree programs at colleges and universities throughout the state.

Students planning to earn certification in early childhood education, elementary education, secondary education, or special education can complete up to 94.0 quarter hours (62.0 semester hours) at MCC. Most or all of those credits transfer to four-year programs.

The list of courses required by teacher certification programs varies, so it is recommended that a transfer institution and certification program be chosen prior to registering for EDUC courses.

TRIO

The TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individual from disadvantaged backgrounds. TRIO includes eight programs targeted to serve assist low-income, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post baccalaureate programs.

Student Support Services

The TRIO Student Support Services (SSS) program furthers the MCC mission of educational excellence and equal access by providing first-generation college students with limited income and/or disabilities and homeless students a multiplicity of academic and personal support services: study skills development to achieve academic success, tutoring and supplemental instruction to master course content, and intensive academic and personal advisement to build confidence and promote student success. SSS also provides mentors and the Dr. Bill Dood Summer Bridge Program to first-year students, along with financial literacy education, and scholarship/grant opportunities. These interconnected services increase persistence and encouragement for a unified transition. TRIO/SSS includes the Single Parent/Displaced Homemaker program serving single parents, displaced workers or pregnant students as they strive to meet their educational goals. Students must apply for program services; space is limited.

Single Parent/Displaced Homemaker Program

The Single Parent/Displaced Homemaker program provides a wide range of workshops and personal assistance to single parents, single pregnant women, and displaced homemakers who are accepted into the Student Support Services/TRIO program. Referral to other college offices and relevant outside community agencies is also available. The program also advises the Positive Opportunities for Parenting Solo (POPS) group. Participation in Student Support Services is not required to participate in POPS.

MCC Upward Bound Math and Science Program

The MCC TRIO Upward Bound Math and Science program (UMBS) is designed to strengthen the math and science skills of participating students from Omaha Northwest High School. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, aid them in the college going process, and ultimately careers in the math and science professions.

Veterans Upward Bound Program

TRIO Veterans Upward Bound program is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program provides assessment and enhancement of basic skills through advising, mentoring, tutoring and academic instruction in the core subject areas. The primary goal of the program is to increase the rate at which participants enroll in and complete postsecondary education programs.

Additionally, we assist veterans in securing support services from other locally available resources that serve veterans.

Services include:

- Education/advising services designed to improve the financial and economic literacy of participants
- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Information on the full range of Federal Student financial aid programs and benefits
- Guidance and assistance in alternative education programs for secondary school dropouts that lead to receipt of a regular secondary school diploma, entry into general education development (GED) programs or postsecondary education

Participants must be low-income and prospective first-generation college students that are military veterans who served in active duty in the U.S. Armed Forces for more than 180 days and received other than a dishonorable discharge; was discharged because of a service connected disability; was a member of a reserve component of the Armed Forces called to active duty for a period of more than 30 days; or was a member of a reserve component of the Armed Forces who served on active duty in support of a contingency operation on or after September 11, 2001; and have a high risk for academic failure.

MCC Police Department

You can find MCC Police information online at www.mccneb.edu/police, or simply by navigating the MCC website and selecting "Police" found under the "About MCC Nebraska" tab.

For emergencies and non-emergencies requiring police, fire or medical response, please call MCC Police direct at 531-622-2222 or 911. You can also contact us by simply selecting the preset directory button, labeled MCC POLICE on any MCC office or classroom telephone.

The Metropolitan Community College Police Department (MCC Police) was established in October 2010 in response to a National trend of public postsecondary schools having dedicated law enforcement agencies, providing a quicker response time to incidents and offering college-specific services. MCC Police has the primary jurisdiction and responsibility to investigate crimes and provide police services for MCC locations within the four-county service area. Police Officers are located at the Elkhorn Valley, Fort Omaha and South Omaha Campuses and the various Centers as needed. MCC Police is available 24 hours a day, seven days per week, including holidays. Police Officers maintain a high level of visibility on campuses, which helps create a strong connection with the community.

MCC Police is recognized by the Nebraska Commission on Law Enforcement and Criminal Justice as a Law Enforcement Agency; therefore, Police Officers are commissioned and certified as Nebraska Law Enforcement Officers. The Governor of the State of Nebraska appoints most MCC Police law enforcement officers as Special Deputy State Sheriffs to exercise extraterritorial law enforcement authority, including arrest and enforcement under the laws of this state in any City and County where MCC properties are located. Authority expands statewide for offenses originating on MCC properties.

The department also employs civilian Public Safety Officers whose primary purpose is to provide security. Public Safety Officers are not armed and do not have arrest powers (non-commissioned); however, they undergo training in security, life safety and handling situations with which they may be called to respond.

Every month, MCC Police provides its Uniform Crime Report to the Nebraska Crime Commission as required for the inclusion of crime statistics published by the Federal Bureau of Investigation. The mission of the MCC Police is to provide a safe environment for students, faculty and staff that enhances the educational mission of MCC. Prevention of crime is a priority at all MCC educational sites.

MCC Police services include, but not limited to:

- Enforcing state statutes and city ordinances
- Enforcement of College rules and regulations
- Responding to medical emergencies
- Investigating motor vehicle accidents
- Patrolling campus properties and providing escorts to faculty, staff and students
- Community training programs
- Providing assistance with disabled vehicles
- Assisting the College community with information and directions; and
- Checking facilities for hazards and safety compliance

MCC students are encouraged to enroll and participate in the MCC EMERGENCY text messaging alert system. To enroll, visit My Services at www.myway.mccneb.edu.

The MCC Emergency Notification System allows MCC Police to send information about real-time emergencies, which are distributed by way of:

- The MCC homepage
- MCC students and staff email
- Text messaging
- Alertus brand beacons using audible and visual modes; and
- Outdoor siren systems

Several resource links are listed on our webpage, including:

- Annual Security Report
- Crime Log Report
- Drug Free Schools and Communities Act
- Report of Injury
- Request a Copy of MCC Police Report
- File a Statement with the MCC Police Department
- MCC CSA Reporting Form
- Workplace Violence Reduction
- Crime Prevention & Personal Safety Tips
- Faculty/Staff Critical Incident Checklist
- Threat Assessment Matrix
- Options to Consider in Response to an Active Shooter
- Sexual Assault Prevention and Resources

Annual Security Report

The MCC Police Department prepares the Annual Security Report to comply with the federally mandated Jeanne Clery Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by MCC, and on public property within or immediately adjacent to and accessible from MCC campus locations. The report also includes policies concerning campus security, such as reporting sexual assault and other matters. The full text of the report is located online at mccneb.edu/police.

Sexual Assault Prevention and Resources

The Office of Student Advocacy and Accountability encourages all staff and students to review the information regarding sexual violence prevention education, which can found online at mccneb.edu/police.

Specialized Technology Areas

To enhance the student learning experience, MCC provides state-of-the-art equipment and up-to-date software at numerous locations throughout the College. The College has a dedicated Academic Data Center where students experience the operation and use of the newest technologies in Information Technology. MCC information technology students are being introduced to and utilize virtualization technology, cloud computing, and data center management. MCC information technology is also giving students experience in using mobile devices and developing mobile applications. Students have access to information technology resources via the Internet and on all campuses.

The visual arts lab at the Elkhorn Valley Campus houses state-of- the-art hardware and software in support of the College's visual arts programs. The lab has the latest versions of design software such as the full suite of Adobe's Creative Cloud, and Corel painter to assist students of photography, graphic design, and visual arts. Animation students can access high-powered processors with specialty software including Maya, Mudbox, Dragon Frame, and Cinema 4D. Hands-on drawing skills are enhanced through the use of Wacom tablets and Cintiq pressure- sensitive monitors. All visual art students benefit from high-quality color and large format printers. The 3D sculpture lab includes a 3D printer and an Epilogue Fusion Pro laser cutter.

The Career and Academic Skills Center (CASC) at the Fort Omaha Campus has laptop and iPads for students to check-out and use while in the building. The CASC has an east and west student lounge, on the first floor. The second floor is home to the Learning and Tutoring Center, Writing Center and Math Center. There are quiet study rooms, open collaborative spaces and even semi-private cubbies for students to use while using an MCC mobile device.

MCC Learning Initiatives

Accelerated Courses

Accelerated courses cover the same quantity of quality content as other courses but are completed in a shorter time frame, often five-weeks. Accelerated courses are offered in a variety of formats, such as online, hybrid, and face-to-face classes. Accelerated courses move through the course content very rapidly. Students must be prepared to concentrate on course requirements and devote time to study. Many such courses are designed for working professionals.

Blended Courses

A blended course combines elements of online, videoconferencing and on-campus learning, with on-campus time reserved for active learning and application. Unlike a hybrid course, which mandates a 50/50 split of online and on-campus learning, a blended course splits online and on-campus time as course content dictates.

Distance Education Courses

MCC has built a tradition of alternative learning, delivering quality distance courses in a variety of methods for over 25 years.

Hybrid Courses

A hybrid course is a coordinated approach to learning in which students complete some classwork online and also attend class on-campus to interact with the instructor and classmates in person. MCC hybrid courses meet face-to-face 50 percent of the traditional quarter's campus meetings; the other 50 percent of campus meeting time is replaced with online study and learning activities. Depending on the credit hours, for example, instead of meeting on campus twice per week, students are scheduled to come to class once a week. The remainder of the week is spent completing readings and online assignments.

Hybrid classes provide students unique benefits, including:

- More flexibility to choose classes and arrange study time according to students' individual schedules
- Engaging classroom time, including focused discussions and applications of course material with faculty and peers
- Understanding of the subject matter through analytical online assignments and classroom lectures and activities targeted to students' needs

Online Courses

Online courses are available to students at anytime from anywhere via the Internet using a standard Web browser, which allows students to balance studies with their schedule. Online courses have specific due dates for assignments, but not specific synchronous meeting times. Online courses are equivalent to on-campus courses and maintain the same academic standard in content, assignments, and credit. Every course is managed by a qualified MCC instructor who provides regular and substantive interaction with students. Instructors prompt discussion, help with assignments, answer questions, and grade student work.

Online courses are designed by MCC faculty following the nationally recognized quality assurance and continuous improvement approach Quality Matters (QM).

Students who are not F-1 students and whose primary language is not English need to take the Accuplacer assessment to determine course placement. Call 531-622-2400 to get started. The TOEFL is not required. There are federal regulations specific to F-1 students and online classes. Contact International Student Services at 531-622-2281 or iss@mccneb.edu for guidelines.

Remote Delivery Courses

A remote course offers synchronous delivery of course content through live video conferencing during scheduled class times. Any hands-on or applied learning also occurs remotely, with no on-campus activity required.

Support Services

Students may use the College computers in the Learning and Tutoring Centers, computer labs, Enrollment Centers, or libraries. One-on-one assistance is available in the Learning and Tutoring Centers for students who wish to learn how to take online classes. Canvas orientation sessions are offered at the start of each quarter. Canvas technical support is available via phone or email. Additionally, services from the Writing and Math centers are available to e-learning students. Librarians are available by phone and in person to help with resources, including more than 60 online research databases.

Community Initiatives

Adult Education and General Education Development (GED)

Adult Education is a program sponsored jointly by the Nebraska State Department of Education and MCC. This program is for adults 18 years of age or older; however, people who are at least 16 years of age and are not enrolled in a regular high school program may enroll with special permission from the Nebraska State Department of Education. This program offers students the opportunity to develop basic skills in reading, writing, and math. GED Officials and instruction are free and at no cost to students.

This program also consists of GED preparation classes that prepare adults for the General Education Development examination, which is a nationally standardized test of high school equivalency. There is an application fee for the high school diploma and a testing fee. The high school diploma is issued by the Nebraska Department of Education upon successful completion of the examination.

The GED examination consists of the following four timed tests:

- Reasoning through language arts (150 minutes)
- Social studies (90 minutes)
- Science (90 minutes)
- Mathematical reasoning (115 minutes)

MCC is also authorized by GED Testing Service to provide official GED testing.

Additional information regarding Adult Education and GED classes can be obtained by calling the Adult Education office at 531-622-4060.

Apprenticeships

MCC offers four-year apprenticeship training programs in the electrical and plumbing trades. The programs are offered at the Construction Education Center (CEC) located at the Fort Omaha Campus. The electrical curriculum is approved by the State of Nebraska Electrical Board, and the plumbing curriculum is approved by the city of Omaha Plumbing Board. All instruction is offered during the evening. Contact the electrical apprenticeship coordinator at 531-622-2132 or the plumbing apprenticeship coordinator at 531-622-4756 for more information.

Students who have successfully completed a College-approved apprenticeship program through one of the local unions or an approved in-house company apprenticeship program may receive up to 56 credits toward an associate degree. For more information about this agreement, contact Karen Rodgers at 531-622-2683 or the CTE project coordinator at 531-622-4566.

Continuing Education

Metropolitan Community College Division of Continuing Education delivers a full continuum of lifelong education and engagement opportunities through a dynamic Community Development Model. This intentional, intuitive model meets students where they are, at a variety of individually curated outreach learning centers. Together with our community partners, we are providing pathways to opportunities to underserved neighborhoods. We are empowering lives and moving communities forward.

MCC has strategically placed holistic continuing education learning centers throughout Omaha, each center meets the expressed needs of the city sector it serves: in addition, MCC offers courses at a variety of locations (over 40) throughout the four county service area.

MCC at Do Space: Bridging the Digital Divide; a modern training center equipped with state-of-the art technology offering affordable, flexible and active learning opportunities to all Omaha residents, including: kids ages 3 and up, parents, job seekers, incumbent workers, college bound students and seniors.

MCC at North Express: Transformational Learning; MCC offers programs that fit the community's unique needs; including, continuing education, adult education, certification and assessment, career services and Re-Entry.

Makerhood District: Reviving Lost Arts; "Makerhood" offers courses that embody the spirit of exploration, artistic creativity and discovery, such as upholstery, ceramics, weaving, spinning, engraving, sewing, etc. Arts that have been lost through generations.

Ashton A Community of Innovative People and Enterprises; a collaborative learning center designed to inspire and support the work of innovators and creators. The Ashton building is a hub for tech, art, design and community growth.

MCC Yates Illuminates Cultivating education, creative and expressive opportunities for individuals to thrive; Promoting the lived experience of our diverse community; Adult Basic Education, GED/ESL, Diversity/

Equity and Inclusion, Sustainability and Lifelong Learning.

College for Kids and Teens: MCC serves as a community leader offering relevant summer courses, programs and camps which include STEM, Arts, Trades, Wellness and Business.

These value-added community services can quickly evolve in response to the changing conditions, needs and demands of the citizens we serve within the four county area we serve.

English as a Second Language Program

MCC's English as a Second Language program offers both credit and noncredit learning options for students who need to develop their English language proficiency. Both credit and noncredit classes are offered to provide a sequenced program of instruction. There is no cost to students for noncredit ESL instruction.

Students who enter the ESL program are required to complete assessment testing to determine appropriate placement into the sequence of courses. To register for assessment testing for credit ESL classes, students should call Student Services.

Additional information concerning noncredit ESL instruction can be obtained by calling the Adult Education office at 531-622-4060. Information about credit ESL courses can be obtained from any Student Services office or the office of the dean of Academic Success at 531-622-2645.

Internship/Co-Op Work Experience

MCC's Internship/Cooperative Education 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 or co-op may be applied to many programs of study. Credit is granted based on the number of internship/co-op hours successfully completed.

Interested students should contact the appropriate academic dean for eligibility requirements and application procedures. F-1 students should contact International Student services at 531-622-2281 or email iss@mccneb.edu to discuss federal regulations for internships.

Community Engagement - Experiential Learning and Service-Learning

MCC understands how important it is to provide real-world experiences to reinforce what students learn in and out of the classroom. The Community Engagement staff collaborates with faculty, staff, students, and the community to support meaningful learning opportunities at MCC. These types of opportunities include, but are not limited to, Experiential Learning and Service-Learning.

- Experiential Learning - An experience outside a traditional academic setting that helps students develop knowledge, skills, and values connected to the curriculum. This includes internships and practicum experiences for MCC students.
- Service-learning - Projects that reinforce academic learning and promote civic engagement. The service-learning program seeks to teach students positive values and personal and communal responsibility; encourages professors to be innovative and creative; and creates positive change in the community. Service-learning brings together the classroom, campus, and community.

Students can use myHub (www.myhub.mccneb.edu) to explore these learning experiences on and off campus. The myHub platform is an online student engagement tool dedicated to connecting students to a variety of organizations, resources, and volunteer opportunities to enhance their journey at MCC.

Workforce Innovation Division

The Workforce Innovation Division (WID) is driven to fuel equitable, sustainable community economic growth through talent development. WID delivers cutting edge, non-credit education and training that addresses emerging workforce priorities, feeds an ongoing talent pipeline, and drives employee ascension through competency-based education on advancing technologies and business practices. Programs are designed and rooted in cornerstone areas such as lean operations, allied health, automation, sustainability, production maintenance, information technology, robotics, and project management within emerging technologies, including virtual and augmented reality, prototype design, advanced manufacturing, operations reliant on the Internet of Things, and cybersecurity. Training is delivered at the worksite, online, at the Center for Advanced and Emerging Technology located on the

Metropolitan Community College Fort Omaha campus, and all other MCC locations.

Customized Workforce Education

Instructional designers, project managers and facilitators help business and enterprise design and deliver company-specific learning. WID offers three levels of customized workforce training:

- Basic - employment readiness
- Advanced - business-prioritized competencies in emerging technologies and business practices
- Accelerated - designed to build talent pipelines

Professional and Career Education

WID addresses the evolving business and industry education needs of tomorrow's workforce with job-specific, workforce-driven competencies offered through a wide array of programs. Professional and career education programs lead to industry-recognized credentials, including licenses, certifications, and digital badges. WID offerings include, but are not limited to:

- Code School
- Lean Six Sigma Academy
- Project Management Academy
- Drone Flight School
- Fiber Optics Technician Certification Program
- Rapid IT Employment Academy

Career Skill and Advancement

WID at MCC offers training, certificates, and certification programs for career professionals. These programs can advance career growth and boost earning potential. Career Skill and Advancement opportunities include, but are not limited to:

- Basic Computer Skills Training
- Bring You're A-Game to Work
- Career Placement Program
- Customer Service Training
- Job Skill Alignment
- National Career Readiness Certification

GAP Program

The Community College GAP assistance program provides need-based tuition assistance for approved short-term credit and non-credit training programs that are in high wage, high demand, and high skill (H3) fields, based on number of annual openings, net change in employment, and growth rate. Gap assistance is designed to bridge the funding gap for unemployed or underemployed individuals looking to up-skill and achieve career advancement.

Academic Policies and Procedures

Academic Awards

MCC offers a wide range of programs of study leading to the associate in applied science degree, associate in arts degree, associate in science degree, associate in science in nursing degree, certificate of achievement, or career certificate.

Some degree programs offer various options or tracks that are areas of interest within the program of study. Although students may successfully complete a single or multiple options/tracks within the program, only the degree for the overall program of study is awarded. Students are not eligible to receive multiple degrees for completing more than one of the options/tracks within the overall program of study

Associate in Applied Science Degree (AAS)

The associate in applied science degree is awarded to a student completing the requirements of one of the career programs. All associate in applied science degrees at MCC require 22.5 quarter hours of general education course work. This award has a total degree requirement of a minimum of 91.5 quarter hours and a maximum of 105.5 quarter hours unless noted for accreditation purposes.

Associate in Arts Degree (AA)

The associate in arts degree is awarded to students completing the requirements of the Liberal Arts/Academic Transfer programs. This degree parallels the work done in the first two years at a four-year institution. All transfer associate in arts degrees at MCC require a minimum of 57 quarter hours (38 semester hours) of general education coursework within the degree program requirements. Additional major-related courses and electives contribute to the total 91.5+ quarter credit hours required for a transfer degree.

Associate in Science Degree (AS)

The associate in science degree is an academic transfer degree awarded to students completing the courses required for the degree. This degree is generally transferable as the first two years at a baccalaureate program or in meeting the minimum requirements for entrance into a designated professional program of study. All transfer associate in science degrees at MCC require a minimum of 57 quarter hours (38 semester hours) of general education coursework within the degree program requirements. Additional major-related courses and electives contribute to the total 91.5+ quarter credit hours required for a transfer degree.

Associate in Science in Nursing Degree (ASN)

The associate in science in nursing degree is awarded to students completing the program requirements of the associate degree nursing program with 103.5 credit hours unless noted for accreditation purposes. Graduates awarded this degree are eligible to take the NCLEX Exam for licensure as a registered nurse. Many of the required courses transfer to four-year institutions.

Certificate of Achievement

The certificate of achievement is awarded to students upon successful completion of the requirements of one of the career programs. All certificate of achievements at MCC require 13.5 quarter hours of general education course work. This award has a total degree requirement of a minimum of 48.0 quarter hours and a maximum of 55.0 quarter hours.

Career Certificate

A career certificate represents a structured sequence of courses that may be completed in a relatively short period. In some cases, the entire module may be completed in a single quarter of study; in other cases, two or three quarters may be needed because of course prerequisites or other factors. This award has a total degree requirement of a minimum of 24.0 quarter hours and a maximum of 36.0 quarter hours.

Credit for Prior Learning

Policies and Procedures

1. Academic credit will only be awarded for courses listed within a student's certificate or degree requirements for current certificates and degrees as noted in the MCC Course Catalog.
2. Credits granted for prior learning do not apply toward fulfillment of MCC's twenty-four hour residency requirement for graduation.
3. A student must be enrolled at the College with a declared major to request evaluation of prior learning.

4. A student may not apply for prior learning for classes for which they are currently enrolled. A student may not apply for prior learning if the student has completed the course previously with a grade of A, B, C, D, F, I, AUDIT.
5. Academic credits earned through prior learning are not used in the calculation of a student's grade point average.
6. Academic credits earned through prior learning are generally not transferable to another institution on a course-by-course basis.

Credit for Military Service

MCC seeks to grant the most credit possible for military training and experience. Military students who submit a DD-214 are granted up to 3.5 credits in Physical Education (PHED) for basic training. Additional credit hours may be awarded for military training and experience as recommended by the American Council on Education.

Some factors may limit the number of credits accepted, including departmental accreditation and program-specific requirements. Credits not transferred as a specific class at MCC may be applied to either the major or general education requirements as undefined electives. Veterans and military students pursuing specialized programs that have very few or no electives may find that they receive limited credits from their military experience.

Documents eligible for transcript evaluation can include DD-214, DD-2586 (Verification of Military Experience and Training), CCAF Transcript (Community College of the Air Force), JST (Joint Services Transcript), and other official documents indicating military experience. In addition, MCC accepts DSST (DANTES) and CLEP scores.

Use of military credits to transfer from MCC to another institution depends on a number of factors, including whether the institution has a transfer credit agreement with MCC. The institution receiving transfer courses makes the decision regarding award of transfer credit. Military students should evaluate their transfer options carefully in consultation with the receiving institution. For additional information on military transfer credits, contact MCC's Veterans Center.

Credit for National Standardized Test Results

MCC awards credit to students who have earned acceptable scores on standardized tests such as Advanced Placement (AP) Exams, College Level Examination Program (CLEP) Exams, and DANTES Subject Standardized Test (DSST) Exams. Although the college does not administer these types of exams, institutional credit may be awarded for successful completion of AP, CLEP and DSST Exams. For consideration of college credit, official exam score reports must be submitted from the organization to:

Metropolitan Community College
Attn: Records
P.O. Box 3777
Omaha, NE 68103-0777

Credit for Industry Certifications and Non-Credit Training

Students who have earned industry certifications or have completed non-credit training may have opportunities to earn college credit for courses within their degree. All certificates must be current for the student to earn college credit. Students should contact the Prior Learning Assessment Center for more information.

Credit for MCC Challenge Exams

Students wishing to demonstrate course proficiency may challenge selected credit courses by completing a challenge exam. Challenge exams have been developed by instructors in the area and approved by the department and Academic Dean. Students will be take the challenge exam either in an MCC Testing Center or in an approved classroom lab. Students must not be enrolled in the course being challenged and cannot have completed the course previously with a grade. There may be a fee assessed prior to testing. Students should contact the Prior Learning Assessment Center for more information.

Credit for Work and Life Experiences (MCC Portfolio)

Students can earn credit for some courses by preparing a portfolio that demonstrates learning of all course objectives through work and life experiences. Developing a portfolio requires the students to assess their learning through work or life experiences and provide documentation of how knowledge and skills apply to specific MCC coursework. Portfolios will be evaluated by subject matter expert and awarded credit as appropriate. A $40 fee will be assessed prior to the evaluation of a portfolio. Students should contact the Prior Learning Assessment Center for information and application procedures.

Credit for Students with Earned Undergraduate or Graduate Degrees

The following credits are automatically awarded if a conferred Bachelor's, Master's, J.D. or Doctoral degree from an accredited American institution is noted on the transcript:

- **ENGL 1010 English Composition I,**
- **ENGL 1020 English Composition II,**
- **HMRL 1010 Human Relations Skills,**
- **INFO 1001 Information Systems and Literacy** - (!) Information Technology program majors are required to take INFO 1001 regardless of a previous degree(s).

Dean's List

MCC celebrates students who have completed coursework with excellence. Outstanding academic achievement is recognized through the dean's list each quarter. To qualify for the dean's list, students must:

- complete a minimum of 12.0 credit hours in graded 1000-level or above classes;
- complete at least 6.0 credit hours in graded 1000-level or above classes for the quarter in which they are qualifying; and
- achieve at least a 3.50 GPA for the quarter in which they are qualifying.

Students receive email notification via their student email account from the vice president for academic affairs approximately three weeks after the qualifying quarter has ended. This email includes a memo and certificate that are suitable for printing and framing. Since student email accounts may be purged at the end of the quarter, students should save or back-up their dean's list email if they wish to keep it. Dean's list certificates are not archived or available for re-issuance. Students' names are publicized on the MCC website and sent to select newspapers.

MCC Scholars - Student Recognition Program

MCC Scholars provides a pathway for students to receive recognition for work in areas for which they are passionate. Recognition is available for work in global perspectives, community engagement, and sustainability.

The MCC Scholars program has two achievement levels. The first level provides a recognition certificate. The second level results in a notation of the achievement on the student's transcript. Students seeking either level of recognition work closely with a faculty mentor who is also passionate about the area of interest selected.

Grading System

- **A - Excellent:** The student has demonstrated outstanding proficiency in mastering course objectives. (4 points per credit in computation of grade point average)
- **B - Above average:** The student has demonstrated above average proficiency in mastering course objectives. (3 points per credit in computation of grade point average)
- **C - Average:** The student has demonstrated average proficiency in mastering course objectives. (2 points per credit in computation of grade point average)
- **D - Below average:** The student has demonstrated below average but passing proficiency in mastering course objectives. (1 point per credit in computation of grade point average)
- **F - Failing:** The student has not demonstrated a minimum passing proficiency in mastering course objectives. (0 points per credit in computation of grade point average)
- **FX - Failure related to non-attendance (Administratively assigned):** The student stops attending a class or participating in an online class, does not return, and fails. (0 points per credit in computation of grade point average).
- **I - Incomplete:** Due to extenuating circumstances, students may be given an extension of time to complete course objectives. Assignment of I grades is a faculty prerogative and is issued when students, who have completed the majority (at least 60 percent) of the course requirements, are unable to complete the remainder due to unusual or extenuating circumstances. An I grade must be made up no later than 11 months after the end of the quarter in which the I grade was issued or it becomes an F. Prior to issuing the Incomplete grade, the instructor and student meet to discuss a timeline for completing the remaining assignments and/or tests in order for the student to earn a quality letter grade. The instructor sends an email to the student, and copies the appropriate academic dean, confirming the due date for the remaining work. (Does not count in computation of grade point average)
- **P - Pass:** P is an indication that the student has completed the coursework satisfactorily. It is used for developmental courses and other courses at the discretion of the College. Any course taken for a P

grade will not count toward a student's degree or credit-bearing certificate program. (Does not count in the computation of grade point average)

- **R - Re-enroll:** The student has made satisfactory progress and should re-enroll until course objectives are completed. R is used for developmental courses only. (Does not count in computation of grade point average)
- **V - Audit:** An audit (no credit) does not count in computation of a grade point average. Audit requests may only be submitted during the first week of class and are processed during the second week. An audit is not an option for online classes.
- **W - Withdrawal:** W is an indication of an action requested by the student. The student must officially withdraw from a course prior to the last day to drop classes. The student may drop via My Services or call Registration to officially withdraw. W's may not be changed to a grade. (Does not count in the computation of grade point average)
- **Z - Unreported grade:** Z indicates that an appropriate grade has not been recorded. If an appropriate grade is not submitted within two weeks of when final grades were due, the Z grade will be replaced with a F grade. If a last date of attendance cannot be determined, the first date of class will be used. (Does not count in computation of grade point average)

Grade Point Average

Students' GPAs are determined by dividing the total number of grade points earned by the total number of credits attempted in those courses that count toward students' GPA.

To calculate a GPA:
grade value x credit hours completed = grade points

A	4 x 4.5 = 18
B	3 x 4.5 = 13.5
C	2 x 4.5 = 9
D	1 x 4.5 = 4.5
F	0 x 4.5 = 0

Example:

Course	**Grade**	**Hours completed**	**Grade points**
ENGL 1010	A	4.5	18
BSAD 1000	C	4.5	9
INFO 1001	F	4.5	0
ACCT 1050	D	3.0	3
Totals		**16.5**	**30**

Take the total number of grade points (30) and divide by total hours completed (16.5): GPA= 1.82

Note: Actions of R, P, W, V, and Z do not apply toward the GPA but do appear in attempted hours.

Auditing a Course

Students who wish to attend a course without taking examinations or receiving credit for a course may request to audit the course. Students intending to audit should not register for the courses as they cannot already be enrolled in a class they wish to audit. Instead, they must request an audit from the instructor during the first week of class only. Students who audit a class pay the regular tuition rate and fees. Audited courses do not count toward graduation requirements nor do they satisfy prerequisite requirements for other courses. However, audited courses do appear on the transcript marked with a V.

Courses that are eligible for audit are determined by the appropriate academic dean; some courses may not be available for audit. Online courses may not be audited. 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- or part-time status of a student receiving financial aid or veteran's benefits.

Repeating a Course

Students may repeat a course in an effort to earn a better grade. Both grades remain on the permanent record; the latest grade is used to compute the GPA. Students using federal financial aid to pay for courses may use financial aid funds to repeat a course once after receiving a grade of R, P, D, or higher.

Final grades for repeated courses for those graduating must first be verified by the Records office in order for those students to be considered for graduation requirements.

Appeals to Change Course Grades

Students who wish to appeal a final course grade need to follow the appeal procedure listed below. The appeal process for final course grades must be initiated no later than the end of the quarter (the last class day) following the quarter in which the course was completed.

The procedure for a final course grade appeal at MCC requires that the student and instructor first have a conversation with the expectation of resolving the grading issue between them. The question is mainly whether or not the instructor's syllabus has been followed.

If, after that conversation, there is still disagreement about whether or not the instructor has adhered to the syllabus in dealing with the student's final grade issue, the student may choose to follow a formal appeal process.

The formal appeal process begins when a student puts his or her concern officially in writing by sending a letter or email to the instructor (first level of appeal). Upon receipt of the instructor's response, the student may appeal, if necessary, in writing to the next level, the appropriate academic dean (second level of appeal). Upon receipt of the academic dean's response, the student may appeal, if necessary, to the final level, the vice president for academic affairs, for a final decision.

The purpose of the initial first-level appeal letter (or email) is to seek resolution between student and instructor, pointing specifically to the syllabus and how the student can show that the procedures set up in the syllabus were not upheld.

The instructor's written reply to this letter usually suffices to resolve the issue.

A grade appeal makes it to the level of the academic dean only in the rare cases when a written appeal to the instructor is unsuccessful.

The purpose of the written appeal to the academic dean is to show how the student was not dealt with in accordance with procedures set up in the instructor's syllabus and how the instructor erred in his or her response to the student's written appeal. When a written appeal is submitted to an academic dean, the student must attach the syllabus for the course, the student's written appeal to the instructor, and the instructor's written reply.

A grade appeal makes it to the level of the vice president for academic affairs in the unlikely event that an appeal was not resolved at the first level (instructor) or the second level (academic dean). The student must submit a written appeal that shows how the student was not dealt with in accordance to the procedures set up in the instructor's syllabus and, specifically, where the instructor and the academic dean erred in their respective responses. When a written appeal is submitted to the vice president for academic affairs, the student must attach the syllabus for the course, the student's written appeals to both the instructor and the academic dean, and the respective responses from the instructor and the academic dean.

Decisions made by the vice president for academic affairs concerning appeals to change a final course grade are final and not subject to further appeal.

Academic Amnesty

Students who wish to petition for academic amnesty (elimination of a course(s) from a previous quarter), must meet the below provisions. The amnesty process begins when a student meets with an academic advisor to complete the petition. The petition requests the elimination of up to two quarters of students' classes from the computation of their GPA.

- Academic amnesty can be granted *only one time* and is not reversible.
- Students must have successfully completed a minimum of 24.0 credit hours at 1000- or 2000-level MCC classes with a minimum GPA of 2.50 *after the most recent quarter being petitioned for amnesty*.
- Academic amnesty is applied to D and F grades only, which are eliminated from GPA calculation and hours attempted. Courses in which students received an A, B, or C grade continue to be included in students' overall GPAs and are exempt from academic amnesty.
- Students' permanent records (transcripts) reflect the original grade(s) received. Original grades are marked with a pound sign (#) on students' transcripts but are not included in the GPA calculation.

NOTE: *Academic amnesty has no bearing on financial aid eligibility, as all quarters, including those for which academic amnesty is granted, must be considered.*

Graduation Guidelines

Program Requirements

The program requirements that students must meet to graduate with a certain degree or certificate are stipulated in the College catalog at mycatalog.mccneb.edu. Catalog effective dates begin with the start of fall quarter and run through the end of the next summer quarter. Specifically:

- The effective catalog year for students is determined by the quarter in which they first attend MCC, not the date of their enrollment or registration.
- Students are held to the requirements in the catalog year in which they first attend unless they opt to meet the requirements in a later catalog in a year in which they attend.
- All requirements must be completed within four years of the initial or chosen catalog year. Those not completing within four years must select a later catalog in a year in which they attended and meet the requirements listed in that catalog.

Final grades for those graduating must be verified in the system to be considered for graduation requirements. Students who are retaking courses that they are using to complete their program of study requirements must receive a final grade in those courses before they may be considered as having fulfilled graduation requirements. Students cannot be processed through the system until this occurs.

To graduate with honors, students must earn a cumulative GPA of 3.50 or above in their program of study.

Eligibility

Students who wish to graduate with the following degrees or certificates must meet the following eligibility requirements:

Degrees: Associate in Applied Science, Associate in Arts, Associate in Science, or Associate in Science in Nursing

To apply and be eligible for graduation with an associate degree, students must have:

- earned a GPA of at least 2.00 in all studies that are applicable toward graduation from a program of study and be in good academic standing;
- successfully completed all program requirements encompassing a minimum of 91.5 credit hours* as outlined in the College catalog; program requirements include successful completion of a minimum of 25% credit hours in residence at MCC or enrollment in an approved statewide initiative program with MCC designated as the home institution; Prior learning credits do not apply to the residency requirement;
- completed an online graduation application form in the My Services student portal and submitted it by the deadline date.

Certificates of Achievement

To be eligible for graduation with a certificate of achievement, students must have:

- earned a GPA of at least 2.0 in all studies attempted and applicable toward graduation from a program of study and be in good academic standing;
- successfully completed all course requirements of a program of study encompassing a minimum of 48.0 credit hours* as outlined in the College catalog; program requirements include successful completion of a minimum of 25% credit hours in residence at MCC or enrollment in an approved statewide initiative program with MCC designated as the home institution; Prior learning credits do not apply to the residency requirement;
- completed an online graduation application form in the My Services student portal and submitted it to the Records office.

Career Certificates

Designed for the person seeking job-relevant career development, career certificate modules represent a structured sequence of courses that may be completed in a relatively short period. To be eligible for graduation with a career certificate, students must have:

- grade of C or better in all courses required for the certificate and be in good academic standing;
- successfully completed all course requirements of a program of study encompassing a minimum of 24 credit hours* as outlined in the College catalog; program requirements include successful completion of a minimum of 25% credit hours in residence at MCC or enrollment in an approved statewide initiative program with MCC designated as the home institution; Prior learning credits do not apply to the residency requirement;
- completed an online graduation application form in the My Services student portal and submitted it to the Records office.

*In cases where there are discrepancies in individual course credits resulting in a credit shortage in one or more program requirement, additional coursework may be required. Examples of discrepancies include differences in credits earned in equivalent transfer courses from other institutions, and course revisions within MCC's catalog from year to year. Additional course(s) will only be necessary when credit discrepancies result in completion of less than the minimum required credit hours (by award) noted in this section.

Graduation Application

All students must submit a graduation application to receive a degree, certificate or career certificate. A separate application must be submitted for each degree, certificate, or career certificate that a student anticipates receiving.

The application for graduation can be found on the My Services student portal under Academic Profile and must be submitted online. Deadlines to file a graduation application are as follows:

Fall quarter - Nov. 1
Winter quarter - Feb. 1
Spring quarter - April 1
Summer quarter - July 1

At MCC, degrees certificates and career certificates are awarded at the end of each quarter and denote the completion of a program of study. Degrees and certificates are mailed approximately four to six weeks after the end of each quarter to qualifying students. . (Students who have a business office hold will not receive their diploma or certificate until all college financial obligations have been resolved).

The MCC Commencement Ceremony is held annually to recognize students who have graduated or will graduate during the current academic year (fall, winter, spring, and summer quarters).

Standards of Academic Progress

Academic Standards and Alert System

To encourage satisfactory progress throughout quarters of enrollment, the College's academic progress policy establishes specific standards that must be met by all students enrolled in credit courses at MCC. If students are not making academic progress, the College may limit enrollment and course selection, if considered necessary. If students are on probation after an academic suspension or dismissal, the College may establish other special conditions under which the students may again enroll, including regular meetings with advocacy counselors and academic advisors, enrollment in developmental courses, participation in career development activities, and completion of assessment tests.

Note: *Students receiving financial aid must also comply with the Financial Aid Satisfactory Progress Statuses.*

Minimum requirements for good academic standing	
Attempted graded courses (credit hours)	Minimum cumulative GPA
1.0-29.5	1.50
30.0-79.5	1.75
80.0+	2.00

Academic Good Standing: meeting minimum GPA for credit hours completed. *Intervention:* None

Academic Probation: not meeting minimum GPA for credit hours completed. *Intervention:* Registration holds are placed on students' records. Students on probation must complete an online probation workshop prior to future registration. Students on probation for more than one quarter are required to meet with an academic advisor or advocacy/DSS counselor for registration. While on probation, students may have limits placed on the number of credit hours of enrollment and/or course selection.

Academic Suspension: students on probation who do not earn a GPA of at least 2.00 in their next quarter of enrollment. *Intervention:* Students are placed on academic suspension. Students on academic suspension are denied enrollment for a period of one quarter and must apply for readmission and observation status.

Academic Observation: status when students return after suspension or dismissal. *Intervention:* Registration holds are placed on students' records. Students desiring to enroll after suspension or dismissal are required to meet with an advocacy or DSS counselor and request re-admission. If the request is granted, the advocacy or DSS counselor places the student in academic observation status. While on academic observation status the student is expected to work with the advocacy or DSS counselor for subsequent enrollment until they have returned to good standing. The counselor is authorized to impose reasonable restrictions on students' subsequent enrollment.

If students earn less than a 2.00 GPA for credits completed while in academic observation status, they are placed on academic dismissal. Students meeting the cumulative GPA requirement for good standing are not suspended or dismissed under this policy.

Academic Dismissal: Dismissal may be permanent. The College reserves the right to deny enrollment to students on academic dismissal. *Intervention:* Registration holds are placed on students' records. Students on academic dismissal are not allowed to register or attend credit classes for one year. After an absence of one year, students on dismissal may petition for re-admission through an advocacy or DSS counselor.

Transfer Agreements

Metropolitan Community College has agreements with colleges and universities that facilitate easy credit transfer in many programs. MCC offers two types of pathways for students: articulation agreements and transfer guides. Reverse transfer is also available for students to transfer credits back to MCC for completion of an associate's degree.

Articulation Agreements

Articulation agreements or Associate to Bachelor's (A to B) agreements allows students to transfer an entire degree to a college or university. With these agreements, students complete the associate degree at MCC and then transfer to a college or university to complete their bachelor's degree. Most, if not all, of the credits in the associate degree transfer to the college or university and count towards the bachelor's degree.

Transfer Guides

Transfer guides provide a suggested list of courses within an MCC degree that transfer to a four-year institution. Transfer guides assist students interested in completing an MCC degree and wish to complete a bachelor's degree at a four-year institution.

Reverse Transfer

Students who complete a minimum of 24 quarter credit hours or more at MCC and transfers those credits to a to a regionally accredited four-year institution prior to receiving their MCC associate degree are eligible for the reverse transfer program. They can transfer credits from their four-year program back to MCC to meet the requirements for their declared associate degree.

Visit www.mccneb.edu/Current-Students/Transfer-Students to access the Reverse Transfer link.

Transcripts

Transcript Changes

Any students who believe there is an inaccuracy on their transcript must contact the Records office. The transcript is the final, accurate record of academic accomplishment.

Transcript Retention

The official academic records (transcripts) for all MCC students are permanently retained by the College.

Transcript Requests

Current and former students can order an official transcript online through the National Student Clearinghouse: https://tsorder.studentclearinghouse.org/school/welcome There is a minimal charge for each transcript.

In compliance with the U.S. Department of Education's policy aimed at reducing the student loan default rate, current or former students who are in default on their student loans are not entitled to official transcripts of grades or course completions.

End of Quarter Grades

Even if grades have been posted by an instructor, transcripts cannot be released until grade processing has been completed, which can take up to three days AFTER final grades are due.

General Education

General Education Rationale and Minimum Requirements

General education requirements provide a broad knowledge base to enhance students' career and life skills. Vital to the preparation for lifelong learning skills is the development of competencies in:

Communication

Effective communicators express thoughts, ideas, and feelings in all modes.

Effective communicators

- Engage in the process of collecting, shaping, drafting, and revising information
- Select, organize, and present details to support a main idea
- Participate in groups using a variety of collaborative techniques
- Use knowledge of target audience expectations and values to shape a message
- Use various techniques of expression to convey a point-of-view, style, and voice
- Employ good mechanics and craftsmanship

Quantitative/Numeracy Skills

Numeracy is the ability to think about, express, and evaluate information in quantitative terms.

Numerically literate individuals

- Interpret, analyze, and solve basic numerical problems
- Estimate the reasonableness of an answer
- Interpret, evaluate, and present graphic/tabular data
- Utilize basic statistical knowledge

Critical Thinking/Creativity & Social/Cultural Awareness

Critical Thinking and Creativity

Critical thinking is a process that demonstrates logical inquiry, creativity, problem solving and a willingness to consider different points of view and to explore possibilities.

Critical and creative thinkers

- Interpret and evaluate statements, theories, problems, and observations from alternate points of view or perspectives
- Analyze the validity of assumptions, evidence, and data;
- Assess the value or importance of positions, policies, and formulated solutions
- Use imagination, intuition and divergent thinking

Social and Cultural Awareness

Social and cultural awareness is an understanding of how each person shapes, and is shaped by, culture and society.

Socially and culturally aware individuals

- Explain the influence of history, geography, the arts, humanities, language, and the environment on individual and cultural development
- Distinguish subjective opinions and ideology from objective findings and data
- Recognize social and individual biases
- Develop personal and social responsibility and participate as an engaged citizen in order to promote a civil society
- Recognize the importance of individual differences and similarities in a global context.

Scientific Inquiry

Scientific inquiry uses an evidence-based process used to evaluate the validity of a hypothesis or theory.

Scientific Inquirers

- Formulate hypotheses based on observations
- Apply the scientific method to evaluate claim;
- Evaluate societal issues from a scientific perspective
- Make informed judgments about science-related topics and/or policies

Professionalism/Life Skills and Information Literacy

Professionalism and Life Skills

Professionalism and life skills are the essential habits and characteristics commonly cited as necessary for success in life and in the workplace.

Professional and skillful individuals

- Meet personal and professional expectations
- Show cooperation with and courtesy to others
- Apply effective time management and planning techniques
- Follow instructions and ask appropriate questions

- Demonstrate initiative and persistence
- Maintain personal appearance and grooming
- Demonstrate safe and healthy habits

Information Literacy

Information literacy is a set of abilities necessary to locate, gather, organize and evaluate information utilizing various technologies.

Information Literate Learners

- Determine the extent of information needed
- Critically evaluate information and its sources;
- Incorporate selected information into a personal knowledge base
- Use information ethically and legally
- Manage, present, and store information digitally or otherwise

General Education Minimum Requirements

Associate in Applied Science Degrees:

Communication	4.5 credit hrs.
Quantitative/Numeracy Skills	4.5 credit hrs.
Critical Thinking/Creativity & Social/Cultural Awareness	4.5 credit hrs.
Scientific Inquiry	4.5 credit hrs.
Professionalism/Life Skills and Information Literacy	4.5 credit hrs.
Total	22.5 credit hrs.

Associate in Arts Degrees:

Communication	13.5 credit hrs.
Quantitative/Numeracy Skills	4.5 credit hrs.
Critical Thinking/Creativity & Social/Cultural Awareness	9.0 credit hrs.
Scientific Inquiry	4.5 credit hrs.
Professionalism/Life Skills and Information Literacy	4.5 credit hrs.
Total	36.0 credit hrs.

Associate in Science Degrees:

Communication	13.5 credit hrs.
Quantitative/Numeracy Skills	4.5 credit hrs.
Critical Thinking/Creativity & Social/Cultural Awareness	4.5 credit hrs.
Scientific Inquiry	9.0 credit hrs.
Professionalism/Life Skills and Information Literacy	4.5 credit hrs.
Total	36.0 credit hrs.

Certificates of Achievement:

Communication	4.5 credit hrs.
Quantitative/Numeracy Skills	4.5 credit hrs.
Critical Thinking/Creativity & Social/Cultural Awareness	4.5 credit hrs.
Total	13.5 credit hrs.

General Education Course Options

Select a General Education area below for appropriate course options. **NOTE:** Students who plan to transfer credits should select from the Transfer Course Options rather than the General Education course options listed here.

Communication

Level 1

- COMS 1000 - Fundamentals of Communication 4.5 Credits
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1220 - Technical Writing 4.5 Credits
- ENGL 1225 - Applied Communications I 4.5 Credits
- ENGL 1230 - Business Writing 4.5 Credits

Level II

- ENGL 1020 - English Composition II 4.5 Credits
- ENGL 1240 - Oral and Written Reports 4.5 Credits
- ENGL 1245 - Applied Communications II 4.5 Credits

Quantitative/Numeracy Skills

Finance

- FINA 1000 - Financial Literacy 4.5 Credits

Note: FINA 1000 Financial Literacy is an option only in certain programs. Check your program of study.

Mathematics

- MATH 1220 - Business Mathematics 4.5 Credits
- MATH 1240 - Technical Mathematics 4.5 Credits
- MATH 1242 - Applied Math for the Hospitality Industry 4.5 Credits
- MATH 1260 - Geometry 4.5 Credits
- MATH 1300 - Introduction to Mathematical and Computational Thinking 4.5 Credits
- MATH 1315 - College Algebra 4.5 Credits
- MATH 1410 - Statistics 4.5 Credits
- MATH 1425 - Pre-Calculus Algebra 5 Credits
- MATH 1430 - Trigonometry 4.5 Credits
- MATH 1930 - Applied Calculus 4.5 Credits
- MATH 2410 - Analytic Geometry and Calculus I 7.5 Credits
- MATH 2411 - Calculus II 7.5 Credits
- MATH 2412 - Calculus III 6 Credits
- MATH 2510 - Differential Equations 4.5 Credits

Note: MATH courses 1315 and higher can be used as a math course for transfer.

Critical Thinking/Creativity & Social/Cultural Awareness

Humanities

Architectural Drafting

- ARCH 1000 - Appreciation of Architecture 4.5 Credits

Art

- ARTS 1000 - Introduction to the Visual Arts 4.5 Credits
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- ARTS 1030 - 3-D Design 4.5 Credits
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits
- ARTS 1120 - Art History - 1400 to Present 4.5 Credits

Chinese

- CHIN 1110 - Beginning Chinese I 7.5 Credits

Communication Studies

- COMS 1110 - Public Speaking 4.5 Credits
- COMS 1120 - Argumentation and Debate 4.5 Credits
- COMS 1220 - Communication In Small Groups 4.5 Credits
- COMS 1300 - Interpersonal Communication 4.5 Credits

Design, Interactivity, and Media Arts

- DIMA 1411 - History of Animation 4.5 Credits

English

- ENGL 1310 - Creative Writing 4.5 Credits
- ENGL 1311 - Poetry Writing Studio 4.5 Credits
- ENGL 1312 - Fiction Writing Studio 4.5 Credits
- ENGL 1313 - Creative Nonfiction Writing Studio 4.5 Credits
- ENGL 2215 - Creative Writing Capstone 4.5 Credits
- ENGL 2450 - Introduction to Literature 4.5 Credits
- ENGL 2460 - Introduction to Short Stories 4.5 Credits
- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2480 - Introduction to Drama Literature I 4.5 Credits
- ENGL 2481 - Introduction to Drama Literature II 4.5 Credits
- ENGL 2490 - Introduction to Latin American Literature 4.5 Credits
- ENGL 2510 - American Literature I 4.5 Credits
- ENGL 2520 - American Literature II 4.5 Credits
- ENGL 2900 - Special Topics in Literature Variable Credits
- ENGL 2902 - Special Topics in Creative Writing Studio 4.5 Credits

French

- FREN 1110 - Elementary French I 7.5 Credits

German

- GERM 1010 - Elementary German I 7.5 Credits

Humanities

- HUMS 1000 - Humanities through the Arts 4.5 Credits
- HUMS 1100 - Classical Humanities 4.5 Credits
- HUMS 1110 - Origins of the Humanities 4.5 Credits
- HUMS 1120 - The Humanities in the Medieval - Renaissance World 4.5 Credits
- HUMS 1130 - The Humanities in the Modern World 4.5 Credits
- HUMS 1150 - The Humanities in the Non-Western World 4.5 Credits
- HUMS 1160 - The Humanities and Food Culture 4.5 Credits
- HUMS 2310 - Film History and Appreciation 4.5 Credits

Japanese

- JAPN 1010 - Beginning Japanese I 7.5 Credits

Music

- MUSC 1050 - Music Appreciation 4.5 Credits
- MUSC 1110 - Music Fundamentals 4.5 Credits
- MUSC 1120 - Intermediate Music Fundamentals 4.5 Credits

Philosophy

- PHIL 1010 - Introduction to Philosophy 4.5 Credits
- PHIL 1030 - Professional Ethics 4.5 Credits
- PHIL 1100 - Critical Reasoning 4.5 Credits
- PHIL 2030 - Introduction to Ethics 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- PHIL 2400 - Philosophy and Literature 4.5 Credits
- PHIL 2600 - Contemporary Issues in Philosophy 4.5 Credits

Photography

- PHOT 1101 - Basic Digital Photography 6 Credits

Sign Language

- SLIS 1010 - American Sign Language I 6 Credits

Spanish

- SPAN 1110 - Elementary Spanish I 7.5 Credits

Theatre

- THEA 1000 - Introduction to Theatre 4.5 Credits
- THEA 2010 - Script Analysis 4.5 Credits
- THEA 2020 - Fundamentals of Acting I 4.5 Credits
- THEA 2021 - Fundamentals of Acting II 4.5 Credits
- THEA 2040 - Movement for the Actor 4.5 Credits
- THEA 2050 - Voice for the Actor 4.5 Credits

Social Sciences

Economics

- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits

Exploratory Studies

- EXPL 1000 - Exploratory Studies 4.5 Credits

Geography

- GEOG 1010 - Fundamentals of Geography 4.5 Credits
- GEOG 1020 - World Regional Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits

History

- HIST 1010 - United States History to 1877 4.5 Credits
- HIST 1020 - United States History from 1865 to Present 4.5 Credits
- HIST 1050 - Introduction to Black History 4.5 Credits
- HIST 1060 - Black Women in the United States 4.5 Credits
- HIST 1070 - Traditional and Modern China 4.5 Credits
- HIST 1080 - Traditional and Modern Japan 4.5 Credits
- HIST 1110 - World Civilization from Prehistory to 1500 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HIST 2050 - Modern Europe Since 1789 4.5 Credits
- HIST 2200 - Latin American History 4.5 Credits
- HIST 2220 - U.S. and Global Military History 4.5 Credits

Human Relations

- HMRL 1010 - Human Relations Skills 4.5 Credits
- HMRL 1050 - Leadership: Training and Skill Development 4.5 Credits

Political Science

- POLS 2050 - American National Government 4.5 Credits
- POLS 2060 - The Constitution 4.5 Credits
- POLS 2070 - Contemporary Social and Political Issues 4.5 Credits

Psychology

- PSYC 1000 - Psychology for Everyday Living 4.5 Credits
- PSYC 1010 - Introduction to Psychology 4.5 Credits
- PSYC 1110 - Parenting and Family Problem Solving 4.5 Credits
- PSYC 1120 - Human Growth and Development 4.5 Credits
- PSYC 1130 - Cognitive Development 4.5 Credits
- PSYC 2140 - Behavior Modification and Principles of Learning 4.5 Credits
- PSYC 2150 - Survey of Human Sexuality 4.5 Credits
- PSYC 2350 - Fundamentals of Abnormal Psychology 4.5 Credits
- PSYC 2450 - Social Psychology 4.5 Credits
- PSYC 2550 - Popular Readings in Social Science 4.5 Credits
- PSYC 2650 - Research Methods 4.5 Credits

Social Work

- SOWK 1010 - Introduction to Social Work 4.5 Credits

Sociology

- SOCI 1010 - Introduction to Sociology 4.5 Credits
- SOCI 1050 - Sociology of Healthcare 4.5 Credits
- SOCI 1100 - Native American Studies 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2060 - Multicultural Issues 4.5 Credits
- SOCI 2110 - Introduction to Gerontology 4.5 Credits
- SOCI 2150 - Survey of Human Sexuality 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits
- SOCI 2310 - Criminology 4.5 Credits
- SOCI 2311 - Juvenile Justice 4.5 Credits
- SOCI 2450 - Social Psychology 4.5 Credits
- SOCI 2550 - Popular Readings in Social Science 4.5 Credits
- SOCI 2650 - Research Methods 4.5 Credits

Scientific Inquiry

Natural Sciences

Biology

- BIOS 1010 - General Biology 6 Credits
- BIOS 1111 - Biology I 5 Credits
- BIOS 1121 - Biology II 5 Credits
- BIOS 1130 - Biology III 5 Credits
- BIOS 1310 - Survey of Human Anatomy and Physiology 5 Credits
- BIOS 1400 - Introduction to Botany 4.5 Credits
- BIOS 2150 - Microbiology 6 Credits
- BIOS 2310 - Human Anatomy and Physiology I 6 Credits
- BIOS 2320 - Human Anatomy and Physiology II 6 Credits

Chemistry

- CHEM 1010 - College Chemistry 6 Credits
- CHEM 1212 - General Chemistry I 6 Credits
- CHEM 1220 - General Chemistry II 6 Credits
- CHEM 2310 - Fundamentals of Organic Chemistry 6 Credits
- CHEM 2320 - Organic Chemistry 6 Credits
- CHEM 2330 - Organic Chemistry II Credits

Geography

- GEOG 1150 - Introduction to Physical Geography - Weather and Climate 6 Credits
- GEOG 1160 - Introduction to Physical Geography - Landforms 6 Credits
- GEOG 1210 - Physical Geology 6 Credits

Physics

- PHYS 1010 - Applied Physics 4.5 Credits
- PHYS 110A - Principles of Physics IA 2.5 Credits
- PHYS 110B - Principles of Physics IB 2.5 Credits
- PHYS 110C - Principles of Physics IC 2.5 Credits
- PHYS 111A - Principles of Physics IIA 2.5 Credits
- PHYS 111B - Principles of Physics IIB 2.5 Credits
- PHYS 111C - Principles of Physics IIC 2.5 Credits
- PHYS 210A - General Physics IA 2.5 Credits
- PHYS 210B - General Physics IB 2.5 Credits
- PHYS 210C - General Physics IC 2.5 Credits
- PHYS 211A - General Physics IIA 2.5 Credits
- PHYS 211B - General Physics IIB 2.5 Credits
- PHYS 211C - General Physics IIC 2.5 Credits

Science

- SCIE 1010 - Physical Science 6 Credits
- SCIE 1300 - Astronomy 4.5 Credits
- SCIE 1310 - Astronomy Laboratory 1.5 Credits
- SCIE 1400 - Introduction to Meteorology 6 Credits

Professionalism and Life Skills

Exploratory Studies

- EXPL 1000 - Exploratory Studies 4.5 Credits

Human Relations Skills

- HMRL 1010 - Human Relations Skills 4.5 Credits

Information Systems and Literacy

- INFO 1001 - Information Systems and Literacy 4.5 Credits

A Place to Start

- Are you new to MCC?
- Would you like to explore career options?
- Are you ready to dive right in and take some classes?

This list is a good place to start.

Every course on this list can be taken with no prerequisites or pre-tests.

Each course either gives you an introduction to a career path or counts toward general education requirements for most degrees.

While not required during your first quarter, visiting with an academic advisor can assist you in finding classes that best meet your needs and is recommended. Consider this a quick start - a way to enroll in classes without waiting.

(*) indicates the course is a requirement in all AA degrees under the program area.

Example: BSAD 1000 is required in all Business Associate degree programs

Career-Oriented Courses

Accounting
- ACCT 1050 - Survey of Accounting 4.5 Credits
- ACCT 1100 - Accounting I 4.5 Credits *

Architectural Design Technology
- ARCH 1115 - Revit Essentials 9 Credits
- ARCH 1160 - AutoCAD for Architecture 9.0 Credits

Arts
- ARTS 1000 - Introduction to the Visual Arts 4.5 Credits *
- ARTS 1010 - Elementary Drawing 4.5 Credits *
- ARTS 1020 - 2-D Design 4.5 Credits *
- ARTS 1050 - Creative Careers 4.5 Credits *

Auto Collision Technology
- AUTB 1040 - Auto Collision Repair Welding 3 Credits *
- AUTB 1100 - Structural Repair I 3 Credits *
- AUTB 1200 - Nonstructural Repair I 6 Credits *

Business Administration
- BSAD 1000 - Introduction to Business 4.5 Credits *
- BSAD 1600 - Organizational Behavior 4.5 Credits
- BSAD 1620 - Business Communications 4.5 Credits

Civil Engineering Technology
- SCET 1000 - Civil Engineering Fundamentals 4.5 Credits
- SCET 1120 - AutoCAD Essentials 9 Credits

Construction and Building Science
- CNST 1050 - Introduction to Carpentry 4.5 Credits *

Criminal Justice
- CRIM 1010 - Introduction to Criminal Justice 4.5 Credits *
- CRIM 1020- Introduction to Corrections 4.5 Credits *

Culinary, Hospitality, Research, and Management
- CHRM 1000 - CHRM Orientation 1.5 Credits *
- CHRM 1020 - Sanitation 2 Credits *

Design, Interactivity, and Media Arts
- DIMA 1110 - Digital Design: Raster 4.5 Credits *
- DIMA 1120 - Digital Design: Vector 4.5 Credits *

Diesel Technology
- DESL 1000 - Diesel Preventive Maintenance 4 Credits *

Early Childhood Education
- ECED 1110 - Infant and Toddler Development 4.5 Credits *
- ECED 1120 - Preschool Child Development 4.5 Credits *
- ECED 1150 - Introduction to Early Childhood Education 4.5 Credits *

Electrical Technology
- ELTR 1200 - Basic Electricity 8 Credits *

Entrepreneurship
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits

Finance
- FINA 1000 - Financial Literacy 4.5 Credits
- FINA 1200 - Personal Finance 4.5 Credits
- FINA 1600 - Behavior Finance 4.5 Credits

Health Information Management Systems
- HIMS 1111 - Healthcare Careers 4.5 Credits *
- HIMS 1120 - Medical Terminology I 4.5 Credits *

Horticulture, Land Systems, and Management
- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits *

Human Services
- HMSV 1010 - Introduction to Human Services 4.5 Credits

Industrial and Commercial Trades
- INCT 1000 - Industrial Safety and Health 4.5 Credits *
- INCT 2050 - Problem-Solving 3 Credits

Information Technology
- INFO 1001 - Information Systems and Literacy 4.5 Credits *

Interior Design
- INTD 1100 - Illustration Techniques for Interiors 3 Credits *
- INTD 1310 - Fundamentals of Textiles 4.5 Credits *

Legal Studies
- LAWS 1000 - Legal Systems & Court Management 4.5 Credits
- LAWS 1100 - The Paralegal Profession 4.5 Credits
- LAWS 1101 - Introduction to Law & the Legal Profession 4.5 Credits *

Management
- MGMT 1300 - Introduction to Quality Management 4.5 Credits
- MGMT 1410 - Nonprofit Management 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits

Marketing
- MRKT 1010 - Principles of Marketing 4.5 Credits
- MRKT 1600 - Consumer Behavior 4.5 Credits
- MRKT 1610 - Customer Service 4.5 Credits

Mechanical Drafting Technology
- DRAF 1100 - AutoCAD Fundamentals 9 Credits *
- DRAF 1300 - Inventor Fundamentals 9 Credits *

Photography
- PHOT 1101 - Basic Digital Photography 6 Credits *
- PHOT 1500 - Moving Image Lab 6 Credits *

Precision Machine Technology
- PRMA 1401 - Machine Tool I 9 Credits *

Process Operations Technology
- PROT 1000 - Introduction to Process and Power Operations 4.5 Credits
- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits *
- PROT 1110 - Reading and Understanding Process Diagrams 2 Credits *
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- PROT 1302 - Stationary Engineering I 3 Credits *

Real Estate
- REES 1000 - Real Estate Principles 4.5 Credits

Social Work
- SOWK 1010 - Introduction to Social Work 4.5 Credits

Theatre
- THEA 1000 - Introduction to Theatre 4.5 Credits *
- THEA 2020 - Fundamentals of Acting I 4.5 Credits *

Video/Audio Communications Arts
- VACA 1020 - Audio I 4.5 Credits *

Welding
- WELD 1000 - Print Reading for Welders 3 Credits *
- WELD 1100 - Industrial Cutting Processes 3 Credits *
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits *

General Courses

Biology
- BIOS 1010 - General Biology 6 Credits
- BIOS 1250 - Environmental Biology 4.5 Credits
- BIOS 1310 - Survey of Human Anatomy and Physiology 5 Credits

Communication Studies
- COMS 1110 - Public Speaking 4.5 Credits
- COMS 1300 - Interpersonal Communication 4.5 Credits

Economics
- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1050 - Survey of Economics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits

Exploratory Studies
- EXPL 1000 - Exploratory Studies 4.5 Credits

Human Relations
- HMRL 1010 - Human Relations Skills 4.5 Credits

Humanities
Chinese
- CHIN 1110 - Beginning Chinese I 7.5 Credits

French
- FREN 1110 - Elementary French I 7.5 Credits

German
- GERM 1010 - Elementary German I 7.5 Credits

Humanities
- HUMS 1000 - Humanities through the Arts 4.5 Credits
- HUMS 1100 - Classical Humanities 4.5 Credits
- HUMS 1110 - Origins of the Humanities 4.5 Credits

Japanese
- JAPN 1010 - Beginning Japanese I 7.5 Credits

Music
- MUSC 1050 - Music Appreciation 4.5 Credits

Philosophy
- PHIL 1010 - Introduction to Philosophy 4.5 Credits
- PHIL 1030 - Professional Ethics 4.5 Credits
- PHIL 1100 - Critical Reasoning 4.5 Credits

Spanish
- SPAN 1110 - Elementary Spanish I 7.5 Credits

Social Sciences

Geography
- GEOG 1010 - Fundamentals of Geography 4.5 Credits
- GEOG 1020 - World Regional Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- GEOG 1210 - Physical Geology 6 Credits

History
- HIST 1010 - United States History to 1877 4.5 Credits
- HIST 1020 - United States History from 1865 to Present 4.5 Credits
- HIST 1050 - Introduction to Black History 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits

Political Science
- POLS 2050 - American National Government 4.5 Credits

Psychology
- PSYC 1000 - Psychology for Everyday Living 4.5 Credits
- PSYC 1010 - Introduction to Psychology 4.5 Credits
- PSYC 1120 - Human Growth and Development 4.5 Credits

Workplace Skills
- WORK 1400 - Employability Skills 4.5 Credits
- WORK 1410 - Secrets to Business Success 3 Credits

Transfer Information

MCC provides support to students who desire to transfer community college credit to four-year colleges and universities through:

- Transfer/articulation agreements with many four-year institutions
- Access to the most up-to-date course by course transfer information
- General education and program transfer guides

Additionally, MCC has many Associate-to-Bachelor (A-to-B) Agreements with area four-year institutions. These agreements allow MCC students to transfer their entire associate degree toward a four-year college degree. In most instances, students start as a junior at the transfer institution.

Visit the Transfer/Articulation website at mccneb.edu/articulation for a complete list of institutions that MCC currently has agreements with as well as links to course-by-course transfer information.

Many institutions accept MCC courses for credit, but formal agreements have not yet been established. For information about transferring to an institution not included on this list, students should contact the institution to which they wish to transfer.

Students planning to transfer should work closely with a MCC advisor and with an advisor at the transfer institution to ensure a smooth transfer.

Transcript Request Information

Upon completion of MCC courses, a transferring student must request that an official transcript be sent to the institution. Transcript requests may be submitted at www.mccneb.edu/Prospective-Students/Resources/Student-Services-SOS/Records/Transcript-Request.aspx or through the student portal (My Way), which is available to current students. Students have the option of requesting an electronic transcript or a paper transcript.

Electronic transcripts are processed within one to two business days. Paper transcripts are processed within five to seven days. Please allow additional processing time during peak times, such as graduation, end of a quarter, etc.

Transfer Tips

- Successful transfer of credit(s) depends upon the major declared at the four-year institution. For example, courses that may successfully transfer into a psychology major may not transfer into an accounting major.
- The college or university receiving transfer courses makes the decision regarding award of transfer credit. Acceptance of credit is always up to the receiving institution.
- Developmental courses (courses below the 1000-level) are generally not transferable. In general, only courses in which students earn a C or higher can transfer for credit. Courses where D's or F's are earned are not usually transferable.
- Potential transfer students should work with both an academic advisor from MCC and from the four-year institution they plan to attend to ensure a smooth transfer.
- Quarter hours earned at MCC convert to semester hours at a ratio of 3.0 quarter hours to 2.0 semester hours. For example, a 4.5 quarter hour class transfers as 3.0 semester hours.

Quarter to Semester Hour Conversion Table

Quarter	Semester	Quarter	Semester	Quarter	Semester	Quarter	Semester
0.5	0.33	3.5	2.33	6.5	4.33	9.5	6.33
1.0	0.67	4.0	2.67	7.0	4.67	10.0	6.67
1.5	1.00	4.5	3.00	7.5	5.00	10.5	7.00
2.0	1.33	5.0	3.33	8.0	5.33	11.0	7.33
2.5	1.67	5.5	3.67	8.5	5.67	11.5	7.67
3.0	2.00	6.0	4.00	9.0	6.00	12.0	8.00

Transfer Course Options

Transfer course options provide a listing of courses that transfer to most colleges and universities. It is important for the student interest in transferring to meet with an advisor at MCC and the transfer institution to select transfer courses. Students can also visit the MCC Transfer Center at https://www.mccneb.edu/transfer, then Transferology or Transfer Nebraska to verify courses transfer to the preferred college or university.

Cultural Studies

GEOG 1050, HIST 1050, HIST 1110, HIST 1120, HUMS 1110, HUMS 1150, SOCI 2060: Course can only be used to satisfy one requirement. Students interested in any of the transfer courses and degrees should work with both an academic advisor from MCC and from the school they wish to transfer to in order to select the best course transfer options.

- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2490 - Introduction to Latin American Literature 4.5 Credits
- ENGL 2530 - Ethnic Literature 4.5 Credits
- ENGL 2900 - Special Topics in Literature Variable Credits
- GEOG 1020 - World Regional Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- HIST 1050 - Introduction to Black History 4.5 Credits
- HIST 1060 - Black Women in the United States 4.5 Credits
- HIST 1070 - Traditional and Modern China 4.5 Credits
- HIST 1080 - Traditional and Modern Japan 4.5 Credits
- HUMS 1110 - Origins of the Humanities 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HIST 2200 - Latin American History 4.5 Credits
- HIST 1110 - World Civilization from Prehistory to 1500 4.5 Credits
- HUMS 1150 - The Humanities in the Non-Western World 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- POLS 2070 - Contemporary Social and Political Issues 4.5 Credits
- SOCI 1100 - Native American Studies 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2060 - Multicultural Issues 4.5 Credits

Humanities

HUMS 1110, HUMS 1120, and HUMS 1150: Course can only be used to satisfy one requirement. Students interested in any of the transfer courses and degrees should work with both an academic advisor from MCC and from the school they wish to transfer to in order to select the best course transfer options.

- ARTS 1000 - Introduction to the Visual Arts 4.5 Credits
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits
- ARTS 1120 - Art History - 1400 to Present 4.5 Credits
- CHIN 1110 - Beginning Chinese I 7.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits
- COMS 1120 - Argumentation and Debate 4.5 Credits
- COMS 1220 - Communication In Small Groups 4.5 Credits
- COMS 1300 - Interpersonal Communication 4.5 Credits
- DIMA 1411 - History of Animation 4.5 Credits
- ENGL 1310 - Creative Writing 4.5 Credits
- ENGL 2450 - Introduction to Literature 4.5 Credits
- ENGL 2460 - Introduction to Short Stories 4.5 Credits
- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2480 - Introduction to Drama Literature I 4.5 Credits
- ENGL 2481 - Introduction to Drama Literature II 4.5 Credits
- ENGL 2490 - Introduction to Latin American Literature 4.5 Credits
- ENGL 2510 - American Literature I 4.5 Credits
- ENGL 2520 - American Literature II 4.5 Credits
- ENGL 2530 - Ethnic Literature 4.5 Credits
- ENGL 2610 - British Literature I 4.5 Credits
- ENGL 2620 - British Literature II 4.5 Credits
- ENGL 2900 - Special Topics in Literature Variable Credits
- ENGL 2901 - Special Topics in Writing 4.5 Credits
- FREN 1110 - Elementary French I 7.5 Credits
- FREN 1120 - Elementary French II 7.5 Credits
- FREN 2110 - Intermediate French I 4.5 Credits
- FREN 2120 - Intermediate French II 4.5 Credits
- GERM 1010 - Elementary German I 7.5 Credits
- GERM 1020 - Elementary German II 7.5 Credits
- HUMS 1000 - Humanities through the Arts 4.5 Credits
- HUMS 1100 - Classical Humanities 4.5 Credits
- HUMS 1110 - Origins of the Humanities 4.5 Credits
- HUMS 1120 - The Humanities in the Medieval - Renaissance World 4.5 Credits
- HUMS 1130 - The Humanities in the Modern World 4.5 Credits

- HUMS 1150 - The Humanities in the Non-Western World 4.5 Credits
- HUMS 2310 - Film History and Appreciation 4.5 Credits
- JAPN 1010 - Beginning Japanese I 7.5 Credits
- JAPN 1020 - Beginning Japanese II 7.5 Credits
- JAPN 2010 - Intermediate Japanese I 4.5 Credits
- JAPN 2020 - Intermediate Japanese II 4.5 Credits
- JAPN 2030 - Intermediate Japanese III 4.5 Credits
- JAPN 2040 - Intermediate Japanese IV 4.5 Credits
- MUSC 1050 - Music Appreciation 4.5 Credits
- MUSC 1110 - Music Fundamentals 4.5 Credits
- MUSC 1120 - Intermediate Music Fundamentals 4.5 Credits
- PHIL 1010 - Introduction to Philosophy 4.5 Credits
- PHIL 1030 - Professional Ethics 4.5 Credits
- PHIL 1100 - Critical Reasoning 4.5 Credits
- PHIL 2030 - Introduction to Ethics 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- PHIL 2400 - Philosophy and Literature 4.5 Credits
- PHIL 2600 - Contemporary Issues in Philosophy 4.5 Credits
- SLIS 1010 - American Sign Language I 6 Credits
- SLIS 1020 - American Sign Language II 6 Credits
- SPAN 1110 - Elementary Spanish I 7.5 Credits
- SPAN 1120 - Elementary Spanish II 7.5 Credits
- SPAN 2110 - Intermediate Spanish I 4.5 Credits
- SPAN 2120 - Intermediate Spanish II 4.5 Credits
- THEA 1000 - Introduction to Theatre 4.5 Credits
- THEA 2010 - Script Analysis 4.5 Credits
- THEA 2020 - Fundamentals of Acting I 4.5 Credits
- THEA 2021 - Fundamentals of Acting II 4.5 Credits
- THEA 2030 - Playwriting I 4.5 Credits
- THEA 2031 - Playwriting II 4.5 Credits

Information Technology

- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1499 - Computer Science I 4.5 Credits
- INFO 1500 - Computer Science II 4.5 Credits
- INFO 1521 - Java Programming I 4.5 Credits
- INFO 1522 - C++ Programming I 4.5 Credits
- INFO 1523 - Visual Basic.NET I 4.5 Credits
- INFO 1531 - Java Programming II 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits

Natural Sciences

- BIOS 1010 - General Biology 6 Credits
- BIOS 1111 - Biology I 5 Credits
- BIOS 1121 - Biology II 5 Credits
- BIOS 1130 - Biology III 5 Credits
- BIOS 1250 - Environmental Biology 4.5 Credits
- BIOS 1310 - Survey of Human Anatomy and Physiology 5 Credits
- BIOS 1400 - Introduction to Botany 4.5 Credits
- BIOS 2050 - Genetics 4.5 Credits
- BIOS 2150 - Microbiology 6 Credits
- BIOS 2310 - Human Anatomy and Physiology I 6 Credits
- BIOS 2320 - Human Anatomy and Physiology II 6 Credits
- CHEM 1010 - College Chemistry 6 Credits
- CHEM 1212 - General Chemistry I 6 Credits
- CHEM 1220 - General Chemistry II 6 Credits
- CHEM 2310 - Fundamentals of Organic Chemistry 6 Credits
- CHEM 2320 - Organic Chemistry 6 Credits
- CHEM 2330 - Organic Chemistry II Credits
- ENGR 1010 - Introduction to Engineering Design 4.5 Credits
- ENGR 1020 - MATLAB Programming 4.5 Credits
- ENGR 2010 - Elements of Electrical Engineering I 4.5 Credits
- ENGR 2020 - Engineering Statics 4.5 Credits
- GEOG 1150 - Introduction to Physical Geography - Weather and Climate 6 Credits
- GEOG 1160 - Introduction to Physical Geography - Landforms 6 Credits
- GEOG 1210 - Physical Geology 6 Credits
- PHYS 1010 - Applied Physics 4.5 Credits
- PHYS 110A - Principles of Physics IA 2.5 Credits
- PHYS 110B - Principles of Physics IB 2.5 Credits
- PHYS 110C - Principles of Physics IC 2.5 Credits
- PHYS 111A - Principles of Physics IIA 2.5 Credits
- PHYS 111B - Principles of Physics IIB 2.5 Credits
- PHYS 111C - Principles of Physics IIC 2.5 Credits
- PHYS 210A - General Physics IA 2.5 Credits
- PHYS 210B - General Physics IB 2.5 Credits
- PHYS 210C - General Physics IC 2.5 Credits
- PHYS 211A - General Physics IIA 2.5 Credits
- PHYS 211B - General Physics IIB 2.5 Credits
- PHYS 211C - General Physics IIC 2.5 Credits
- SCIE 1010 - Physical Science 6 Credits
- SCIE 1300 - Astronomy 4.5 Credits
- SCIE 1310 - Astronomy Laboratory 1.5 Credits
- SCIE 1400 - Introduction to Meteorology 6 Credits

Note: All courses in a sequence should be taken: Organic Chemistry, Principles of Physics, and General Physics are taught as a three-course sequence. All three courses must be successfully completed to transfer as a semester-length course.

Quantitative/Numeracy Skills

- MATH 1315 - College Algebra 4.5 Credits
- MATH 1410 - Statistics 4.5 Credits
- MATH 1425 - Pre-Calculus Algebra 5 Credits

- MATH 1430 - Trigonometry 4.5 Credits
- MATH 1930 - Applied Calculus 4.5 Credits
- MATH 2410 - Analytic Geometry and Calculus I 7.5 Credits
- MATH 2411 - Calculus II 7.5 Credits
- MATH 2412 - Calculus III 6 Credits
- MATH 2510 - Differential Equations 4.5 Credits

Social Sciences

GEOG 1050, HIST 1050, HIST 1110, HIST 1120, HMRL 1010, SOCI 2060: Course can only be used to satisfy one requirement. Students interested in any of the transfer courses and degrees should work with both an academic advisor from MCC and from the school they wish to transfer to in order to select the best course transfer options.

- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits
- GEOG 1010 - Fundamentals of Geography 4.5 Credits
- GEOG 1020 - World Regional Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- HIST 1010 - United States History to 1877 4.5 Credits
- HIST 1020 - United States History from 1865 to Present 4.5 Credits
- HIST 1050 - Introduction to Black History 4.5 Credits
- HIST 1060 - Black Women in the United States 4.5 Credits
- HIST 1070 - Traditional and Modern China 4.5 Credits
- HIST 1080 - Traditional and Modern Japan 4.5 Credits
- HIST 1110 - World Civilization from Prehistory to 1500 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HIST 2050 - Modern Europe Since 1789 4.5 Credits
- HIST 2200 - Latin American History 4.5 Credits
- HIST 2220 - U.S. and Global Military History 4.5 Credits
- HMRL 1010 - Human Relations Skills 4.5 Credits
- POLS 2050 - American National Government 4.5 Credits
- POLS 2060 - The Constitution 4.5 Credits
- POLS 2070 - Contemporary Social and Political Issues 4.5 Credits
- PSYC 1010 - Introduction to Psychology 4.5 Credits
- PSYC 1110 - Parenting and Family Problem Solving 4.5 Credits
- PSYC 1120 - Human Growth and Development 4.5 Credits
- PSYC 1130 - Cognitive Development 4.5 Credits
- PSYC 2140 - Behavior Modification and Principles of Learning 4.5 Credits
- PSYC 2150 - Survey of Human Sexuality 4.5 Credits
- PSYC 2350 - Fundamentals of Abnormal Psychology 4.5 Credits
- PSYC 2450 - Social Psychology 4.5 Credits
- PSYC 2550 - Popular Readings in Social Science 4.5 Credits
- PSYC 2650 - Research Methods 4.5 Credits
- SOCI 1010 - Introduction to Sociology 4.5 Credits
- SOCI 1050 - Sociology of Healthcare 4.5 Credits
- SOCI 1100 - Native American Studies 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2060 - Multicultural Issues 4.5 Credits
- SOCI 2110 - Introduction to Gerontology 4.5 Credits
- SOCI 2150 - Survey of Human Sexuality 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits
- SOCI 2310 - Criminology 4.5 Credits
- SOCI 2311 - Juvenile Justice 4.5 Credits
- SOCI 2450 - Social Psychology 4.5 Credits
- SOCI 2550 - Popular Readings in Social Science 4.5 Credits
- SOCI 2650 - Research Methods 4.5 Credits
- SOWK 1010 - Introduction to Social Work 4.5 Credits

Online Degrees and Certificates

Looking for instruction at times convenient to you? Online classes at MCC provide the flexibility of setting your own weekly schedule. Study and learn at times that fit into your busy life. Online courses are held during regular quarter starting dates: September, December, March and June. Dedicated faculty members provide quality instruction through this learning option.

Associate Degrees

Accounting:
Accounting (ACAAS)

Business:
Business Administration (BSAAS)
Business Transfer (BSTAA)

Computer Technology Transfer:
Computer Science (CTSAS)
Management Information Systems (CTMAS)

Criminal Justice:
Corrections (CJCNO)
Law Enforcement (CJLEO)

Health Data and Information Management:
Health Data and Information Management (HDIAS)

Health Information Management Systems:
Medical Coding and Billing (HIMC1)
Medical Office Management (HIMO1)

Information Technology:
Associate in Applied Science – Information Technology (AASIT)
Cyber Security (ITCSO)
Data Center Operations (ITDC2)
Database Management and Data Analysis (ITDA1)
Desktop Support Specialist (ITDS1)
Server Administration (ITSRA)

Liberal Arts/Academic Transfer:
Liberal Arts/Academic Transfer (LATAA)
Liberal Arts/Academic Transfer - Creative Writing (LTCAA)

Certificates of Achievement

Accounting:
Accounting Professional (ACPCA)

Business:
Business Professional (BSPCA)

Communication:
Language Interpretation (LGICE)

Entrepreneurship:
Entrepreneurship Generalist (BEGCE)

Financial Literacy:
Financial Planning Professional (FPPCA)

Health Information Management Systems:
Medical Office Assistant (HIACE)

Information Technology:
Data Center Technician (ITCCO)
Server Technician (SRTCA)

Career Certificates

Accounting:
Accounting Specialist (ACSCC)
Tax Specialist (TASCC)

Business:
Customer Experience Specialist (CXSCC)
General Management (BMGCC)
Global Business Specialist (GBSCC)
Human Resources Specialists (HRSCC)
Supply Chain Specialist (SCSCC)

Communication:
Global Perspectives (GLPCC)

Economics:
Economics Specialist (ECSCC)

Entrepreneurship:
Entrepreneurship Specialist (ETSCC)

Financial Literacy:
Financial Counseling Specialist (FCSCC)
Investment Specialist (IVSCC)

Information Technology:
Administrative Technology (ADTCC)
Computer Programming (ITPCC)
Customer Service Representative (PSCSD)
Data Center Technician (DCTCC)
Data Science (DASCC)
Database Administration (DBACC)
Digital Technology (DGTCC)
Information Technology Technician (TETCA)
Mobile Application Development (MBDCC)
Server Administration (SVACC)
Systems Operations (SOPCC)
Web Development (WDCCI)
Web Programming (WPCII)

Insurance:
Insurance Specialist (INSCC)

Legal Studies:
Immigration Laws Specialist (ILSCC)
Legal Specialist (LSPCC)
Litigation Specialist (LITCC)
Transactional Law Specialist (TRACC)

Marketing:
Marketing Specialist (MASCC)

Real Estate:
Real Estate Specialist (RESCC)

Programs of Study

Associate Degrees

Accounting (ACAAS)
Architectural Design Technician (ADATO)
Architectural Design Technology - AEC Professions (ADAEO)
Architectural Engineering Design Technician (ADAED)
Art (ARTAA)
Associate in Applied Science - Information Technology (AASIT)
Auto Collision Technology (ABAS1)
Automotive Technology (ATMAS)
Business Administration (BSAAS)
Business Transfer (BSTAA)
Civil Engineering Technician (CETA2)
Civil Engineering Technology - AEC Professions (CEAEC)
Computer Technology Transfer - Computer Science (CTSAS)
Computer Technology Transfer - Management Information Systems (CTMAS)
Construction and Building Science - Construction Management (CBCMO)
Construction and Building Science - Construction Technology (CBCTO)
Criminal Justice - Corrections (CJCNO)
Criminal Justice - Law Enforcement (CJLEO)
Critical Facilities Operations (CFOAS)
Culinary Arts and Management - Baking & Pastry Option (CABA2)
Culinary Arts and Management - Culinary Arts Option (CACA1)
Design, Interactivity, and Media Arts - 2-D Animation (DI2DO)
Design, Interactivity, and Media Arts - 3-D Animation and Games (DI3DO)
Design, Interactivity, and Media Arts - DIMA Entrepreneur (DIENO)
Design, Interactivity, and Media Arts - Graphic Design (DIGDO)
Design, Interactivity, and Media Arts - Illustration (DIILO)
Design, Interactivity, and Media Arts - Media Generalist (DIMGO)
Design, Interactivity, and Media Arts - Motion Graphics (DIMOO)
Design, Interactivity, and Media Arts - Web Design (DIWDO)
Diesel Technology - Diesel Service (DTDSO)
Diesel Technology - Heavy Equipment (DTHEO)
Diesel Technology - Power Generation (DTPGO)
Early Childhood Educator (ECAS1)
Electrical Apprenticeship (AREAO)
Electrical Technology (ETAAS)
Electrical/Mechanical Maintenance Technology (EMAAS)
Fashion Design (FDAAS)
Fire Science Technology (FSAAS)
General Health Studies Associate in Applied Science (GHAAS)
Health Data and Information Management (HDIAS)
Health Information Management Systems - Medical Coding and Billing (HIMC1)
Health Information Management Systems - Medical Office Management (HIMO1)
Heating, Air Conditioning, and Refrigeration (HARAS)
Horticulture, Land Systems, and Management - Floriculture (HLMFO)
Horticulture, Land Systems, and Management - Grounds Management (HLMGO)
Horticulture, Land Systems, and Management - Horticulture Management (HLMHO)
Horticulture, Land Systems, and Management - Landscape Design (HLMLO)
Horticulture, Land Systems, and Management - Small Market Farming (HLMSO)
Hospitality and Restaurant Leadership - Food and Event Management (CHFA1)
Hospitality and Restaurant Leadership - Hospitality Entrepreneurship (CHBA1)
Human Services - Chemical Dependency Counseling (CDAA1)
Human Services - General Human Services (HSAA2)
Human Services Transfer (HSTAA)
Information Technology - Cisco Network Technician (ITCNO)
Information Technology - Computer Programming (ITCPO)
Information Technology - Cyber Security (ITCSO)
Information Technology - Data Center Operations (ITDC2)
Information Technology - Database Management and Data Analysis (ITDA1)
Information Technology - Desktop Support Specialist (ITDS1)
Information Technology - Server Administration (ITSRA)
Interior Design (IDAS1)
Legal Studies - Paralegal (LSPAR)
Liberal Arts/Academic Transfer - Creative Writing (LTCAA)
Liberal Arts/Academic Transfer - Language Studies (LTLAA)
Liberal Arts/Academic Transfer (LATAA)
Liberal Arts/Academic Transfer (LATAS)
Manufacturing, Power, and Process Operations Technology - Bio-Processing (MTBPO)
Manufacturing, Power, and Process Operations Technology - Manufacturing Process Operations (MTMPO)
Manufacturing, Power, and Process Operations Technology - Nuclear Power Plant Non-Licensed Operator (MTNPO)
Manufacturing, Power, and Process Operations Technology - Power Plant (MTPPO)

Mechanical Design Technology (DRAS1)
Medical Assisting - Professional Health Studies (PHSMO)
Nursing - Associate Degree (ASNAS)
Paramedicine - Professional Health Studies (PHPMO)
Photography (PTAS3)
Plumbing Apprenticeship (ARPAO)
Precision Machine Technology - CNC and Tool and Die Technology (PMTAS)
Precision Machine Technology - CNC Technology (PMCAS)
Prototype Design (PTWAS)
Respiratory Therapy (RPTAS)
Technical Theater Associate of Applied Science (THAAS)
Theatre (THEAA)
Toyota T-TEN (TTAAS)
Utility Line Technician (UTAAS)
Video/Audio Communication Arts (VAAAS)
Welding Technology (WEAAS)

Certificate of Achievements

Accounting Professional (ACPCA)
Auto Collision Technology (ABTC1)
Automotive Maintenance and Light Repair Technician (ATMCA)
Baking and Pastry (CBPCE)
Business Management - Financial Studies (BMFCE)
Business Management - Not-for-Profit Management (BMNCE)
Business Professional (BSPCA)
Construction and Building Science - Framing and Finishing Specialist (CBFCE)
Culinary Arts & Management (CAMCE)
Electrical Technology - Building Electrical (ETBCE)
Entrepreneurship Generalist (BEGCE)
Financial Planning Professional (FPPCA)
Health Information Management Systems - Medical Office Assistant (HIACE)
Heating and Air Conditioning Technology (HACCE)
Horticulture, Land Systems, and Management - Horticulture (HLHCE)
Human Services - Chemical Dependency (CDCC1)
Human Services - General (HSGCE)
Human Services - Gerontology (HSGRC)
Industrial Electrical Technician (EMMCE)
Information Technology - Computer Programming Certificate (ITCPC)
Information Technology - Data Center Technician (ITCCO)
Information Technology - Server Technician (SRTCA)
Information Technology Business Intelligence Systems (ITBIS)
Language Interpretation (LGICE)
Legal Professional Certificate of Achievement (LPRCE)
Legal Studies - Paralegal Accelerated Certificate (LSACE)
Mechanical Design Technology (DRTC1)
Medical Assisting (MDACE)
Nursing - Practical (LPNCE)
Paramedicine (PMPMC)
Plumbing Apprenticeship - Pre-Apprenticeship Plumbing (ARPCE)
Public Health (PBHCE)
Publication Writing and Design (PWDCE)
Refrigeration Technology (REFCE)
Theatre - Theatre Technology (THETC)
Video/Audio Communication Arts - Digital Cinema (VDCC1)
Video/Audio Communication Arts - Screenwriting (VACS1)
Video/Audio Communication Arts - Sound Recording (VSRC1)
Welding Technology - Manufacturing (WELMO)
Welding Technology - Pipe (WELPO)
Welding Technology - Structural (WELSO)

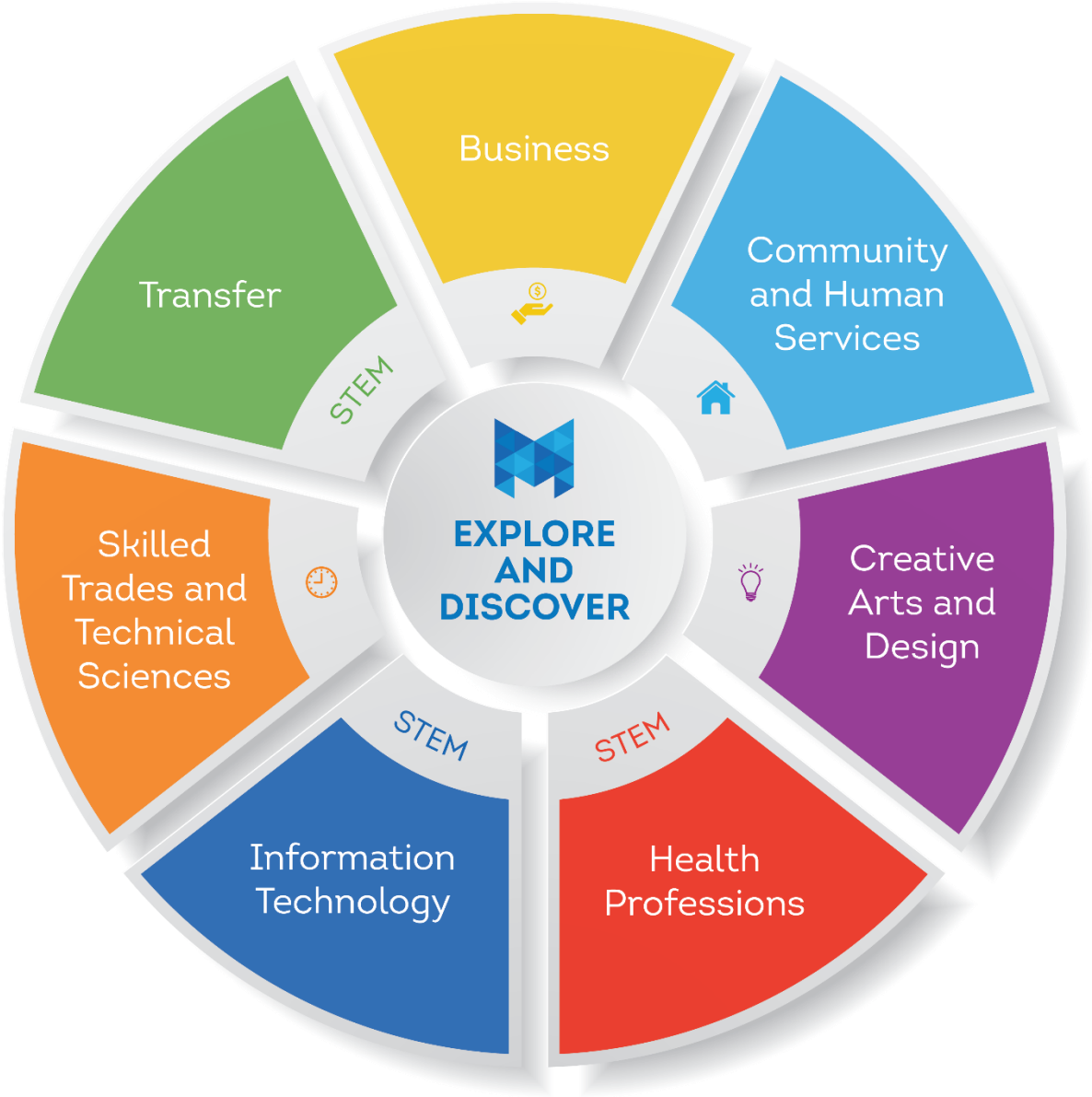
Career Certificates

Accounting Specialist (ACSCC)
Administrative Technology Career Certificate (ADTCC)
Advanced Industrial Sales Representative (IAISD)
Arboriculture (HLACC)
Architectural Documentation Software (ADSCC)
Auto Collision Entry Level Technician (ACTCC)
Auto Collision Estimating (ACESD)
Automotive Technician Assistant (ATTCC)
Automotive Under-Vehicle Specialist (ATVCC)
Beginning Industrial Sales Representative (IBISD)
Building Automation Systems (HBACC)
Building Maintenance (IBMSD)
Business Start-Up (BSUCC)
Certificate in Analog Photography (PTACC)
Certificate in Digital Photography (PTDCC)
Cisco Certified Network Associate (ITCCC)
Civil Site Design (CEDCC)
Commercial Construction (CCOSD)
Commercial Refrigeration Technology (REFSD)
Computer Programming Career Certificate (ITPCC)
Computer-Aided Design (CECCC)
Computer-Aided Design (DCDSD)
Computer-Aided Drafting (DCASD)
Computer-Aided Manufacturing Design (DCMSD)
Construction Management (CCMSD)
Creative Writing Certificate (CWRCC)
Culinary Arts Foundations (CAFSD)
Customer Experience Specialist (CXSCC)
Customer Service Representative (PSCSD)
Data Center Technician Career Certificate (DCTCC)
Data Science Career Certificate (DASCC)
Database Administration Career Certificate (DBACC)
Diesel Truck (DDES1)
Digital Technology Career Certificate (DGTCC)
Economics Specialist (ECSCC)
Electrical Mechanical Systems (EMEMS)
Electrical Plant Maintenance (EMEPM)
Entrepreneur Specialist (ETSCC)
Financial Counseling Specialist (FCSCC)
Floriculture (HLFCC)

Gas Metal Arc Welding (WGMSD)
Gas Tungsten Arc Welding (WGTSD)
General Construction/Remodeling (CCRSD)
General Management (BMGCC)
General Plant Maintenance (EMGPM)
Global Business Specialist (GBSCC)
Global Perspectives (GLPCC)
Greenhouse Production and Propagation (HLPC1)
Grounds Management (HLGCC)
Heating and Air Conditioning Technology (HACSD)
Human Resources Specialist (HRSCC)
Immigration Laws Specialist (ILSCC)
Industrial Electrical (EMINE)
Information Technology - Server Administration Career Certificate (SVACC)
Information Technology - Systems Operations Career Certificate (SOPCC)
Information Technology - Web Development Career Certificate (WDCCI)
Information Technology - Web Programming Career Certificate (WPCII)
Information Technology Technician (TETCA)
Instructional Technology and Design Career Certificate (ITDCC)
Insurance Specialist (INSCC)
Investment Specialist (IVSCC)
Landscape Design (HLLCC)
Legal Specialist Career Certificate (LSPCC)
Litigation Specialist (LITCC)
Logistics (IMLCC)
Manage First (CHMCC)
Manufacturing Pre-Apprenticeship Career Certificate (MPACC)
Manufacturing Process Operations (PRMCC)
Marketing Specialist (MASCC)
Masonry and Concrete Construction (CMCSD)
Mobile Application Development Career Certificate (MBDCC)
Not-for-Profit Management (BNPSD)
Nursery and Retail Management (NRMCC)
Pipe Welding (WPWSD)
Plumbing Fundamentals (PLFCC)
Precision Machine Basics (PMBCC)
Production Maintenance (EMPRM)
Professional Communication (PRCCC)
Programmable Logic Controllers (EMPLC)
Prototype Design Career Certificate (PTPCC)
Real Estate Specialist (RESCC)
Residential Architecture (ADSC1)
Residential Carpentry (CRCSD)
Shielded Metal Arc Welding (WSMSD)
Small Market Farming (HLSCC)
Spanish for Business (SBPS1)
Spanish for Healthcare (SMPS1)
Stationary Engineer (PRESD)
Supply Chain Specialist (SCSCC)
Surveying (CESSD)
Tax Specialist (TASCC)
Theatre - Playwriting (THPCC)
Toyota Drivetrain Diagnostic & Repair Specialist (TTDCC)
Toyota Electrical & Undercar Specialist (TTECC)
Transactional Law Specialist (TRACC)

MCC Academic Focus Areas

MCC grouped similar degree and certificate programs into seven Academic Focus Areas.



Path Forward

Benefits of Academic Focus Areas:

- Encourages connections to professional organizations and student clubs.
- Allows students to explore “areas of interest” before selecting a major.
- Programming provides clear pathway to graduation.
- Fewer excess credits and more certainty about requirements for degree completion.
- Provides support to determine/refine goal during first quarter.
- Intentional support for undecided students.
- Provides support and resources to keep students on their paths.
- Planned exploration of careers and opportunities within a general field of study.

Undecided about your major? Start with an Academic Focus Area!

Choose the Academic Focus Area that best matches your interests or skills. In the Academic Focus Area, you will explore careers and still follow a pathway that assures all the classes you take will count toward your graduation.

BUSINESS

Master the expertise needed to grow or own a business. If you see yourself as an entrepreneur or working for a corporation, this is the Academic Focus Area for you.

- Are you interested in running a business?
- Do you want to lead a team of people?
- Are you intrigued by the strategies and methods companies use to develop and promote products and services?
- Do you like working with a team to solve a complex problem?
- Do you like to budget or invest money?
- Do you like analyzing data and statistics for making important decisions?
- Do you have an interest in becoming a professional chef or baker?
- Do you enjoy event planning and working as a team to bring events to life?
- Are you interested in owning your restaurant?
- Are you a people person who is passionate about service industry?

COMMUNITY AND HUMAN SERVICES

Professionals working in community and human services play key roles in educating, protecting, and ensuring the welfare and prosperity of diverse populations in their communities

- Do you enjoy helping people?
- Are you interested in serving your community?
- Do you enjoy thinking about communities, society, law, or politics?
- Are you energized by teaching and caring for young children?
- Do you believe in the potential of others?
- Are you interested in the well-being of those in your community?

CREATIVE ARTS AND DESIGN

For students who like to imagine, inspire, perform, produce and appreciate art in all its many forms.

- Are you interested in music, art and literature?
- Do you like photography, film, video and media?
- Are you a good speaker, writer and performer?
- Do you like to make your own things such as clothing or pottery?
- Do you like creating aesthetically pleasing interiors, such as homes and offices?
- Do you like to create digital and interactive art?

HEALTH PROFESSIONS

Explore a variety of opportunities in the medical field, from patient care to administrative support. Help others while enjoying the benefits of a rewarding career

- Do you have a passion for caring for others?
- Do you hope to make a difference in the well-being of others?
- Do you like math and science?
- Are you interested in the business side of health care?
- Are you intrigued by wellness and health?
- Are you comfortable with close contact with people?
- Do you like to promote wellness to improve health outcomes?
- Are you interested in a career in the medical field?

INFORMATION TECHNOLOGY

Gain the valuable skills needed to enter the high demand industry of IT. Learn to design, build, or implement software, mobile and web applications, database systems and communication networks.

- Do people call on you to solve computer problems?
- Interested in creating and managing website?
- Are you curious about how humans and computers communicate/ interact?
- Do you like to solve problems and are you detail oriented?
- Would you enjoy learning computer languages?
- Would you enjoy dreaming up ways for computers and mobile devices to work better and do new things?

SKILLED TRADES AND TECHNICAL SCIENCES

Use your hands and your mind to design, construct, or repair machines, automobiles, buildings, and more.

- Do you like hands on learning?
- Does fixing things intrigue you?
- Are you fascinated with building?
- Do you like to be active all day?
- Do you enjoy tinkering?
- Do you like knowing how things are made?
- Do you find pride in your work?
- Do you enjoy working with plants?
- Do you enjoy growing food and feeding people?
- Do you enjoy creating landscapes and spaces?
- Do you enjoy caring and maintaining landscapes?

TRANSFER

Start here and go anywhere. Find the right combination of classes to make the most of your time and money. The Transfer Center & Navigation Team will help you explore options for your future.

- Did you come to MCC to transfer to a 4-year university?
- Are you unsure about your future career or college goal? Are you a part-time student thinking about completing your degree?

*Several of the degrees under the Transfer Academic Focus Area are also listed in this catalog under the specific Academic Focus Area.

Business

Accounting
- Accounting (ACAAS), Associate in Applied Science Degree
- Accounting Professional (ACPCA), Certificate of Achievement
- Accounting Specialist (ACSCC), Career Certificate
- Tax Specialist (TASCC), Career Certificate

Business
- Business Administration (BSAAS), Associate in Applied Science Degree
- Business Transfer (BSTAA), Associate in Arts Degree
- Business Management - Financial Studies (BMFCE), Certificate of Achievement
- Business Management - Not-for-Profit Management (BMNCE), Certificate of Achievement
- Business Professional (BSPCA), Certificate of Achievement
- Customer Experience Specialist (CXSCC), Career Certificate
- General Management (BMGCC), Career Certificate
- Global Business Specialist (GBSCC), Career Certificate
- Human Resources Specialist (HRSCC), Career Certificate
- Not-for-Profit Management (BNPSD), Career Certificate
- Spanish for Business (SBPS1), Career Certificate
- Supply Chain Specialist (SCSCC), Career Certificate

Culinary Arts and Management
- Culinary Arts and Management Associate in Applied Science Degree Options:
    - Culinary Arts and Management - Baking and Pastry (CABA2)
    - Culinary Arts and Management - Culinary Arts (CACA1)
- Baking and Pastry (CBPCE), Certificate of Achievement
- Culinary Arts and Management (CAMCE), Certificate of Achievement
- Culinary Arts Foundations (CAFSD), Career Certificate

Economics
- Economics Specialist (ECSCC), Career Certificate

Entrepreneurship
- Entrepreneurship Generalist (BEGCE), Certificate of Achievement
- Business Start-Up (BSUCC), Career Certificate
- Entrepreneur Specialist (ETSCC), Career Certificate

Financial Literacy
- Financial Planning Professional (FPPCA), Certificate of Achievement
- Financial Counseling Specialist (FCSCC), Career Certificate
- Investment Specialist (IVSCC), Career Certificate

Hospitality and Restaurant Leadership
- Hospitality and Restaurant Leadership Associate in Applied Science Degree Options:
    - Hospitality and Restaurant Leadership - Food and Event Management (CHFA1)
    - Hospitality and Restaurant Leadership - Hospitality Entrepreneurship (CHBA1)
- Manage First (CHMCC), Career Certificate

Insurance
- Insurance Specialist (INSCC), Career Certificate

Marketing
- Marketing Specialist (MASCC), Career Certificate

Real Estate
- Real Estate Specialist (RESCC), Career Certificate

Accounting

Accounting (ACAAS)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

The Accounting Associate in Applied Science degree teaches the principles of accounting and business. This degree prepares students for positions such as bookkeeper or office manager with small to medium-sized businesses. A bookkeeper's job responsibilities often include recording transactions, preparing deposits, reconciling accounts, tracking customer accounts or vendor payments, processing payroll and preparing financial statements, tax filings and other reports. Additionally, office managers often oversee employees conducting bookkeeping tasks. Office managers may also help with budgeting, recruitment, strategic planning, and other administrative duties essential to the smooth operation of business.

Graduation Requirements
Major Requirements: 82.5
General Education: 22.5
Total credit hours required: 105

The following General Education courses are recommended for Accounting (ACAAS): Critical Thinking/Creativity& Social/Cultural Awareness: ECON 1000 or ECON 1100

Major Requirements for Accounting

Since the core courses for the Accounting and Business Management degrees are interchangeable, students can easily change their degree of choice during the first year of courses.

- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- ACCT 1215 - QuickBooks for Small Business 4.5 Credits
- ACCT 1220 - Spreadsheet Basics for Accounting and Business 4.5 Credits
- ACCT 1360 - Payroll Accounting 4.5 Credits
- ACCT 1370 - Individual Income Tax 4.5 Credits
- ACCT 1371 - Business Income Tax 4.5 Credits
- ACCT 2120 - Intermediate Accounting I 4.5 Credits
- ACCT 2130 - Intermediate Accounting II 4.5 Credits
- ACCT 2140 - Intermediate Accounting III 4.5 Credits
- ACCT 2330 - Managerial Cost Accounting 4.5 Credits
- ACCT 2800 - Ethics in Business 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- BSAD 1100 - Business Law I 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits
- FINA 2230 - Business Finance 4.5 Credits
- ACCT 2940 - Accounting Capstone 1.5 Credits

Note: ACCT 2120 can be taken concurrently with ACCT 1120.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.

Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Accounting Professional (ACPCA)

Award: Certificate of Achievement
Pathway to associate degree: Accounting (ACAAS)
Program location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

The Accounting Professional Certificate of Achievement teaches the principles of accounting, the concepts of payroll and tax preparation, and introduces software utilized in businesses. An accounting professional's job responsibilities often include recording transactions, preparing deposits, reconciling accounts, tracking customer accounts or vendor payments, processing payroll and preparing financial statements, tax filings and other reports. Students may use this certificate of achievement as a pathway to further education in accounting.

Graduation Requirements
Major requirements: 40.5
General education: 13.5
Total credit hours required: 54

The following General Education courses are recommended for Accounting Professional (ACPCA): Social & Cultural Awareness/Critical Thinking & Creativity: ECON 1000 or ECON 1100

Major Requirements for Accounting Professional

Students interested in an accounting degree/certificate should consult with faculty or an advisor when planning a course of study.

- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- ACCT 1215 - QuickBooks for Small Business 4.5 Credits
- ACCT 1220 - Spreadsheet Basics for Accounting and Business 4.5 Credits
- ACCT 1360 - Payroll Accounting 4.5 Credits
- ACCT 1370 - Individual Income Tax 4.5 Credits
- ACCT 1371 - Business Income Tax 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits

Note: The Business program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), an accrediting organization for institutions that support and have their emphasis directed toward excellence in teaching.

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.

Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Accounting Specialist (ACSCC)

Award: Career Certificate
Pathway to Associate Degree: Accounting (ACAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

The Accounting Specialist Career Certificate teaches the principles of accounting and introduces software utilized in businesses. All courses that a student takes to earn the career certificate apply to the associate degree program. An accounting specialist's job responsibilities often include recording transactions, preparing deposits, reconciling accounts, tracking customer accounts or vendor payments, and preparing financial statements and other reports. Additionally, accounting specialists may assist in preparing payroll. Students may use this career certificate as a pathway to further education in accounting or business administration.

Required Courses for Accounting Specialist Career Certificate

- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- ACCT 1215 - QuickBooks for Small Business 4.5 Credits
- ACCT 1220 - Spreadsheet Basics for Accounting and Business 4.5 Credits
- ACCT 1360 - Payroll Accounting 4.5 Credits

Tax Specialist (TASCC)

Award: Career Certificate
Pathway to associate degree: Accounting (ACAAS)
Program location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

The Tax Specialist Career Certificate teaches students the principles of accounting and the concepts of payroll and tax preparation. For over 100 years, the U.S. Tax Code has changed and adapted. Tax Preparation is a dynamic field that allows students to engage with customers and utilize accounting skills to prepare individual and small business tax returns. The skills taught in the Tax Specialist Career Certificate prepare students for positions with tax preparation services or in support positions in small to medium-sized businesses. This Tax Specialist Career Certificate program may be useful to students who are interested in preparing their tax returns each year or who wish to become professional tax accountants. Students may use this career certificate as a pathway to further education in accounting or business administration.

Course Requirements for Tax Specialist

- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- ACCT 1360 - Payroll Accounting 4.5 Credits
- ACCT 1370 - Individual Income Tax 4.5 Credits
- ACCT 1371 - Business Income Tax 4.5 Credits

Business

Business Administration (BSAAS)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

Business administration includes all aspects of leading people and managing resources. Within a business, administration spans all operational functions including accounting, finance, marketing, management, human resources, law, etc. Business administrations seeks to accomplish the organizational goals and objectives through the efficient and effective utilization of all resources.

Graduation Requirements
Major Requirements: 55.5
Elective Requirements: 27.0
General Education: 22.5
Total credit hours required: 105.0

Major Requirements for Business Administration

- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits

- BSAD 1100 - Business Law I 4.5 Credits
- BSAD 1110 - Business Law II 4.5 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits
- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits
- FINA 2230 - Business Finance 4.5 Credits
- BSAD 2800 - Ethics in Business 4.5 Credits
- BSAD 2940 - Business Capstone 1.5 Credits

Elective Requirements
Select 27 credit hrs. from the following prefixes:

- ACCT, BSAD, ECON, FINA (excluding FINA 1000), ENTR, INSU, LAWS, MGMT, MRKT, and REES.

Students may not use the same course to satisfy more than one degree requirement.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Business Transfer (BSTAA)

Award: Associate in Arts Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

This degree provides students with the dual option of seeking entry-level business positions and/or continuing their studies at a four-year institution. Currently, Bellevue University, Midland University, University of Nebraska-Lincoln, Northwest Missouri State, and University of Nebraska at Omaha accept this degree. Areas of emphasis include accounting, economics, management, and marketing.

Graduation Requirements
Major Requirements: 45.0
Additional Requirements: 13.5
General Education: 36.0
Total credit hours required: 94.5

Major Requirements for Business Transfer
- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- BSAD 1100 - Business Law I 4.5 Credits
- ECON 1000 - Macroeconomics 4.5 Credits

- ECON 1100 - Microeconomics 4.5 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits

Select One Course from the Following:
- BSAD 2700 - Global Business 4.5 Credits
- ECON 2720 - Global Economics 4.5 Credits
- MRKT 2720 - Global Marketing 4.5 Credits

Additional Requirements

Cultural Studies
Select one course from the following:
- ENGL 2530 - Ethnic Literature 4.5 Credits
- HIST 1050 - Introduction to Black History 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- SOCI 2060 - Multicultural Issues 4.5 Credits

Humanities
Select one course from the following:
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits
- ARTS 1120 - Art History - 1400 to Present 4.5 Credits
- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2530 - Ethnic Literature 4.5 Credits
- ENGL 2610 - British Literature I 4.5 Credits
- ENGL 2620 - British Literature II 4.5 Credits
- PHIL 1010 - Introduction to Philosophy 4.5 Credits
- PHIL 1100 - Critical Reasoning 4.5 Credits
- PHIL 2030 - Introduction to Ethics 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- THEA 1000 - Introduction to Theatre 4.5 Credits

Social Sciences
Select one course from the following:
- GEOG 1010 - Fundamentals of Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- HIST 1010 - United States History to 1877 4.5 Credits
- HIST 1020 - United States History from 1865 to Present 4.5 Credits
- HIST 1110 - World Civilization from Prehistory to 1500 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HIST 2050 - Modern Europe Since 1789 4.5 Credits
- PSYC 1010 - Introduction to Psychology 4.5 Credits
- SOCI 1010 - Introduction to Sociology 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits

Note: For the most current transfer listings, visit www.mccneb.edu/Prospective-Students/Transfer-Students/Articulation.aspx.

To optimize credit transfer to the business programs within the University of Nebraska system, follow the detailed business transfer guides listed under UNL and UNO as they may have more specific requirements.

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR
- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

AND
- Gen Ed Social Sciences course options

Scientific Inquiry
1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Business Management - Financial Studies (BMFCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Online

The skills developed in this certificate of achievement may be in one or a combination of careers involving contemporary financial studies. Opportunities for state or national certification may also be available.

Graduation Requirements
Major Requirements: 9.0
Elective Requirements: 27.0
General Education: 13.5
Total credit hours required: 49.5

Major Requirements for Business Management - Financial Studies
- BSAD 1100 - Business Law I 4.5 Credits
- FINA 2230 - Business Finance 4.5 Credits

Elective Requirements for Business Management - Financial Studies
Students should select business electives from ENTR, FINA, INSU, and/or REES prefixes.
Select 27.0 credit hrs. from the following courses:

- Business electives 27.0 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Business Management - Not-for-Profit Management (BMNCE)

Award: Certificate of Achievement
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

This certificate of achievement prepares students to perform managerial functions in a variety of community services and agencies.

Graduation Requirements
Major Requirements: 31.5
Elective Requirements: 6.0
General Education: 13.5
Total credit hours required: 51.0

The following General Education courses are recommended for Not-for-Profit Management (BMNCE): Critical Thinking/Creativity & Social/Cultural Awareness: ENGL 1220

Major Requirements for Business Management - Not-for-Profit Management

- ACCT 1050 - Survey of Accounting 4.5 Credits

- BSAD 1100 - Business Law I 4.5 Credits

OR

- ECON 1100 - Microeconomics 4.5 Credits

- MGMT 1410 - Nonprofit Management 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits
- ENGL 1240 - Oral and Written Reports 4.5 Credits
- ENGL 2210 - Grant Writing 4.5 Credits
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits

Elective Requirements for Business Management - Not-for-Profit Management

- BSAD 2981 - Internship in Business 1.5 Credits

Select One of the Following Courses:

- ARTS 2220 - Art Gallery Management 4.5 Credits
- HMSV 1010 - Introduction to Human Services 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Business Professional (BSPCA)

Award: Certificate of Achievement
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Fremont Area Center, Sarpy Center, South Omaha Campus, Online

The Business Professional program offers students an opportunity to design their educational goals to a specialty career or functional area of business including accounting, management, marketing, human resources, economics, real estate, finance, legal, and entrepreneurship.

Graduation Requirements
Major Requirements: 13.5
Elective Requirements: 27.0
General Education: 13.5
Total credit hours required: 54.0

Major Requirements

- ACCT 1100 - Accounting I 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- FINA 2230 - Business Finance 4.5 Credits

Electives

Select 27.0 credit hrs. from the following prefixes: ACCT,

- BSAD, ECON, FINA (excluding FINA 1000), ENTR, INSU, LAWS, MGMT, MRKT, and REES

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Customer Experience Specialist (CXSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn valley Campus, Fort Omaha Campus, Elkhorn Valley Campus, Online

Graduation Requirements: 27 credit hrs.

The role of a Customer Experience (CX) specialist is to deliver a smooth, unfragmented and consistent customer experience across all touchpoints and at all stages of the buyer journey so that customers build brand loyalty, refer their friends, and leave positive customer reviews that help the business retain revenue and earn new customers.

Required Courses for Customer Experience Specialist Career Certificate

- BSAD 1000 - Introduction to Business 4.5 Credits
- BSAD 1600 - Organizational Behavior 4.5 Credits
- BSAD 1620 - Business Communications 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits
- MRKT 1600 - Consumer Behavior 4.5 Credits
- MRKT 1610 - Customer Service 4.5 Credits

General Management (BMGCC)

Award: Career Certificate
Pathway for Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fremont Area Center, Fort Omaha Campus, Sarpy Center, South Omaha Campus, online

Graduation Requirement: 27.0 credit hrs.

Opportunities for those with skills in entrepreneurship, accounting, management, and marketing/sales generally remain in demand despite changes in the business cycle. Selections of elective classes permit a focus on specific career areas.

Requirements for General Management Career Certificate

Students should select business electives from ACCT, BSAD, and/or ENTR prefixes.
Select 27.0 credit hrs. from the following courses:

- Business electives 27.0 Credits

Global Business Specialist (GBSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 27 credit hrs.

Global business professionals are responsible for the management and daily functions of multinational corporations and business organizations both in the public and private sector. This includes import/export activities, government and nonprofit entities, entrepreneurial ventures and other private interests. Students learn foundational competencies specific to culturally diversities and social norms, varied legal and regulatory environments, and divergent business practices and expectations. Successful global business professionals are familiar with all core functions of a business including accounting and finance, management, marketing, and all other activities related to the global production and distribution of goods and services.

Required Courses for Global Business Specialist Career Certificate

- BSAD 2700 - Global Business 4.5 Credits
- MGMT 2710 - Global Supply Chain 4.5 Credits
- MRKT 2720 - Global Marketing 4.5 Credits
- ECON 2700 - Emergent Economics 4.5 Credits
- ECON 2710 - Comparative Economics 4.5 Credits
- ECON 2720 - Global Economics 4.5 Credits

Human Resources Specialist (HRSCC)

Award: Career Certificate
Path to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

Human resources professionals are responsible for an organization's most dynamic and valued asset: its people. The Human Resources Specialist career certificate is an introduction to the functional areas connected with this role in operations, talent acquisition, compensation, training, retention and engagement, performance management, and compliance. Students learn foundational competencies in developing a range of knowledge and skills needed to break into this dynamic field. Entry-level roles in the creation and cultivation of the employer-employee relationship pave a direct path to a thriving Human Resources career in just about any industry.

Required Courses for Human Resources Specialist

- BSAD 1600 - Organizational Behavior 4.5 Credits
- LAWS 2323 - Labor & Employment Law 4.5 Credits
- MGMT 2600 - Human Resource Management 4.5 Credits
- MGMT 2610 - Employee Relations 4.5 Credits
- MGMT 2620 - Talent Acquisition 4.5 Credits
- MGMT 2630 - Human Resource Development 4.5 Credits

Not-for-Profit Management (BNPSD)

Award: Career Certificate
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

Graduation Requirement: 24.0 credit hrs.

This career certificate prepares students to perform managerial functions in a variety of community services and agencies.

Requirements for Not-for-Profit Management Career Certificate

- BSAD 2981 - Internship in Business 1.5 Credits
- ENGL 2210 - Grant Writing 4.5 Credits
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- HMSV 1010 - Introduction to Human Services 4.5 Credits
- MGMT 1410 - Nonprofit Management 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits

Spanish for Business (SBPS1)

Award: Career Certificate
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

Graduation Requirements: 24.0 credit hrs.

Speaking and understanding Spanish is a valuable skill in today's business world. This career certificate is for students who wish to better communicate with Hispanic business clients. It will prepare them to hold beginning to intermediate conversations with Spanish-speaking individuals.

Requirements for Spanish for Business Career Certificate

- SPAN 1050 - Spanish for Business I 4.5 Credits
- SPAN 1051 - Spanish for Business II 4.5 Credits
- SPAN 2050 - Intermediate Spanish for Business I 4.5 Credits
- SPAN 2051 - Intermediate Spanish for Business II 4.5 Credits
- SPAN 2981 - Spanish for Business Internship variable Credits

Note: SPAN 2981 must be a minimum of 6.0 credit hrs in order to meet the graduation requirements for this certificate.

Supply Chain Specialist (SCSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

Supply chain professionals are responsible for the management of products from origin to consumption, and in certain industries product activities past consumption. Supply chain is a rewarding vocation where creative professionals are challenged across a wide array of business functions and then successfully integrate an array of business processes to accomplish organizational goals. The supply chain specialization is an introduction to supply chain management, logistics, quality management, production, operations, procurement, global trade, inventory management, and business strategy. Students develop core competencies in these areas with an emphasis on qualities demanded by world-wide organizations.

Required Courses for Supply Chain Specialist Career Certificate

- MGMT 2400 - Business Logistics 4.5 Credits
- MGMT 1300 - Introduction to Quality Management 4.5 Credits
- MGMT 2300 - Applied Quality Management 4.5 Credits
- MGMT 2410 - Strategic Sourcing 4.5 Credits
- MGMT 2420 - Production and Operations Management 4.5 Credits
- MGMT 2710 - Global Supply Chain 4.5 Credits

Culinary Arts and Management

Culinary Arts and Management - Baking & Pastry Option (CABA2)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

Graduation Requirements
Major Requirements: 34.0
Option Requirements: 39.5
General Education: 22.5
Total credit hours required: 96.0

The following General Education courses are recommended for Baking & Pastry (CABA2); Communication: ENGL 1220 (the specialized section for Culinarians) (Transfer Students should select ENGL 1010); Quantitative/Numeracy Skills: MATH 1242; and Critical Thinking/Creativity and Social/Cultural Awareness: HUMS 1160

Critical Advising Note: Students entering the culinary arts programs who have been assessed at college-level in all areas and/or completed any recommended developmental courses should register for CHRM 1000, CHRM 1020, CHRM 1030, and MATH 1242 in their first quarter of study. Approved uniforms, supplies, and text are required by the first day of CHRM 1030.

Major Requirements for Culinary Arts and Management

- CHRM 1000 - CHRM Orientation 1.5 Credits
- CHRM 1020 - Sanitation 2 Credits
- CHRM 1030 - Introduction to Professional Cooking 4 Credits
- CHRM 1120 - Soup and Sauce Basics 3 Credits
- CHRM 1210 - Baking Basics 4 Credits
- CHRM 1550 - Customer Service 3 Credits
- CHRM 2350 - Nutrition 4.5 Credits
- CHRM 2470 - Hospitality Supervision 4.5 Credits
- CHRM 2480 - Purchasing & Cost Management 4.5 Credits
- CHRM 2981 - Internship 3 Credits

Option Requirements for Culinary Arts and Management - Baking and Pastry

- CHRM 1220 - Pastries 3 Credits
- CHRM 1250 - Artisan Bread 4 Credits
- CHRM 1260 - Cakes 4 Credits
- CHRM 1990 - Practical Baking Exam 1 0.5 Credits
- CHRM 2230 - Baking Production 4 Credits
- CHRM 2250 - International Breads 3 Credits
- CHRM 2270 - Chocolate, Sugar, and Decorations 3 Credits
- CHRM 2280 - Plated Desserts 4 Credits
- CHRM 2982 - Bakery Student Manager 3 Credits
- CHRM 2990 - Practical Baking Exam 2 0.5 Credits

Select a total of 10.5 credit hours from the following:

- CHRM - Course of Choice
- HLSM - Course of Choice

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course**.**
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5
Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Culinary Arts and Management - Culinary Arts Option (CACA1)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree option prepares students for a career as a chef, sous chef, or culinarian.

Graduation Requirements
Major Requirements: 34.0
Option Requirements: 39.5
General Education: 22.5
Total credit hours required: 96.0

The following General Education courses are recommended for Culinary Arts (CACA1): Communication: ENGL 1220 (the specialized section for Culinarians) (Transfer Students should select ENGL 1010); Quantitative/Numeracy Skills: MATH 1242; and Critical Thinking/Creativity and Social/Cultural Awareness: HUMS 1160

Critical Advising Note: Students entering the culinary arts programs who have been assessed at college-level in all areas and/or completed any recommended developmental courses should register for CHRM 1000, CHRM 1020, CHRM 1030, and MATH 1242 in their first quarter of study. Approved uniforms, supplies, and text are required by the first day of CHRM 1030.

Major Requirements for Culinary Arts and Management

- CHRM 1000 - CHRM Orientation 1.5 Credits
- CHRM 1020 - Sanitation 2 Credits
- CHRM 1030 - Introduction to Professional Cooking 4 Credits
- CHRM 1120 - Soup and Sauce Basics 3 Credits
- CHRM 1210 - Baking Basics 4 Credits
- CHRM 1550 - Customer Service 3 Credits
- CHRM 2350 - Nutrition 4.5 Credits
- CHRM 2470 - Hospitality Supervision 4.5 Credits
- CHRM 2480 - Purchasing & Cost Management 4.5 Credits
- CHRM 2981 - Internship 3 Credits

Option Requirements for Culinary Arts and Management - Culinary Arts

- CHRM 1035 - Regional Cuisine 3 Credits
- CHRM 1130 - Protein Fabrication 3 Credits
- CHRM 1999 - Practical Cooking Exam 1 0.5 Credits
- CHRM 2120 - Garde Manger 4 Credits
- CHRM 2125 - Casual Dining 3 Credits
- CHRM 2130 - Fine Dining 4 Credits
- CHRM 2550 - Table Service 3 Credits
- CHRM 2980 - Student Manager 3 Credits
- CHRM 2999 - Practical Cooking Exam 2 0.5 Credits

Select a total of 15.5 credit hours from the following:

- CHRM - Course of choice
- HLSM - Course of choice

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Baking and Pastry (CBPCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Culinary Arts and Management - Baking and Pastry (CABA2)
Program Location: Fort Omaha Campus

Graduation Requirements
Major Requirements: 35.0
General Education: 13.5
Total credit hours required: 48.5

The following General Education courses are recommended for Baking & Pastry (CBPCE): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1242; Critical Thinking/Creativity & Social/Cultural Awareness: HUMS 1160

Major Requirements for Baking and Pastry Certificate

- CHRM 1000 - CHRM Orientation 1.5 Credits
- CHRM 1020 - Sanitation 2 Credits
- CHRM 1030 - Introduction to Professional Cooking 4 Credits
- CHRM 1210 - Baking Basics 4 Credits
- CHRM 1220 - Pastries 3 Credits
- CHRM 1250 - Artisan Bread 4 Credits
- CHRM 1260 - Cakes 4 Credits
- CHRM 1550 - Customer Service 3 Credits
- CHRM 1990 - Practical Baking Exam 1 0.5 Credits
- CHRM 2350 - Nutrition 4.5 Credits

- CHRM 2480 - Purchasing & Cost Management 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Culinary Arts & Management (CAMCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Culinary Arts and Management - Culinary Arts (CACA1)
Program Location: Fort Omaha Campus

Graduation Requirements
Major Requirements: 28.5
Elective Requirements: 6.0
General Education: 13.5
Total credit hours required: 48.0

The following General Education courses are recommended for Baking & Pastry (CAMCE): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1242; and Critical Thinking/Creativity & Social/Cultural Awareness: HUMS 1160

Major Requirements for Culinary Arts and Management

- CHRM 1000 - CHRM Orientation 1.5 Credits
- CHRM 1020 - Sanitation 2 Credits
- CHRM 1030 - Introduction to Professional Cooking 4 Credits
- CHRM 1035 - Regional Cuisine 3 Credits
- CHRM 1120 - Soup and Sauce Basics 3 Credits
- CHRM 1130 - Protein Fabrication 3 Credits
- CHRM 1210 - Baking Basics 4 Credits
- CHRM 1550 - Customer Service 3 Credits
- CHRM 1999 - Practical Cooking Exam 1 0.5 Credits
- CHRM 2350 - Nutrition 4.5 Credits

Electives
Select 6 credit hours from the following:

- CHRM Course of Choice
- HLSM Course of Choice

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Culinary Arts Foundations (CAFSD)

Award: Career Certificate
Pathway to Associate Degree: Culinary Arts Management - Culinary Arts (CACA1) or Culinary Arts and Management - Baking and Pastry (CABA2)
Program Location: Fort Omaha Campus

Graduation Requirement: **25.0 credit hrs.**

Requirements for Culinary Arts Foundations Career Certificate

- CHRM 1000 - CHRM Orientation 1.5 Credits
- CHRM 1020 - Sanitation 2 Credits
- CHRM 1030 - Introduction to Professional Cooking 4 Credits
- CHRM 1210 - Baking Basics 4 Credits
- CHRM 2350 - Nutrition 4.5 Credits
- HUMS 1160 - The Humanities and Food Culture 4.5 Credits
- MATH 1242 - Applied Math for the Hospitality Industry 4.5 Credits

Economics

Economics Specialist (ECSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

Through the pursuit of a specialization in Economics at MCC, students investigate how to make critical decisions for themselves and their community in the face of scarcity. That is, students learn how to make basic and difficult decisions about how to best satisfy our infinite needs and wants with our limited resources. Students study the application of the principles of economics - including supply and demand, opportunity cost, real value, and many others - to local, domestic, and global concerns. Understanding how to apply the principles of economics equips students with invaluable skills to serve humanity's individual, national, and global needs.

Course Requirements for Economics Specialist

- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits
- ECON 2700 - Emergent Economics 4.5 Credits
- ECON 2710 - Comparative Economics 4.5 Credits
- ECON 2720 - Global Economics 4.5 Credits
- ECON 2730 - Economic Geography 4.5 Credits

Entrepreneurship

Entrepreneurship Generalist (BEGCE)

Award: Certificate of Achievement
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

The Entrepreneurship Generalist certificate of achievement supports those with existing businesses as well as those seeking to develop new business opportunities by combining career field and entrepreneurial skill development.

Graduation Requirements
Major Requirements: 13.5
Electives: 22.5
General Education: 13.5
Total credit hours required: 49.5

Major Requirements for Entrepreneurship Generalist

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2040 - Entrepreneurship Feasibility Study 4.5 Credits
- ENTR 2090 - Entrepreneurship Business Plan 4.5 Credits

Electives for Entrepreneurship Generalist

Select one of the following courses:

- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits

- ENTR 2060 - Entrepreneurship Legal Issues 4.5 Credits
- ENTR 2070 - Entrepreneurship Financial Topics 4.5 Credits

Career Field Electives
Students should work with faculty to select courses that meet their career development goals.

Select 18.0 credit hrs. from the following courses:

- Courses from any academic prefix 18.0 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Business Start-Up (BSUCC)

Award: Career Certificate
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, And South Omaha Campus

Graduation Requirement: 36.0 credit hrs.

Business Start-Up supports those with existing businesses as well as those seeking to develop new business opportunities by combining career field and entrepreneurial skill development.

Requirements for Business Start-Up Career Certificate
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2040 - Entrepreneurship Feasibility Study 4.5 Credits
- ENTR 2090 - Entrepreneurship Business Plan 4.5 Credits

Entrepreneurship Elective
Select one of the following courses:
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- ENTR 2060 - Entrepreneurship Legal Issues 4.5 Credits
- ENTR 2070 - Entrepreneurship Financial Topics 4.5 Credits

Career Field Electives
Students should work with faculty to select courses that meet their career development goals.
Select 18.0 credit hrs. from the following courses:

- Courses from any academic prefix 18.0 Credits

Entrepreneur Specialist (ETSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

Entrepreneurs serve a very important role in the U.S. economy. Business start-ups develop, organize and manage new ventures where the purpose is to make a profit in compensation for the assumed risk. Some entrepreneurship opportunities involve entirely new products and services whereas others focus on

packaging and marketing existing goods and services in a new or unique way. Typically starting out as small businesses, these organizations contribute to the overall number of jobs and vibrancy of the economy.

Course Requirements for Entrepreneur Specialist

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2040 - Entrepreneurship Feasibility Study 4.5 Credits
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- ENTR 2060 - Entrepreneurship Legal Issues 4.5 Credits
- ENTR 2070 - Entrepreneurship Financial Topics 4.5 Credits
- ENTR 2090 - Entrepreneurship Business Plan 4.5 Credits

Financial Literacy

Financial Planning Professional (FPPCA)

Award: Certificate of Achievement
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Online

This certificate of achievement provides students with practical experience in fields of personal investment strategies related to retirement planning, estate planning, and tax-advantaged investments. Upon completion of this program, potential employment opportunities exist with companies, government agencies, and nonprofit organizations in the financial services industry.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

Major Requirements for Financial Planning

- FINA 2200 - Investment Planning 4.5 Credits
- FINA 2209 - Risk Management and Insurance 4.5 Credits
- FINA 2210 - Financial Planning Principles 4.5 Credits
- FINA 2230 - Business Finance 4.5 Credits
- FINA 2310 - Income Tax Planning 4.5 Credits
- FINA 2320 - Retirement Planning and Employee Benefits 4.5 Credits
- FINA 2330 - Estate Planning 4.5 Credits
- FINA 2940 - Financial Plan Development and Case Analysis 4.5 Credits

Note: The Certificate of Achievement in Financial Planning is a registered program with Certified Financial Planning Board of Standards Inc. For more information about the CFP® certification, contact the Certified Financial Planners Board of Standards (www.CFP-Board.org).

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Financial Counseling Specialist (FCSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Online

Graduation Requirement: 27.0 credit hrs.

AFCPE® counseling certifications are the most respected in the field of counseling and education. The Accredited Financial Counselor (AFC®) is the gold standard. The AFC® provides comprehensive knowledge and skills to assist clients in complex and financial decision making. An AFC® can address immediate money challenges, create a plan to achieve unique goals and dreams, and build a sustainable foundation for long term financial well-being. Source: AFCPE®

Required Courses for Financial Counseling Specialist

- FINA 1200 - Personal Finance 4.5 Credits
- FINA 1300 - Introduction to Investments 4.5 Credits
- FINA 2210 - Financial Planning Principles 4.5 Credits
- FINA 2230 - Business Finance 4.5 Credits
- FINA 2400 - Financial Counseling 4.5 Credits
- FINA 2410 - Consumer Credit 4.5 Credits

Investment Specialist (IVSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Online

Graduation Requirements: 27.0 credit hrs.

Investment skills are the foundation of any successful business venture. Individuals with the knowledge and experience to make informed investment decisions are highly valued contributors in businesses across the globe. For those already in the banking or investment industry, but looking for a different role with more responsibilities in the day to day operations or those wanting to make a career change into the finance field, our Investment Specialist Certificate will help you toward that career goal.

Required Courses for Investment Specialist

- FINA 1300 - Introduction to Investments 4.5 Credits
- FINA 1600 - Behavior Finance 4.5 Credits
- FINA 2100 - Investment Analysis and Portfolio Management 4.5 Credits
- FINA 2200 - Investment Planning 4.5 Credits
- FINA 2230 - Business Finance 4.5 Credits
- FINA 2240 - Financial Statement Analysis 4.5 Credits

Hospitality and Restaurant Leadership

Hospitality and Restaurant Leadership - Food and Event Management (CHFA1)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree option prepares students to become leaders in the careers of restaurant manager, event coordinator, hospitality consultant, beverage director, or many other varied careers.

Graduation Requirements
Major Requirements: 46.5
Option Requirements: 27.0
General Education: 22.5
Total credit hours required: 96.0

The following General Education courses are recommended for Food & Event Management (CHFA1): Communication: ENGL 1220 (the specialized section for Culinarians); Transfer students should select ENGL 1010; Quantitative/Numeracy Skills: MATH 1242; and Critical Thinking/Creativity and Social/Cultural Awareness HUMS 1160

Major Requirements for Hospitality and Restaurant Leadership

- CHRM 1000 - CHRM Orientation 1.5 Credits
- CHRM 1020 - Sanitation 2 Credits
- CHRM 1030 - Introduction to Professional Cooking 4 Credits
- CHRM 1550 - Customer Service 3 Credits
- CHRM 2125 - Casual Dining 3 Credits
- CHRM 2410 - Marketing and Industry Perspectives 3 Credits
- CHRM 2465 - Food Service Financial Management 4.5 Credits

- CHRM 2470 - Hospitality Supervision 4.5 Credits
- CHRM 2475 - Leadership Principles 4.5 Credits
- CHRM 2480 - Purchasing & Cost Management 4.5 Credits
- CHRM 2550 - Table Service 3 Credits
- CHRM 2560 - Beverage Management 3 Credits
- CHRM 2980 - Student Manager 3 Credits
- CHRM 2989 - Hospitality Management Internship 3 Credits

Critical Advising Note: Students entering the hospitality program who have been assessed at college-level in all areas and/or completed developmental courses should register for CHRM 1000, CHRM 1020, CHRM 1030 and MATH 1242 in their first quarter. Approved uniform, supplies, and text are required by the first day of CHRM 1030.

Option Requirements for Hospitality and Restaurant Leadership - Food and Event Management

- BSAD 1100 - Business Law I 4.5 Credits
- CHRM 2350 - Nutrition 4.5 Credits
- CHRM 2610 - Event Planning 3 Credits
- CHRM 2650 - Banquet Service 3 Credits

Option Electives

- CHRM 1035 - Regional Cuisine 3 Credits

OR

- CHRM 2110 - Catering Production 3 Credits

Select a total of 9.0 credit hours from the following:

- BSAD - Course of choice
- CHRM - Course of choice
- ENTR - Course of choice
- HLSM - Course of choice

Note: Taking over the maximum number of elective hours for your degree option may have financial aid ramifications. Please see your academic advisor for direction.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1 course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Hospitality and Restaurant Leadership - Hospitality Entrepreneurship (CHBA1)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree option provides the entrepreneurial education for students wanting to own and operate businesses in the hospitality industry.

Graduation Requirements
Major Requirements: 46.5
Option Requirements: 27.0
General Education: 22.5
Total credit hours required: 96.0

The following General Education courses are recommended for Hospitality Entrepreneurship (CHBA1): Communication: ENGL 1220 (the specialized section for Culinarians). Transfer students should select ENGL 1010; Quantitative/Numeracy Skills: MATH 1242; and Critical Thinking/Creativity and Social/Cultural Awareness: HUMS 1160

Major Requirements for Hospitality and Restaurant Leadership

- CHRM 1000 - CHRM Orientation 1.5 Credits
- CHRM 1020 - Sanitation 2 Credits
- CHRM 1030 - Introduction to Professional Cooking 4 Credits
- CHRM 1550 - Customer Service 3 Credits
- CHRM 2125 - Casual Dining 3 Credits
- CHRM 2410 - Marketing and Industry Perspectives 3 Credits
- CHRM 2465 - Food Service Financial Management 4.5 Credits
- CHRM 2470 - Hospitality Supervision 4.5 Credits
- CHRM 2475 - Leadership Principles 4.5 Credits
- CHRM 2480 - Purchasing & Cost Management 4.5 Credits
- CHRM 2550 - Table Service 3 Credits
- CHRM 2560 - Beverage Management 3 Credits
- CHRM 2980 - Student Manager 3 Credits
- CHRM 2989 - Hospitality Management Internship 3 Credits

Critical Advising Note: Students entering the hospitality program who have been assessed at college-level in all areas and/or completed developmental courses should register for CHRM 1000, CHRM 1020, CHRM 1030 and MATH 1242 in their first quarter. Approved uniform, supplies, and text are required by the first day of CHRM 1030.

Option Requirements for Hospitality and Restaurant Leadership - Hospitality Entrepreneurship

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2040 - Entrepreneurship Feasibility Study 4.5 Credits
- ENTR 2060 - Entrepreneurship Legal Issues 4.5 Credits
- ENTR 2090 - Entrepreneurship Business Plan 4.5 Credits

Option Electives

Select a total of 9.0 credit hours from the following:

- BSAD XXXX - Course of choice
- CHRM XXXX - Course of choice
- ENTR XXXX - Course of choice
- HLSM XXXX - Course of choice

Note: Taking over the maximum number of elective hours for your degree option may have financial aid ramifications. Please see your academic advisor for direction.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Manage First (CHMCC)

Award: Career Certificate
Pathway to Associate Degree: Hospitality and Restaurant Leadership - Food and Event Management (CHFA1)
Program Location: Fort Omaha Campus

Graduation Requirements: 27.5 credit hrs.

This career certificate allows hospitality and culinary professionals an opportunity to further their education, enhance their career, improve customer service, and stay competitive in the marketplace.

Note: The following are Core Credential Courses: CHRM 1020, CHRM 2470, and CHRM 2475

Requirements for Manage First Career Certificate (27.5 credit hrs.)

- CHRM 1020 - Sanitation 2 Credits
- CHRM 1550 - Customer Service 3 Credits
- CHRM 2465 - Food Service Financial Management 4.5 Credits
- CHRM 2470 - Hospitality Supervision 4.5 Credits
- CHRM 2475 - Leadership Principles 4.5 Credits
- CHRM 2480 - Purchasing & Cost Management 4.5 Credits
- MATH 1242 - Applied Math for the Hospitality Industry 4.5 Credits

Insurance

Insurance Specialist (INSCC)

Award: Career Certificate
Pathway to Associate Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

Students in the insurance specialist career certificate will learn the principles of health and life and property and casualty insurance. Also covered are critical concepts related to personal finance and investments. As many insurance professionals own their own companies, there is also a focus on marketing and selling.

Required Courses for Insurance Specialist Career Certificate

- INSU 1000 - Principles of Health and Life Insurance 4.5 Credits
- INSU 1100 - Principles of Property and Casualty Insurance 4.5 Credits
- FINA 1200 - Personal Finance 4.5 Credits
- FINA 1300 - Introduction to Investments 4.5 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits
- MRKT 1200 - Principles of Selling 4.5 Credits

Marketing

Marketing Specialist (MASCC)

Award: Career Certificate
Pathway to Associates Degree: Business Administration (BSAAS)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirements: 27.0 credit hrs.

Marketing professionals support the business activities involved with creating and communicating customer value specific to product placement, production, promotion, and pricing. This can include working with customers and clients in for-profit companies and nonprofit organizations to sale products and services, engage in research, and create advertising strategies.

Required Courses for Marketing Specialist Career Certificate

- MRKT 1010 - Principles of Marketing 4.5 Credits
- MRKT 1200 - Principles of Selling 4.5 Credits
- MRKT 1201 - Advertising & Sales Promotion 4.5 Credits
- MRKT 1202 - Direct Marketing Methods 4.5 Credits
- MRKT 1210 - Retailing 4.5 Credits
- MRKT 2720 - Global Marketing 4.5 Credits

Real Estate

Real Estate Specialist (RESCC)

Award: Career Certificate
Pathway to Associates Degree: Business Administration (BSAAS)
Program Location: Sarpy Center, Online

Graduation Requirements: 27.0 credit hrs.

This program prepares students for varied fields related to real estate, including residential and commercial real estate sales. Studies include principles of real estate, specific Nebraska license laws, assistance in applying for state and national real estate exam, investments, finance, sales, property management, and real estate calculations. Finance is included to prepare students for managing income and increase awareness of client circumstances and challenges in funding homes and other real estate investments.

Requirements for Real Estate Professional

- REES 1000 - Real Estate Principles 4.5 Credits
- REES 1100 - Real Estate Law 4.5 Credits
- REES 2100 - Real Estate Finance 4.5 Credits
- REES 2110 - Building and Property Management 4.5 Credits
- REES 2120 - Real Estate Sales and Brokerage 4.5 Credits
- REES 2200 - Real Estate Investments 4.5 Credits

Community and Human Services

Criminal Justice

- Criminal Justice Associate in Applied Science Degree Options:
    - Criminal Justice - Corrections (CJCNO)
    - Criminal Justice - Law Enforcement (CJLEO)

Early Childhood Education

- Early Childhood Educator (ECAS1), Associate in Applied Science Degree

Fire Science Technology

- Fire Science Technology (FSAAS), Associate in Applied Science Degree

Human Services

- Human Services Associate in Applied Science Degree Options:
    - Human Services - Chemical Dependency Counseling (CDAA1)
    - Human Services - General Human Services (HSAA2)
- Human Services Transfer (HSTAA), Associate in Arts Degree
- Human Services - Chemical Dependency (CDCC1), Certificate of Achievement
- Human Services – General (HSGCE), Certificate of Achievement
- Human Services - Gerontology (HSGRC), Certificate of Achievement

Legal Studies

- Legal Studies – Paralegal (LSPAR), Associate in Applied Science Degree
- Legal Professional (LPRCE), Certificate of Achievement
- Legal Studies - Paralegal Accelerated Certificate (LSACE), Certificate of Achievement
- Immigration Laws Specialist (ILSCC), Career Certificate
- Legal Specialist (LSPCC), Career Certificate
- Litigation Specialist (LITCC), Career Certificate
- Transactional Law Specialist (TRACC), Career Certificate

Criminal Justice

Criminal Justice - Corrections (CJCNO)

Award: Associate in Applied Science
Program Location: Elkhorn Valley Campus, South Omaha Campus, Online

Graduation Requirements
Major Requirements: 40.5
Option Requirements: 22.5
Elective Requirements: 9.0
General Education: 22.5
Total credit hours required: 94.5

The following General Education courses are recommended for Corrections (CJCNO): Critical Thinking/Creativity & Social/Cultural Awareness: SOCI 1010 or PSYC 1000 and Quantitative/Numeracy Skills: MATH 1220

Major Requirements for Criminal Justice

- CRIM 1010 - Introduction to Criminal Justice 4.5 Credits
- CRIM 1020 - Introduction to Corrections 4.5 Credits
- CRIM 1030 - Courts and the Judicial Process 4.5 Credits
- CRIM 1140 - Reporting Techniques for Criminal Justice 4.5 Credits
- CRIM 2000 - Criminal Law 4.5 Credits
- CRIM 2050 - Principles of Interviewing and Interrogation 4.5 Credits
- CRIM 2150 - Contemporary Issues in Criminal Justice 4.5 Credits
- CRIM 2260 - Criminal Investigation 4.5 Credits
- CRIM 2310 - Rules of Evidence 4.5 Credits

Note: Upon successful completion of a P.O.S.T. accredited academy or basic police academy course accredited by the Nebraska Law Enforcement Training Center, a maximum of 13.5 credit hours may be granted upon petition for CRIM 2030, CRIM 2190 and CRIM 2260

Option Requirements for Criminal Justice - Corrections

- CRIM 2010 - Introduction to Probation and Parole 4.5 Credits
- CRIM 2020 - Legal Issues in Corrections 4.5 Credits
- CRIM 2120 - Community-Based Corrections 4.5 Credits
- CRIM 2220 - Correctional Client 4.5 Credits
- CRIM 2320 - Correctional Facilities 4.5 Credits

Elective Courses

Students should select two electives from the 6 courses listed below.

- CRIM 2030 - Police and Society 4.5 Credits
- CRIM 2300 - Community Relations 4.5 Credits
- CRIM 2330 - Introduction to Forensic Crime Scene Investigation 4.5 Credits
- CRIM 2400 - Introduction to Homeland Security 4.5 Credits
- CRIM 2900 - Special Topics in Criminal Justice 4.5 Credits
- CRIM 2960 - Internship Variable Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Criminal Justice - Law Enforcement (CJLEO)

Award: Associate in Applied Science
Program Location: Elkhorn Valley Campus, South Omaha Campus, Online

Graduation Requirements
Major Requirements: 40.5
Option Requirements: 22.5
Elective Requirements: 9.0
General Education: 22.5
Total credit hours required: 94.5

The following General Education courses are recommended for Law Enforcement (CJLEO): Critical Thinking/Creativity & Social/Cultural Awareness: SOCI 1010 or PSYC 1000; Quantitative/Numeracy Skills: MATH 1220

Major Requirements for Criminal Justice

- CRIM 1010 - Introduction to Criminal Justice 4.5 Credits
- CRIM 1020 - Introduction to Corrections 4.5 Credits
- CRIM 1030 - Courts and the Judicial Process 4.5 Credits
- CRIM 1140 - Reporting Techniques for Criminal Justice 4.5 Credits
- CRIM 2000 - Criminal Law 4.5 Credits
- CRIM 2050 - Principles of Interviewing and Interrogation 4.5 Credits
- CRIM 2150 - Contemporary Issues in Criminal Justice 4.5 Credits
- CRIM 2260 - Criminal Investigation 4.5 Credits
- CRIM 2310 - Rules of Evidence 4.5 Credits

Note: Upon successful completion of a P.O.S.T. accredited academy or basic police academy course accredited by the Nebraska Law Enforcement Training Center, a maximum of 13.5 credit hours may be granted upon petition for CRIM 1010, CRIM 2000, and CRIM 2260.

Option Requirements for Criminal Justice - Law Enforcement

- CRIM 2030 - Police and Society 4.5 Credits
- CRIM 2190 - Police Field Services 4.5 Credits
- CRIM 2300 - Community Relations 4.5 Credits
- CRIM 2330 - Introduction to Forensic Crime Scene Investigation 4.5 Credits
- CRIM 2400 - Introduction to Homeland Security 4.5 Credits

Elective Courses

Students should select two electives from the 6 courses list below.

- CRIM 2010 - Introduction to Probation and Parole 4.5 Credits
- CRIM 2120 - Community-Based Corrections 4.5 Credits
- CRIM 2220 - Correctional Client 4.5 Credits
- CRIM 2400 - Introduction to Homeland Security 4.5 Credits
- CRIM 2900 - Special Topics in Criminal Justice 4.5 Credits
- CRIM 2960 - Internship Variable Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Early Childhood Education

Early Childhood Educator (ECAS1)

Award: Associate in Applied Science Degree
Program Location: Learning Community of North Omaha

This degree prepares students for employment as an Early Childhood Educator or director in a variety of early childhood education settings that serve diverse populations in the state of Nebraska. Learning opportunities are centered on methodologies and current research in the field of Early Childhood. The courses provide a variety of field experiences to help the student be prepared for teaching in the Early Childhood field. Practicum courses include requirements for working with infants, toddlers, preschoolers, and school-agers, in addition to the student's age choice for the final student teach practicum.

Individuals who are considering going into the field of early childhood education should be aware that Child Care Fingerprint Criminal History Check and background checks with the adult and child abuse registries are conducted before students can enter the program and participate in required field experiences that are required in each of the ECED courses. A criminal background investigation and checks of the child abuse/neglect, adult protective services and state patrol sex offender registries will be required of each student in the Early Childhood Education program. Based on the result of the criminal background and registry checks, a student may be prevented from taking courses, accessing field/practicum experiences, or completing the program. A nonrefundable fee of approximately $45 will be assessed to the student's MCC student account for the criminal background and registry checks and the Child Care Fingerprint Criminal History Check is approximately $40 and students must pay this fee themselves

All courses in the Early Childhood Education program require field experience hours within early childhood education settings.

Graduation Requirements
Major Requirements: 70.5
General Education: 22.5
Total credit hours required: 93.0

The following General Education courses are recommended for Early Childhood Educator (ECAS1): Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1120; and Professionalism/Life Skills & Information Literacy: HMRL 1010

Major Requirements for Early Childhood Educator

- ECED 1050 - Expressive Arts 4.5 Credits
- ECED 1060 - Observation, Assessment, and Guidance 4.5 Credits
- ECED 1110 - Infant and Toddler Development 4.5 Credits
- ECED 1120 - Preschool Child Development 4.5 Credits
- ECED 1150 - Introduction to Early Childhood Education 4.5 Credits
- ECED 1160 - Early Language and Literacy 4.5 Credits
- ECED 1220 - Prepracticum 1.5 Credits

- ECED 1221 - Infant Practicum 3 Credits

OR

- ECED 1222 - Toddler Practicum 3.0 Credits

- ECED 1230 - School-Age Child Development and Programming 4.5 Credits
- ECED 1240 - Preschool-Age Practicum 3 Credits
- ECED 1241 - School-Age Practicum 3.0 Credits
- ECED 1260 - Children's Health and Nutrition 4.5 Credits
- ECED 2050 - Children with Exceptionalities 4.5 Credits
- ECED 2060 - Early Childhood Education Curriculum Planning 4.5 Credits
- ECED 2061 - Child Guidance Techniques 4.5 Credits
- ECED 2070 - Family and Community Relationships 4.5 Credits

- ECED 2090 - Early Childhood Student Teaching Practicum 6 Credits

OR

- ECED 2091 - Early Childhood Administrative Practicum 6 Credits

Note: ECED 1221, ECED 1222, ECED 1240, ECED 1241, ECED 2090 or ECED 2091: Students enrolling in practicums must complete an application and include all required documents. A separate application must be completed for each quarter for practicum. For more information visit the Early Childhood practicum website at www.mccneb.edu/Academic-Programs/Programs-of-Study/Social-Sciences/Early-Childhood-Education/Early-Childhood-Practicum.aspx. Students applying for practicum must have an accumulative 2.5 GPA in ECED courses.

Students who plan to transfer to a four-year institution need to select from the general education Transfer Course Options and have an overall 2.5 GPA. Students considering transfer should see and maintain regular contact with an ECED full-time faculty instructor.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Fire Science Technology

Fire Science Technology (FSAAS)

Award: Associate in Applied Science Degree
Program Location: Applied Technology Center

This degree provides a unique opportunity to build professional skills and expand career possibilities. Insurance investigators and adjusters, industrial safety specialists, fire protection system designers and professionals, and volunteer firefighters benefit from enrolling in the Fire Science Technology program.

Graduation Requirements
Major Requirements: 72.0
General Education: 22.5
Total credit hours required: 94.5

The following General Education courses are recommended for Fire Science Technology (FSAAS): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Fire Science Technology
- FIST 1000 - Principles of Emergency Services 3 Credits
- FIST 1020 - Fire Behavior and Combustion 4 Credits
- FIST 1030 - Hazardous Materials Chemistry 3 Credits
- FIST 1040 - Principles of Property and Casualty Insurance 3 Credits
- FIST 1050 - Building Construction for Fire Protection 3 Credits
- FIST 1060 - Occupational Safety and Health for Emergency Services 3 Credits
- FIST 1070 - Fire Protection Systems 3 Credits
- FIST 1080 - Fire Protection Hydraulics and Water Supply 4 Credits
- FIST 1090 - Firefighter I 10 Credits
- FIST 2000 - Incident Command System 3 Credits
- FIST 2010 - Fire Investigation I 3 Credits
- FIST 2011 - Fire Investigation II 3 Credits
- FIST 2020 - Fire Prevention, Inspection and Codes 4 Credits
- FIST 2030 - Legal Aspects of Emergency Services 3 Credits
- FIST 2040 - Principles of Fire & Emergency Services Safety & Survival 3 Credits
- FIST 2050 - Introduction to Fire and Emergency Services Administration 3 Credits
- FIST 2060 - Strategy and Tactics 4 Credits
- FIST 2070 - Hazardous Materials Operations 3.5 Credits
- FIST 2090 - Firefighter II 5.5 Credits
- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Human Services

Human Services - Chemical Dependency Counseling (CDAA1)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree prepares students for positions in public and private sectors. A variety of learning experiences focus on theoretical and practical knowledge in working with chemically dependent individuals and their families. Students have the opportunity to develop skills that enable them to work with individuals or groups within the area of chemical dependency counseling. The intent of the program is to facilitate meeting Nebraska certification standards. State certification requirements are subject to change at the discretion of the Department of Health and Human Services.

Prospective students should be aware that human services agencies/substance abuse treatment facilities will perform criminal background checks, as well as Department of Health and Human Services child abuse, and vulnerable adult abuse registry checks. This may prevent employment at that agency or facility. The Human Services and Chemical Dependency Counseling programs will also require students to provide Department of Health and Human Services child abuse and vulnerable adult abuse registry checks before being allowed to do a practicum.

Graduation Requirements
Major Requirements: 46.0
Option Requirements: 30.0
General Education: 22.5
Total credit hours required: 98.5

The associate degree requires successful completion of all requirements listed and that all courses with an HMSV prefix have a C grade or better.

The following General Education courses are recommended for Chemical Dependency Counseling (CDAA1): Communication: ENGL 1010; Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1010; Professionalism/Life Skills & Information Literacy: HMRL 1010

Major Requirements for Human Services

- ENGL 1020 - English Composition II 4.5 Credits
- HMSV 1120 - Helping Skills and Techniques 4.5 Credits
- HMSV 1130 - Introduction to Counseling Theories 4.5 Credits
- HMSV 1140 - Assessment, Case Planning, and Management 4.5 Credits
- HMSV 2050 - Ethics and Professionalism 4.5 Credits
- HMSV 2110 - Group Counseling 4.5 Credits
- HMSV 2150 - Multicultural Counseling 4.5 Credits
- HMSV 2450 - Crisis Intervention 4.5 Credits
- PSYC 1120 - Human Growth and Development 4.5 Credits
- PSYC 2350 - Fundamentals of Abnormal Psychology 4.5 Credits
- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits

Note: EMSP 1010 is required for those who do not currently hold a valid CPR/first aid card and students must submit documentation that verifies current certification in adult CPR and basic first aid before participating in practicum courses.

Option Requirements for Chemical Dependency

- HMSV 1160 - Medical and Social Aspects of Addictions 4.5 Credits
- HMSV 2130 - Treatment Issues in Chemical Dependency 4.5 Credits
- HMSV 2160 - Advanced Group Skills 4.5 Credits
- HMSV 2994 - Practicum I - Chemical Dependency Counseling 6 Credits
- HMSV 2995 - Practicum II - Chemical Dependency Counseling 6 Credits

In addition to the above courses, select one of the following:

- ENGL 2210 - Grant Writing 4.5 Credits
- HMRL 1050 - Leadership: Training and Skill Development 4.5 Credits
- HMSV 1010 - Introduction to Human Services 4.5 Credits
- HMSV 1150 - Community Resources 4.5 Credits
- HMSV 2120 - Social Services Policy and Exceptional Populations 4.5 Credits
- PSYC 1110 - Parenting and Family Problem Solving 4.5 Credits
- PSYC 2140 - Behavior Modification and Principles of Learning 4.5 Credits
- PSYC 2150 - Survey of Human Sexuality 4.5 Credits
- PSYC 2450 - Social Psychology 4.5 Credits
- SLIS 1010 - American Sign Language I 6 Credits
- SOCI 1050 - Sociology of Healthcare 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2060 - Multicultural Issues 4.5 Credits
- SOCI 2110 - Introduction to Gerontology 4.5 Credits
- SOCI 2150 - Survey of Human Sexuality 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits
- SOCI 2311 - Juvenile Justice 4.5 Credits
- SOCI 2450 - Social Psychology 4.5 Credits
- SPAN 1050 - Spanish for Business I 4.5 Credits

Note: Some courses may be taken pass/fail without tests for continuing education units (CEUs) in various professions without pursuing a degree in the program. In order to submit an application to participate in practicum, students must have been accepted to MCC and have completed all of the first year classes. All classes with an HMSV prefix must have a grade of C or better.

Individuals considering a degree or employment in the human services or chemical dependency fields should be aware of strict practicum admission qualifications. Adult Protective Services and Child Protective Services checks are conducted before practicum placement is offered. The College reserves the right to share the results of any such investigation with any institution at which students intend to participate in a practicum experience. This practice is consistent with Nebraska state statutes. Consult the Human Services program manual for other prerequisites to practicum placement.

Due to the limited number of chemical dependency practicum sites in the Omaha area, MCC cannot guarantee students entry into the chemical dependency counseling practicum courses (HMSV 2994, HMSV 2995, and HMSV 2996) in any given quarter. Consequently, graduation from the program may be delayed. It is possible that a shortage of practicum sites for the general human services practicum courses (HMSV 2991, HMSV 2992, and HMSV 2993) might occur.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Human Services - General Human Services (HSAA2)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree prepares students for entry-level positions in public and private community agencies and institutions involved with helping professions. Human services workers are prepared to work as a team member, generally working under the direction of a professional, in providing help to the client. The Council for Standards in Human Services Education accredits the Human Services program.
Prospective students should be aware that human services agencies/substance abuse treatment facilities will perform criminal background checks, as well as Department of Health and Human Services child abuse, and vulnerable adult abuse registry checks. This may prevent employment at that agency or facility. The Human Services and Chemical Dependency Counseling programs will also require students to provide Department of Health and Human Services child abuse and vulnerable adult abuse registry checks before being allowed to do a practicum.

Graduation Requirements
Major Requirements: 46.0
Option Requirements: 30.0
General Education: 22.5
Total credit hours required: 98.5

The associate degree requires successful completion of all requirements listed and that all courses with an HMSV prefix have a C grade or better.

The following General Education courses are recommended for General Human Services (HSAA2): Communication: ENGL 1010; Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1010; Professionalism/Life Skills & Information Literacy: HMRL 1010

Major Requirements for Human Services

- HMSV 1120 - Helping Skills and Techniques 4.5 Credits
- HMSV 1130 - Introduction to Counseling Theories 4.5 Credits
- HMSV 1140 - Assessment, Case Planning, and Management 4.5 Credits
- HMSV 2050 - Ethics and Professionalism 4.5 Credits
- HMSV 2110 - Group Counseling 4.5 Credits
- HMSV 2150 - Multicultural Counseling 4.5 Credits
- HMSV 2450 - Crisis Intervention 4.5 Credits
- PSYC 1120 - Human Growth and Development 4.5 Credits
- PSYC 2350 - Fundamentals of Abnormal Psychology 4.5 Credits
- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits
- ENGL 1020 - English Composition II 4.5 Credits

Note: EMSP 1010 is required for those who do not currently hold a valid CPR/first aid card and students must submit documentation that verifies current certification in adult CPR and basic first aid before participating in practicum courses.

Option Requirements for Human Services - General Human Services

- HMSV 1010 - Introduction to Human Services 4.5 Credits
- HMSV 1150 - Community Resources 4.5 Credits
- HMSV 2120 - Social Services Policy and Exceptional Populations 4.5 Credits
- HMSV 2991 - Practicum I - General Human Services 6 Credits
- HMSV 2992 - Practicum II - General Human Services 6 Credits

In addition to the above courses, select one of the following:

- HMRL 1050 - Leadership: Training and Skill Development 4.5 Credits
- HMSV 1160 - Medical and Social Aspects of Addictions 4.5 Credits
- HMSV 2130 - Treatment Issues in Chemical Dependency 4.5 Credits
- HMSV 2160 - Advanced Group Skills 4.5 Credits
- PSYC 1110 - Parenting and Family Problem Solving 4.5 Credits
- PSYC 2140 - Behavior Modification and Principles of Learning 4.5 Credits
- PSYC 2150 - Survey of Human Sexuality 4.5 Credits
- PSYC 2450 - Social Psychology 4.5 Credits
- SLIS 1010 - American Sign Language I 6 Credits
- SOCI 1050 - Sociology of Healthcare 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2060 - Multicultural Issues 4.5 Credits
- SOCI 2110 - Introduction to Gerontology 4.5 Credits
- SOCI 2150 - Survey of Human Sexuality 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits
- SOCI 2311 - Juvenile Justice 4.5 Credits
- SOCI 2450 - Social Psychology 4.5 Credits
- SPAN 1050 - Spanish for Business I 4.5 Credits

Note: Some courses may be taken pass/fail without tests for continuing education units (CEUs) in various professions without pursuing a degree in the program. In order to submit an application to participate in practicum, students must have been accepted to MCC and have completed all of the first year classes. All classes with an HMSV prefix must have a grade of C or better.

Individuals considering a degree or employment in the human services or chemical dependency fields should be aware of strict practicum admission qualifications. Adult Protective Services and Child Protective Services checks are conducted before practicum placement is offered. The College reserves the right to share the results of any such investigation with any institution at which students intend to participate in a practicum experience. This practice is consistent with Nebraska state statutes. Consult the Human Services program manual for other prerequisites to practicum placement.

Due to the limited number of chemical dependency practicum sites in the Omaha area, MCC cannot guarantee students entry into the chemical dependency counseling practicum courses (HMSV 2994, HMSV 2995, and HMSV 2996) in any given quarter. Consequently, graduation from the program may be delayed. It is possible that a shortage of practicum sites for the general human services practicum courses (HMSV 2991, HMSV 2992, and HMSV 2993) might occur.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Human Services Transfer (HSTAA)

Award: Associate in Arts Degree
Program Location: Fort Omaha Campus

The Human Services Transfer degree is designed to develop essential knowledge and skills required in the Human Services field and to efficiently accommodate transfer to four year human services-related fields from around the area. Social work programs at some area colleges and universities also accept the human service transfer degree; please check your transfer guides.

Graduation Requirements
Major Requirements: 49.5
Option Requirements: 9.0
General Education: 36.0
Total credit hours required: 94.5

All required classes with a HMSV prefix must have a grade of C or better to graduate in this program.

The following General Education courses are recommended for Human Services Transfer (HSTAA): Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1010 for the Social Sciences requirement; and Professionalism/Life Skills & Information Literacy: HMRL 1010

Major Requirements for Human Services Transfer

- HMSV 1010 - Introduction to Human Services 4.5 Credits
- HMSV 1120 - Helping Skills and Techniques 4.5 Credits
- HMSV 1130 - Introduction to Counseling Theories 4.5 Credits
- HMSV 1140 - Assessment, Case Planning, and Management 4.5 Credits
- HMSV 1150 - Community Resources 4.5 Credits
- HMSV 2050 - Ethics and Professionalism 4.5 Credits
- HMSV 2110 - Group Counseling 4.5 Credits
- HMSV 2120 - Social Services Policy and Exceptional Populations 4.5 Credits
- HMSV 2150 - Multicultural Counseling 4.5 Credits
- PSYC 1120 - Human Growth and Development 4.5 Credits
- SOCI 1010 - Introduction to Sociology 4.5 Credits

Option Requirements Human Services Transfer

Select 9.0 credit hrs. from the following.

Students may not use the same course to satisfy more than one degree requirement.

- ECON 1000 - Macroeconomics 4.5 Credits

OR

- POLS 2050 - American National Government 4.5 Credits

- GEOG 1010 - Fundamentals of Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- HIST 1010 - United States History to 1877 4.5 Credits
- HIST 1110 - World Civilization from Prehistory to 1500 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HIST 2050 - Modern Europe Since 1789 4.5 Credits
- PSYC 2350 - Fundamentals of Abnormal Psychology 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits
- SOWK 1010 - Introduction to Social Work 4.5 Credits

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

AND

- Gen Ed Social Sciences course options

Scientific Inquiry
1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Human Services - Chemical Dependency (CDCC1)

Award: Certificate of Achievement
Pathway to Associate Degree: Human Services - Chemical Dependency Counseling (CDAA1)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

This certificate of achievement provides knowledge and skills in medical and social aspects of addiction; treatment issues in addictions; interpersonal communication; helping skills and techniques; introduction to counseling; assessment, case planning, and management; professional ethics and issues; and crisis intervention.

All required classes for the CDCC1 certificate must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

The following General Education courses are recommended for Chemical Dependency (CDCC1): Communication: ENGL 1010; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1010

Major Requirements for Human Services - Chemical Dependency
- ENGL 1020 - English Composition II 4.5 Credits
- HMSV 1120 - Helping Skills and Techniques 4.5 Credits
- HMSV 1130 - Introduction to Counseling Theories 4.5 Credits
- HMSV 1140 - Assessment, Case Planning, and Management 4.5 Credits
- HMSV 1160 - Medical and Social Aspects of Addictions 4.5 Credits
- HMSV 2050 - Ethics and Professionalism 4.5 Credits
- HMSV 2130 - Treatment Issues in Chemical Dependency 4.5 Credits
- HMSV 2450 - Crisis Intervention 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Human Services - General (HSGCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Human Services - General (HSAA2)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

This certificate of achievement provides knowledge and skills in interpersonal communication; an overview of human services; helping skills/techniques; community resources; an introduction to counseling theories; assessment, case planning, and management; professional ethics and issues; and crisis intervention.

All required classes for the HSGCE certificate must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

The following General Education courses are recommended for Human Services - General (HSGCE): Communication: ENGL 1010; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1010

Major Requirements for Human Services - General

- ENGL 1020 - English Composition II 4.5 Credits
- HMSV 1010 - Introduction to Human Services 4.5 Credits
- HMSV 1120 - Helping Skills and Techniques 4.5 Credits
- HMSV 1130 - Introduction to Counseling Theories 4.5 Credits
- HMSV 1140 - Assessment, Case Planning, and Management 4.5 Credits
- HMSV 1150 - Community Resources 4.5 Credits
- HMSV 2050 - Ethics and Professionalism 4.5 Credits
- HMSV 2150 - Multicultural Counseling 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Human Services - Gerontology (HSGRC)

Award: Certificate of Achievement
Pathway to Associate Degree: General Human Services (HSAA2)
Program Location: Fort Omaha Campus

The Gerontology Certificate provides knowledge and skills in an overview of human services; helping skills/techniques; community resources; assessment, case planning, and management; ethics and professionalism; social policy and exceptionalities, and an introduction to gerontology. The certificate includes general education in English composition, mathematics, psychology, sociology and informational systems.

All required classes for the HSGRC certificate must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 31.5
General Education: 13.5
Total credit hours required: 45.0

The following General Education courses are recommended for Gerontology (HSGRC): Communication: ENGL 1010; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1010

Major Requirements for Human Services - Chemical Dependency

- ENGL 1020 - English Composition II 4.5 Credits
- HMSV 1010 - Introduction to Human Services 4.5 Credits
- HMSV 1120 - Helping Skills and Techniques 4.5 Credits
- HMSV 1140 - Assessment, Case Planning, and Management 4.5 Credits
- HMSV 1150 - Community Resources 4.5 Credits
- HMSV 2120 - Social Services Policy and Exceptional Populations 4.5 Credits
- SOCI 2110 - Introduction to Gerontology 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Legal Studies

Legal Studies - Paralegal (LSPAR)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

Graduation Requirements
Major Requirements: 40.5
Elective Requirements: 27.0
General Education: 22.5
Total credit hours required: 90.0

The Legal Studies - Paralegal degree prepares students for entry-level occupations in law offices of all sizes and specialties, including private law firms, government agencies, the court system, businesses, and nonprofit organizations.

To fulfill elective requirements, students pursuing this degree focus on an area of concentration by selecting from one of the below six-course Career Certificates:

- Transactional Law Specialist (TRACC)
- Litigation Specialist (LITCC)
- Immigration Law Specialist (ILSCC)
- Legal Specialist (LSPCC)

Paralegals may not provide legal services directly to the public, except as permitted by law. The MCC Legal Studies - Paralegal degree is approved by the American Bar Association.

Paralegal Program Admission
The Paralegal program has special admission requirements. Formal application to the program is offered and completed by earning a grade of C or better in LAWS 1101.

Students are advised to adhere to the curriculum plan and work closely with the program advisor or director to ensure appropriate registration in courses to meet graduation requirements.

Transfer Credits
Legal specialty courses completed at another college may only be transferred if they are from an ABA-approved program with substantially the same content, are for the same or more earned credit hours, and earned a grade of C or better. Transfer credit is not available by course challenge, course examination, or course portfolio. To request transfer of credit, students must request that original transcripts be submitted by the college or university directly to the MCC Records Office. The Records Office staff will then refer any legal specialty courses to the Academic Dean for determination of acceptability for transfer. No more than 9.0 quarter credit hours of legal specialty credit may be awarded by transfer.

Students are required to take at least 13.5 quarter credit hours of legal specialty courses through synchronous instruction.

The following General Education courses are recommended for Paralegal (LSPAR): Communication: ENGL 1010; Quantitative/Numeracy Skills: FINA 1000; Critical Thinking/Creativity & Social/Cultural Awareness: PHIL 1100; Scientific Inquiry: ECON 1000; and Professionalism/Life Skills and Information Literacy: HMRL 1010

Note: to meet accreditation standards, this AAS degree has been approved for 90.0 credit hrs.

Major Requirements for Legal Studies

Legal Specialty Courses

- LAWS 1101 - Introduction to Law & the Legal Profession 4.5 Credits
- LAWS 1100 - The Paralegal Profession 4.5 Credits
- LAWS 1111 - Law Office Technology 4.5 Credits
- LAWS 1230 - Legal Research and Writing I 4.5 Credits
- LAWS 2240 - Legal Research and Writing II 4.5 Credits

- LAWS 2940 - Laws Capstone 4.5 Credits

OR

- LAWS 2981 - Internship 4.5 Credits

Additional Course Work

- ENGL 1020 - English Composition II 4.5 Credits
- BSAD 1100 - Business Law I 4.5 Credits
- BSAD 1620 - Business Communications 4.5 Credits

Elective Requirements for Legal Studies - Paralegal

To fulfill elective requirements, students pursuing this degree focus on an area of concentration by selecting from **one** of the below six-course Career Certificates:

- Transactional Law Specialist (TRACC): The MCC Transactional Law Career Certificate prepares students for entry level positions in the legal profession that provide support to lawyers in transactional or administrative law matters.
- Litigation Specialist (LITCC): Students pursuing the MCC Litigation Specialist Career Certificate learn about the roles and functions of litigation professionals who provided support to attorneys throughout the litigation process.
- Immigration Law Specialist (ILSCC): The MCC Immigration Laws Specialist Career Certificate prepares students for careers in non-governmental organizations, local and federal government agencies, private and public institutions, and businesses.
- Legal Specialist (LSPCC): Students pursuing the MCC Legal Specialist Career Certificate gain a broad understanding of the legal profession by selecting from courses focused on transactional law, litigation, and immigration law.

Note: The following are General Education requirements for an Associate in Applied Sciences degree (AAS). Additionally, this program includes Major Course Requirements to satisfy American Bar Association general education credit hour requirements.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students**

may not use the same course to satisfy more than one degree requirement.

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Legal Professional (LPRCE)

Award: Certificate of Achievement
Pathway to Associate in Applied Science Degree: Legal Studies - Paralegal (LSPAR)
Program Location: South Omaha Campus

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 27.0
General Education: 13.5
Total credit hours required: 54.0

This certificate program prepares students for entry-level occupations in law offices of all sizes and specialties, including private law firms, government agencies, the court system, businesses, and nonprofit organizations.

To fulfill elective requirements, students pursuing the MCC Legal Professional Certificate of Achievement focus on an area of concentration by selecting from one of the below six-course Career Certificates:

- Transactional Law Specialist (TRACC)
- Litigation Specialist (LITCC)
- Immigration Law Specialist (ILSCC)
- Legal Specialist (LSPCC)

Transfer Credits
Legal specialty courses completed at another college may only be transferred if they are from an ABA-approved program with substantially the same content, are for the same or more earned credit hours, and earned a grade of C or better. Transfer credit is not available by course challenge, course examination, or course portfolio. To request transfer of credit, students must request that original transcripts be submitted by the college or university directly to the MCC Records Office. The Records Office staff will then refer any legal specialty courses to the Academic Dean for determination of acceptability for transfer. No more than 9.0 quarter credit hours of legal specialty credit may be awarded by transfer.

Students are required to take at least 13.5 quarter credit hours of legal specialty courses through synchronous instruction.

The following General Education courses are recommended for Legal Office Administration (LPRCE): Communication: ENGL 1010: Quantitative/Numeracy Skills: FINA 1000; Critical Thinking/Creativity & Social/Cultural Awareness: PHIL 1100

Major Requirements for Legal Professional Certificate of Achievement
- LAWS 1100 - The Paralegal Profession 4.5 Credits

- LAWS 1101 - Introduction to Law & the Legal Profession 4.5 Credits
- LAWS 1111 - Law Office Technology 4.5 Credits

Elective Requirements for Legal Professional Certificate of Achievement

To fulfill elective requirements, students pursuing this certificate of achievement focus on an area of concentration by selecting from one of the below six-course Career Certificates:

- Transactional Law Specialist (TRACC): The MCC Transactional Law Career Certificate prepares students for entry level positions in the legal profession that provide support to lawyers in transactional or administrative law matters.
- Litigation Specialist (LITCC): Students pursuing the MCC Litigation Specialist Career Certificate learn about the roles and functions of litigation professionals who provided support to attorneys throughout the litigation process.
- Immigration Law Specialist (ILSCC): The MCC Immigration Laws Specialist Career Certificate prepares students for careers in non-governmental organizations, local and federal government agencies, private and public institutions, and businesses.
- Legal Specialist (LSPCC): Students pursuing the MCC Legal Specialist Career Certificate gain a broad understanding of the legal profession by selecting from courses focused on business law, litigation, and immigration law.

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Legal Studies - Paralegal Accelerated Certificate (LSACE)

Award: Certificate of Achievement
Program Location: South Omaha Campus

Graduation Requirements
Major Requirements: 27
Elective Requirements: 27.0
Total credit hours required: 54.0

This certificate program prepares students who already have a bachelor's degree for entry-level occupations in law offices of all sizes and specialties, including private law firms, government agencies, the court system, businesses, and nonprofit organizations.

To fulfill elective requirements, students pursuing the MCC Legal Studies - Paralegal Accelerated Certificate of Achievement focus on an area of concentration by selecting from one of the below six-course Career Certificates:

- Transactional Law Specialist (TRACC)
- Litigation Specialist (LITCC)
- Immigration Law Specialist (ILSCC)
- Legal Specialist (LSPCC)

Paralegals may not provide legal services directly to the public, except as permitted by law. The MCC Legal Studies - Paralegal Accelerated Certificate of Achievement is approved by the American Bar Association.

Program Admission
To enroll in this accelerated certificate, students must have completed a bachelor's degree from a

college/university and submit a transcript to the MCC Records Office.

Transfer Credits
Legal specialty courses completed at another college may only be transferred if they are from an ABA-approved program with substantially the same content, are for the same or more earned credit hours, and earned a grade of C or better. Transfer credit is not available by course challenge, course examination, or course portfolio. To request transfer of credit, students must request that original transcripts be submitted by the college or university directly to the MCC Records Office. The Records Office staff will then refer any legal specialty courses to the Academic Dean for determination of acceptability for transfer. No more than 9.0 quarter credit hours of legal specialty credit may be awarded by transfer.

Students are required to take at least 13.5 quarter credit hours of legal specialty courses through synchronous instruction.

Major Requirements for Paralegal Accelerated Certificate

- LAWS 1101 - Introduction to Law & the Legal Profession 4.5 Credits
- LAWS 1100 - The Paralegal Profession 4.5 Credits
- LAWS 1111 - Law Office Technology 4.5 Credits
- LAWS 1230 - Legal Research and Writing I 4.5 Credits
- LAWS 2240 - Legal Research and Writing II 4.5 Credits

- LAWS 2940 - Laws Capstone 4.5 Credits

OR

- LAWS 2981 - Internship 4.5 Credits

Elective Requirements for Paralegal Accelerated Certificate

To fulfill elective requirements, students pursuing this degree focus on an area of concentration by selecting from and completing one of the below six-course Career Certificates:

- Transactional Law Specialist (TRACC): The MCC Transactional Law Career Certificate prepares students for entry level positions in the legal profession that provide support to lawyers in transactional or administrative law matters.
- Litigation Specialist (LITCC): Students pursuing the MCC Litigation Specialist Career Certificate learn about the roles and functions of litigation professionals who provided support to attorneys throughout the litigation process.
- Immigration Law Specialist (ILSCC): The MCC Immigration Laws Specialist Career Certificate prepares students for careers in non-governmental organizations, local and federal government agencies, private and public institutions, and businesses.
- Legal Specialist (LSPCC): Students pursuing the MCC Legal Specialist Career Certificate gain a broad understanding of the legal profession by selecting from courses focused on business law, litigation, and immigration law.

Immigration Laws Specialist (ILSCC)

Award: Career Certificate
Pathway to Associate Degree: Legal Studies - Paralegal (LSPAR)
Program Location: Online

Graduation Requirement: 27.0 credit hrs.

This career certificate prepares students for careers in non-governmental organizations, local and federal government agencies, private and public institutions and businesses. Federal regulations at **8 C.F.R. § 1292.1(a)(4)** allow non-attorney "Accredited Representatives" to represent aliens before the Department of Homeland Security (DHS) and the Executive Office for Immigration Review (EOIR), which includes the immigration courts and the Board of Immigration Appeals (BIA). This career certificate is not an option for the education of paralegals.

Requirements for Immigration Laws, Policies, and Procedures

- LAWS 1500 - Introduction to US Immigration Law 4.5 Credits
- LAWS 1501 - Immigration Regulatory Agencies 4.5 Credits
- LAWS 1503 - Immigration and Families 4.5 Credits
- LAWS 1505 - Removal and Advocacy in Immigration Court 4.5 Credits
- LAWS 1509 - Ethics and Immigration Advocacy and Compliance 4.5 Credits
- LAWS 2327 - Immigration Law 4.5 Credits

Legal Specialist (LSPCC)

Award: Career Certificate
Pathway to Associate Degree: Legal Studies - Paralegal (LSPAR)

Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Fremont Center, Sarpy Center, South Omaha Campus, Online

Graduation Requirements: **27.0 credit hrs.**

Throughout the legal profession, entry level opportunities exist for those with a general knowledge of the legal environment in the United States. Students pursuing the MCC Legal Specialist Career Certificate gain a broad understanding of the legal profession by selecting from courses focused on business law, litigation, and/or immigration law. The Legal Specialist Career Certificate provides students with an opportunity to explore multiple topical areas while still earning an award and providing a pathway toward a Certificate of Achievement and/or an Associate Degree.

Students pursuing the Legal Specialist Career Certificate have the latitude to select six courses (for a total of 27 credit hours) from among the three topical areas listed below. Students can combine courses from among all three areas based on their interests, but they are required to select courses from at least two areas (e.g., business law and litigation, business law and immigration law, or litigation and business law). Typically, students would pick two courses from each topical area listed below. Students should work with an advisor, counselor, or LAWS Instructor when selecting courses and designing a plan that meets their career development goals.

Required Courses for Legal Specialist Career Certificate

Students select a total of 6 course (27.0 credits) from two or three of the three areas listed areas below.

Business Law

- REES 1100 - Real Estate Law 4.5 Credits
- LAWS 2323 - Labor & Employment Law 4.5 Credits
- LAWS 2325 - Bankruptcy, Credit and Collections Law 4.5 Credits
- LAWS 2421 - Insurance Law 4.5 Credits
- LAWS 2422 - Law of Corporations 4.5 Credits
- LAWS 2424 - Contract Law 4.5 Credits

Litigation

- LAWS 1110 - Litigation 4.5 Credits
- LAWS 2320 - Torts 4.5 Credits
- LAWS 2322 - Family Law 4.5 Credits
- LAWS 2324 - Criminal Law and Procedures 4.5 Credits
- LAWS 2326 - Evidence and Discovery 4.5 Credits
- LAWS 2420 - Wills, Trusts & Estates 4.5 Credits

Immigration Law

- LAWS 1500 - Introduction to US Immigration Law 4.5 Credits
- LAWS 1501 - Immigration Regulatory Agencies 4.5 Credits
- LAWS 1503 - Immigration and Families 4.5 Credits
- LAWS 1505 - Removal and Advocacy in Immigration Court 4.5 Credits
- LAWS 1509 - Ethics and Immigration Advocacy and Compliance 4.5 Credits
- LAWS 2327 - Immigration Law 4.5 Credits

Note: The following LAWS courses may not be utilized for this Career Certificate: LAWS 1000, 1100, 1101, 1111, 1230, 1581, 2240, 2900, 2940, 2981.

Litigation Specialist (LITCC)

Award: Career Certificate
Pathway to Associate Degree: Legal Studies - Paralegal (LSPAR)
Program Location: Online

Graduation Requirement: 27.0 credit hrs.

This career certificate prepares students for careers in law specific to litigation. Students pursuing the MCC Litigation Specialist Career Certificate learn about the roles and functions of litigation specialists who provided support to attorneys throughout the litigation process. Job functions include coordinating legal documents and functions including pleadings, interrogatories, depositions, closings, hearings, and trials.

Requirements for Litigation Specialist

- LAWS 1110 - Litigation 4.5 Credits
- LAWS 2320 - Torts 4.5 Credits
- LAWS 2322 - Family Law 4.5 Credits
- LAWS 2324 - Criminal Law and Procedures 4.5 Credits
- LAWS 2326 - Evidence and Discovery 4.5 Credits
- LAWS 2420 - Wills, Trusts & Estates 4.5 Credits

Transactional Law Specialist (TRACC)

Award: Career Certificate
Pathway to Associate Degree: Legal Studies - Paralegal (LSPAR)
Program Location: Online

Graduation Requirement: 27.0 credit hrs.

This career certificate prepares students for careers in law specific to business or transactional law matters. Students pursuing the MCC Transactional Specialist Career Certificate learn about the roles and functions of transactional law professionals who provide support to attorneys to resolve disputes out of court. Job functions include researching, drafting contracts and real estate closing documents; working on matters involving deal negotiation between parties (i.e., mergers and acquisitions of companies, financing agreements, and sales of company divisions); assisting with matters of corporate governance; helping with corporate-oriented work (i.e., securities filings, UCC matters, due diligence review, etc.); and otherwise assisting with matters that bring people and businesses together.

Requirements for Transactional Law Specialist

- REES 1100 - Real Estate Law 4.5 Credits
- LAWS 2323 - Labor & Employment Law 4.5 Credits
- LAWS 2325 - Bankruptcy, Credit and Collections Law 4.5 Credits
- LAWS 2421 - Insurance Law 4.5 Credits
- LAWS 2422 - Law of Corporations 4.5 Credits
- LAWS 2424 - Contract Law 4.5 Credits

Creative Arts and Design

Art
- Art (ARTAA), Associate in Arts Degree

Communication
- Language Interpretation (LGICE), Certificate of Achievement
- Publication Writing and Design (PWDCE), Certificate of Achievement
- Creative Writing Certificate (CWRCC), Career Certificate
- Global Perspectives (GLPCC), Career Certificate
- Professional Communication (PRCCC), Career Certificate

Design, Interactivity, and Media Arts
- Design, Interactivity, and Media Arts Associate in Applied Science Degree Options:
    - Design, Interactivity, and Media Arts - 2-D Animation (DI2DO)
    - Design, Interactivity, and Media Arts - 3-D Animation and Games (DI3DO)
    - Design, Interactivity, and Media Arts - DIMA Entrepreneur (DIENO)
    - Design, Interactivity, and Media Arts - Graphic Design (DIGDO)
    - Design, Interactivity, and Media Arts – Illustration (DIILO)
    - Design, Interactivity, and Media Arts - Media Generalist (DIMGO)
    - Design, Interactivity, and Media Arts - Motion Graphics (DIMOO)
    - Design, Interactivity, and Media Arts - Web Design (DIWDO)

Fashion Design
- Fashion Design (FDAAS), Associate in Applied Science Degree

Interior Design
- Interior Design (IDAS1), Associate in Applied Science Degree

Photography
- Photography (PTAS3), Associate in Applied Science Degree
- Certificate in Analog Photography (PTACC), Career Certificate
- Certificate in Digital Photography (PTDCC), Career Certificate

Theatre
- Technical Theater (THAAS), Associate of Applied Science
- Theatre (THEAA), Associate in Arts Degree
- Theatre - Theatre Technology (THETC), Certificate of Achievement
- Theatre – Playwriting (THPCC), Career Certificate

Video/Audio Communication Arts
- Video/Audio Communication Arts (VAAAS), Associate in Applied Science Degree
- Video/Audio Communication Arts - Digital Cinema (VDCC1), Certificate of Achievement
- Video/Audio Communication Arts – Screenwriting (VACS1), Certificate of Achievement
- Video/Audio Communication Arts - Sound Recording (VSRC1), Certificate of Achievement

Art

Art (ARTAA)

Award: Associate in Arts Degree
Program Location: Elkhorn Valley Campus

The Art program combines the acquisition of traditional art skills learned through conceptual and visual experience as well as electronic technologies. This degree prepares students to enter a four-year fine arts program.

Graduation Requirements
Major Requirements: 69.0
General Education: 36.0
Total credit hours required: 105.0

Major Requirements for Art

- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- ARTS 1030 - 3-D Design 4.5 Credits
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits
- ARTS 1120 - Art History - 1400 to Present 4.5 Credits
- ARTS 2010 - Life Drawing 4.5 Credits
- ARTS 2020 - Elementary Painting 4.5 Credits
- ARTS 2030 - Elementary Sculpture 4.5 Credits
- ARTS 2040 - Elementary Printmaking 4.5 Credits

- DIMA 1110 - Digital Design: Raster 4.5 Credits

OR

- DIMA 1120 - Digital Design: Vector 4.5 Credits

- PHOT 1101 - Basic Digital Photography 6 Credits

Select 18.0 Credit Hours from the Following:

When selecting electives, students should check for required prerequisites to design a complete academic plan.

- ARTS 1000 - Introduction to the Visual Arts 4.5 Credits
- ARTS 1050 - Creative Careers 4.5 Credits
- ARTS 2025 - Watercolor 4.5 Credits
- ARTS 2050 - Elementary Ceramics 4.5 Credits
- ARTS 2060 - Elementary Jewelry 4.5 Credits
- ARTS 2110 - Intermediate Drawing 4.5 Credits
- ARTS 2120 - Intermediate Painting 4.5 Credits
- ARTS 2130 - Intermediate Sculpture 4.5 Credits
- ARTS 2140 - Intermediate Printmaking 4.5 Credits
- ARTS 2150 - Intermediate Ceramics 4.5 Credits
- ARTS 2160 - Intermediate Jewelry 4.5 Credits
- ARTS 2220 - Art Gallery Management 4.5 Credits
- ARTS 2230 - Native American Art 4.5 Credits
- ARTS 2240 - Screen Printing 4.5 Credits
- ARTS 2560 - Portfolio Development and Professional Practice 4.5 Credits
- ARTS 2900 - Special Topics in Art Variable Credits
- ARTS 2981 - Internship Variable Credits
- DIMA XXXX - Course of choice (except DIMA 2500)
- PHOT XXXX - Course of choice 6.0 Credits

Note: Students may select multiple DIMA or PHOT courses if so desired. For the most current transfer listings, visit www.mccneb.edu/articulation

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication

3 Courses needed 13.5 credit hrs.

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy

1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

AND

- Gen Ed Social Sciences course options

Scientific Inquiry

1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Communication

Language Interpretation (LGICE)

Award: Certificate of Achievement
Program Location: Online

This certificate offers students the opportunity to improve their language interpreting skills while earning a certificate in interpreting entirely online. Specially designed courses help up-and-coming interpreters learn the skills required to excel in this rewarding field.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

Major Requirements for Language Interpretation

Initial Course Sequence

Students must take all courses

- LANG 1110 - Introduction to Language Interpretation 4.5 Credits
- LANG 1120 - Interpreting Ethics 4.5 Credits
- LANG 1130 - Emphasis Seminar 4.5 Credits

Specialty Course Sequence

Students must complete one area of specialization and the special topics course

Community Specialization

- LANG 2110 - Fundamentals of Community Interpretation 4.5 Credits
- LANG 2120 - Community Interpretation - Terminology and Sight Translation 4.5 Credits
- LANG 2130 - Consecutive Interpretation - Community 4.5 Credits
- LANG 2140 - Simultaneous Interpretation - Community 4.5 Credits
- LANG 2900 - Special Topics in Languages Variable Credits

Legal Specialization

- LANG 2210 - Fundamentals of Legal Interpretation 4.5 Credits
- LANG 2220 - Legal Terminology and Sight Translation 4.5 Credits
- LANG 2230 - Consecutive Interpretation - Legal 4.5 Credits
- LANG 2240 - Simultaneous Interpretation - Legal 4.5 Credits
- LANG 2900 - Special Topics in Languages Variable Credits

Medical Specialization

- LANG 2310 - Fundamentals of Medical Interpretation 4.5 Credits
- LANG 2320 - Medical Terminology and Sight Translation 4.5 Credits
- LANG 2330 - Consecutive Interpretation - Medical 4.5 Credits
- LANG 2340 - Simultaneous Interpretation - Medical 4.5 Credits
- LANG 2900 - Special Topics in Languages Variable Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Publication Writing and Design (PWDCE)

Award: Certificate of Achievement
Program Location: Elkhorn Valley Campus, Fort Omaha Campus

This certificate of achievement offers students and returning professionals the opportunity to develop a solid foundation in print publication design. Students receive instruction in creative and technical writing, copy and content editing, and the foundational techniques of layout and print design. Students completing this certificate of achievement may seek employment in corporate communications, copywriting, marketing support, or magazine and book design.

Graduation Requirements
Major Requirements: 40.5
General Education: 13.5
Total credit hours required: 54.0

Major Requirements for Publication Writing and Design

- ENGL 1240 - Oral and Written Reports 4.5 Credits
- ENGL 1310 - Creative Writing 4.5 Credits
- ENGL 1320 - Introduction to Publication 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1305 - Concept Development 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1315 - Graphic Design Basics 4.5 Credits
- DIMA 1325 - Layout 4.5 Credits
- DIMA 2352 - Publication Design 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Creative Writing Certificate (CWRCC)

Award: Career Certificate
Pathway to Associate Degree: Liberal Arts/Academic Transfer - Creative Writing (LTCAA)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 31.5 credit hrs.

A student completing a Creative Writing Certificate will recognize, define, and execute core elements of craft

across multiple genres, be familiar with the literary canon as well as schools/trends in contemporary literature, participate in and foster writing communities based on the mutual exchange of support and actionable feedback, and confidently present their own work orally and for publication.

Requirements for Creative Writing Certificate

- ENGL 1310 - Creative Writing 4.5 Credits
- ENGL 1311 - Poetry Writing Studio 4.5 Credits
- ENGL 1312 - Fiction Writing Studio 4.5 Credits
- ENGL 1313 - Creative Nonfiction Writing Studio 4.5 Credits

OR

- ENGL 2902 - Special Topics in Creative Writing Studio 4.5 Credits

**(ENGL 2902 may be in place of ENGL 1311, 1312, or 1313)*

- ENGL 2450 - Introduction to Literature 4.5 Credits

Select any 2 additional Literature classes (9.0 credit hrs.)

- ENGL 2460 - Introduction to Short Stories 4.5 Credits
- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2480 - Introduction to Drama Literature I 4.5 Credits
- ENGL 2481 - Introduction to Drama Literature II 4.5 Credits
- ENGL 2490 - Introduction to Latin American Literature 4.5 Credits
- ENGL 2510 - American Literature I 4.5 Credits
- ENGL 2520 - American Literature II 4.5 Credits
- ENGL 2530 - Ethnic Literature 4.5 Credits
- ENGL 2610 - British Literature I 4.5 Credits
- ENGL 2620 - British Literature II 4.5 Credits
- ENGL 2900 - Special Topics in Literature Variable Credits

Global Perspectives (GLPCC)

Award: Career Certificate

Graduation Requirements: 27 credit hrs.

Students earning this career certificate increase their knowledge of global and cultural issues, fulfilling the need to understand and facilitate intercultural interactions for careers in today's increasingly global environment.

Requirements for Global Perspectives Career Certificate

- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HUMS 1150 - The Humanities in the Non-Western World 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits

Professional Communication (PRCCC)

Award: Career Certificate

Graduation Requirement: 27.0 credit hrs.

This career certificate prepares students to communicate more effectively in a variety of professional settings.

Requirements for Professional Communication Career Certificate

- ENGL 1220 - Technical Writing 4.5 Credits

OR

- ENGL 1230 - Business Writing 4.5 Credits
- ENGL 1240 - Oral and Written Reports 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits
- PHIL 1030 - Professional Ethics 4.5 Credits

Electives

Select one of the following three areas of emphasis:

Creative Communication

- ENGL 1310 - Creative Writing 4.5 Credits
- ENGL 1320 - Introduction to Publication 4.5 Credits

Not-for-Profit Communication

- ENGL 2210 - Grant Writing 4.5 Credits
- MGMT 1410 - Nonprofit Management 4.5 Credits

Group Communication
- COMS 1220 - Communication In Small Groups 4.5 Credits
- COMS 1300 - Interpersonal Communication 4.5 Credits

Design, Interactivity, and Media Arts

Design, Interactivity, and Media Arts - 2-D Animation (DI2DO)

Award: Associate in Applied Science Degree
Location: Elkhorn Valley Campus

This concentration focuses on basic 2-D principles of animation and time-based art. Career opportunities include film animation, multimedia and web interface design, and more.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 45.0
Electives: 9.0
General Education: 22.5
Total credit hours required: 103.5

The following General Education courses are recommended for 2-D Animation (DI2DO): Critical Thinking/Creativity & Social/Cultural Awareness: Choose 1 of the following for the Humanities option: ARTS 1110 or ARTS 1120

Requirements

Tier I - Major Requirements
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration
- DIMA 1220 - Character, Narrative, and Storyboard Development 4.5 Credits
- DIMA 1230 - Drawing for Electronic Media 4.5 Credits
- DIMA 1410 - 2-D Animation and Compositing I 4.5 Credits
- DIMA 1411 - History of Animation 4.5 Credits
- DIMA 1510 - Interactive 2-D Design I 4.5 Credits
- DIMA 1620 - Introduction to 3-D Modeling and Animation 4.5 Credits
- DIMA 2210 - Electronic Illustration 4.5 Credits
- DIMA 2410 - 2-D Animation and Compositing II 4.5 Credits
- DIMA 2840 - Projects Development 4.5 Credits
- ARTS 2010 - Life Drawing 4.5 Credits

Tier III - Electives
Select 9.0 credit hours from the following:
- DIMA 1240 - Character Design 1 4.5 Credits
- DIMA 1400 - Game Design Fundamentals 4.5 Credits
- DIMA 1455 - Introduction to Stop-Motion Animation 4.5 Credits
- DIMA 2450 - Design for Motion Graphics II 4.5 Credits
- DIMA 2510 - Interactive 2-D Design II 4.5 Credits
- DIMA 2900 - Special Topics in DIMA Variable Credits
- DIMA 2981 - Internship 4.5 Credits
- ARTS 2020 - Elementary Painting 4.5 Credits
- ARTS 2025 - Watercolor 4.5 Credits
- PHOT 1101 - Basic Digital Photography 6 Credits
- PHOT 1500 - Moving Image Lab 6 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 1130 - Video I - Studio 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.
- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.

Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Design, Interactivity, and Media Arts - 3-D Animation and Games (DI3DO)

Award: Associate in Applied Science Degree
Location: Elkhorn Valley Campus

Students create models, characters, and imaginative spaces that are the foundation of 3D in games, real-time simulations, and the film industry. These skills also apply to marketing, web design, architecture, and social media.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 36.0
Electives: 9.0
General Education: 22.5
Total credit hours required: 94.5

The following General Education courses are recommended for 3-D Animation and Games (DI3DO): Critical Thinking/Creativity & Social/Cultural Awareness: Choose 1 of the following for the Humanities option: ARTS 1110 or ARTS 1120

Requirements

Tier I - Major Requirements

- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration

- DIMA 1600 - Introduction to the Game Industry 4.5 Credits
- DIMA 1400 - Game Design Fundamentals 4.5 Credits
- DIMA 1620 - Introduction to 3-D Modeling and Animation 4.5 Credits
- DIMA 2625 - 3-D Modeling for Animation and Games 4.5 Credits
- DIMA 2700 - 3-D Game Development 4.5 Credits
- DIMA 2640 - 3-D Lab 4.5 Credits
- DIMA 2620 - 3-D Character Development 4.5 Credits
- DIMA 2840 - Projects Development 4.5 Credits

Tier III - Electives

Select 9.0 credit hours from the following:

- DIMA 1220 - Character, Narrative, and Storyboard Development 4.5 Credits
- DIMA 1230 - Drawing for Electronic Media 4.5 Credits
- DIMA 1240 - Character Design 1 4.5 Credits
- DIMA 1315 - Graphic Design Basics 4.5 Credits
- DIMA 1410 - 2-D Animation and Compositing I 4.5 Credits
- DIMA 1411 - History of Animation 4.5 Credits

- DIMA 1455 - Introduction to Stop-Motion Animation 4.5 Credits
- DIMA 1500 - Web Design 4.5 Credits
- DIMA 1510 - Interactive 2-D Design I 4.5 Credits
- DIMA 2210 - Electronic Illustration 4.5 Credits
- DIMA 2410 - 2-D Animation and Compositing II 4.5 Credits
- DIMA 2450 - Design for Motion Graphics II 4.5 Credits
- DIMA 2900 - Special Topics in DIMA Variable Credits
- DIMA 2981 - Internship 4.5 Credits
- ARTS 1030 - 3-D Design 4.5 Credits
- ARTS 2010 - Life Drawing 4.5 Credits
- PHOT 1101 - Basic Digital Photography 6 Credits
- PHOT 1500 - Moving Image Lab 6 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 1130 - Video I - Studio 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits
- VACA 2220 - Digital Media Editing 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Design, Interactivity, and Media Arts - DIMA Entrepreneur (DIENO)

Award: Associate in Applied Science Degree
Location: Elkhorn Valley Campus

Students prepare for entrepreneurial self-employment opportunities.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 27.0
Electives: 22.5
General Education: 22.5
Total credit hours required: 99.0

Requirements

Tier I - Major Requirements
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits

- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2040 - Entrepreneurship Feasibility Study 4.5 Credits
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- ENTR 2060 - Entrepreneurship Legal Issues 4.5 Credits
- ENTR 2070 - Entrepreneurship Financial Topics 4.5 Credits
- ENTR 2090 - Entrepreneurship Business Plan 4.5 Credits

Tier III - Electives

Select 22.5 credit hours from the following:

- DIMA 1220 - Character, Narrative, and Storyboard Development 4.5 Credits
- DIMA 1230 - Drawing for Electronic Media 4.5 Credits
- DIMA 1305 - Concept Development 4.5 Credits
- DIMA 1315 - Graphic Design Basics 4.5 Credits
- DIMA 1325 - Layout 4.5 Credits
- DIMA 1400 - Game Design Fundamentals 4.5 Credits
- DIMA 1410 - 2-D Animation and Compositing I 4.5 Credits
- DIMA 1411 - History of Animation 4.5 Credits
- DIMA 1500 - Web Design 4.5 Credits
- DIMA 1510 - Interactive 2-D Design I 4.5 Credits
- DIMA 1620 - Introduction to 3-D Modeling and Animation 4.5 Credits
- DIMA 2352 - Publication Design 4.5 Credits
- DIMA 2410 - 2-D Animation and Compositing II 4.5 Credits
- DIMA 2450 - Design for Motion Graphics II 4.5 Credits
- DIMA 2510 - Interactive 2-D Design II 4.5 Credits
- DIMA 2700 - 3-D Game Development 4.5 Credits
- DIMA 2840 - Projects Development 4.5 Credits

Students may not register for DIMA 2840 without instructor approval.

- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits

OR

- ARTS 1120 - Art History - 1400 to Present 4.5 Credits

- HUMS 2310 - Film History and Appreciation 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.

Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Design, Interactivity, and Media Arts - Graphic Design (DIGDO)

Award: Associate in Applied Science Degree
Location: Elkhorn Valley Campus, Fort Omaha Campus

Students combine creative problem-solving with visual, technical, and artistic skills to communicate messages to a specific audience. Design for print is the emphasis of this program.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 45.0
Electives: 9.0
General Education: 22.5
Total credit hours required: 103.5

The following General Education courses are recommended for Graphic Design (DIGDO): Critical Thinking/Creativity & Social/Cultural Awareness: Choose 1 of the following for the Humanities option: ARTS 1110 or ARTS 1120

Requirements

Tier I - Major Requirements

- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration

- DIMA 1305 - Concept Development 4.5 Credits
- DIMA 1315 - Graphic Design Basics 4.5 Credits
- DIMA 1320 - History of Graphic Design 4.5 Credits
- DIMA 1325 - Layout 4.5 Credits
- DIMA 1500 - Web Design 4.5 Credits
- DIMA 2300 - Logo Design and Branding 4.5 Credits
- DIMA 2310 - Information Design 4.5 Credits
- DIMA 2350 - Typography II 4.5 Credits
- DIMA 2352 - Publication Design 4.5 Credits
- DIMA 2810 - Portfolio Development 4.5 Credits

Tier III - Electives

Select 9.0 credit hours from the following:

- DIMA 1200 - Illustration I 4.5 Credits
- DIMA 1520 - UI/UX 4.5 Credits
- DIMA 1530 - Designing with WordPress 4.5 Credits
- DIMA 1540 - Mobile App Design 4.5 Credits
- DIMA 2200 - Illustration II 4.5 Credits
- DIMA 2220 - Dimensional Illustration 4.5 Credits
- DIMA 2351 - Package Design 4.5 Credits
- DIMA 2900 - Special Topics in DIMA Variable Credits
- DIMA 2981 - Internship 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- WIDX 1225 - How to Build Almost Everything 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Design, Interactivity, and Media Arts - Illustration (DIILO)

Award: Associate in Applied Science Degree
Location: Fort Omaha Campus

Students visually solve problems through the use of traditional and digital media as well as introductory animation skills to create visuals in support of a communication idea, mood, and/or concept.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 45.0
Electives: 9.0-10.5
General Education: 22.5
Total credit hours required: 103.5-105.0

The following General Education courses are recommended for Illustration (DIILO): Critical Thinking/Creativity & Social/Cultural Awareness: Choose 1 of the following for the Humanities option: ARTS 1110 or ARTS 1120

Requirements

Tier I - Major Requirements
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration
- DIMA 1200 - Illustration I 4.5 Credits
- DIMA 1220 - Character, Narrative, and Storyboard Development 4.5 Credits
- DIMA 1230 - Drawing for Electronic Media 4.5 Credits
- DIMA 2200 - Illustration II 4.5 Credits
- DIMA 2210 - Electronic Illustration 4.5 Credits
- DIMA 2220 - Dimensional Illustration 4.5 Credits
- DIMA 2351 - Package Design 4.5 Credits
- DIMA 2840 - Projects Development 4.5 Credits
- ARTS 2010 - Life Drawing 4.5 Credits
- ARTS 2020 - Elementary Painting 4.5 Credits

Tier III - Electives
Select 9.0 - 10.5 credit hours from the following:
- DIMA 1240 - Character Design 1 4.5 Credits
- DIMA 1305 - Concept Development 4.5 Credits
- DIMA 2450 - Design for Motion Graphics II 4.5 Credits
- DIMA 2900 - Special Topics in DIMA Variable Credits
- DIMA 2981 - Internship 4.5 Credits

- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits

OR

- ARTS 1120 - Art History - 1400 to Present 4.5 Credits

- ACCT 1050 - Survey of Accounting 4.5 Credits
- ARTS 2025 - Watercolor 4.5 Credits
- ARTS 2110 - Intermediate Drawing 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- INFO 1957 - Innovative Technologies and Wearables 4.5 Credits
- WIDX 1225 - How to Build Almost Everything 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Design, Interactivity, and Media Arts - Media Generalist (DIMGO)

Award: Associate in Applied Science Degree
Location: Elkhorn Valley Campus

The generalist option allows students to customize their degree to meet their unique career goals.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 45.0
Electives: 9.0-10.5
General Education: 22.5
Total credit hours required: 103.5 -105.0

The following General Education courses are recommended for Media Generalist (DIMGO): Critical Thinking/Creativity & Social/Cultural Awareness: Choose 1 of the following for the Humanities option: ARTS 1110 or ARTS 1120

Requirements

Tier I - Major Requirements
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration

- DIMA 1200 - Illustration I 4.5 Credits
- DIMA 1220 - Character, Narrative, and Storyboard Development 4.5 Credits
- DIMA 1230 - Drawing for Electronic Media 4.5 Credits
- DIMA 1305 - Concept Development 4.5 Credits
- DIMA 1315 - Graphic Design Basics 4.5 Credits
- DIMA 1320 - History of Graphic Design 4.5 Credits

OR

- DIMA 1411 - History of Animation 4.5 Credits
- DIMA 1400 - Game Design Fundamentals 4.5 Credits
- DIMA 1410 - 2-D Animation and Compositing I 4.5 Credits

OR

- DIMA 1455 - Introduction to Stop-Motion Animation 4.5 Credits
- DIMA 1620 - Introduction to 3-D Modeling and Animation 4.5 Credits
- DIMA 2840 - Projects Development 4.5 Credits

Tier III - Electives

Select 9.0 - 10.5 credit hours from the following:

- DIMA 1240 - Character Design 1 4.5 Credits
- DIMA 1325 - Layout 4.5 Credits
- DIMA 1500 - Web Design 4.5 Credits
- DIMA 1510 - Interactive 2-D Design I 4.5 Credits
- DIMA 1520 - UI/UX 4.5 Credits
- DIMA 2200 - Illustration II 4.5 Credits
- DIMA 2210 - Electronic Illustration 4.5 Credits
- DIMA 2300 - Logo Design and Branding 4.5 Credits
- DIMA 2410 - 2-D Animation and Compositing II 4.5 Credits
- DIMA 2450 - Design for Motion Graphics II 4.5 Credits
- DIMA 2510 - Interactive 2-D Design II 4.5 Credits
- DIMA 2620 - 3-D Character Development 4.5 Credits
- DIMA 2625 - 3-D Modeling for Animation and Games 4.5 Credits
- DIMA 2640 - 3-D Lab 4.5 Credits
- DIMA 2700 - 3-D Game Development 4.5 Credits
- DIMA 2900 - Special Topics in DIMA Variable Credits
- DIMA 2981 - Internship 4.5 Credits
- ARTS 1030 - 3-D Design 4.5 Credits
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits

OR

- ARTS 1120 - Art History - 1400 to Present 4.5 Credits
- ARTS 2010 - Life Drawing 4.5 Credits
- ARTS 2020 - Elementary Painting 4.5 Credits
- ARTS 2025 - Watercolor 4.5 Credits
- ARTS 2030 - Elementary Sculpture 4.5 Credits
- ARTS 2040 - Elementary Printmaking 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2040 - Entrepreneurship Feasibility Study 4.5 Credits
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- ENTR 2060 - Entrepreneurship Legal Issues 4.5 Credits
- ENTR 2070 - Entrepreneurship Financial Topics 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1957 - Innovative Technologies and Wearables 4.5 Credits
- PHOT 1101 - Basic Digital Photography 6 Credits
- PHOT 1500 - Moving Image Lab 6 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 1130 - Video I - Studio 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits
- VACA 2220 - Digital Media Editing 4.5 Credits
- WIDX 1225 - How to Build Almost Everything 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Design, Interactivity, and Media Arts - Motion Graphics (DIMOO)

Award: Associate in Applied Science Degree
Location: Elkhorn Valley Campus

This concentration focuses on time-based art leading to the production of a motion graphics portfolio.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 42.0
Electives: 9.0
General Education: 22.5
Total credit hours required: 100.5

The following General Education courses are recommended for Motion Graphics (DIMOO): Critical Thinking/Creativity & Social/Cultural Awareness: Choose 1 of the following for the Humanities option: ARTS 1110 or ARTS 1120

Requirements

Tier I - Major Requirements
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration
- DIMA 1220 - Character, Narrative, and Storyboard Development 4.5 Credits
- DIMA 1230 - Drawing for Electronic Media 4.5 Credits

- DIMA 1410 - 2-D Animation and Compositing I 4.5 Credits

OR

- DIMA 1455 - Introduction to Stop-Motion Animation 4.5 Credits

- DIMA 1411 - History of Animation 4.5 Credits
- DIMA 1620 - Introduction to 3-D Modeling and Animation 4.5 Credits
- DIMA 2210 - Electronic Illustration 4.5 Credits
- DIMA 2450 - Design for Motion Graphics II 4.5 Credits
- DIMA 2840 - Projects Development 4.5 Credits

- PHOT 1500 - Moving Image Lab 6 Credits

Tier III - Electives

Select 9.0 credit hours from the following:

- DIMA 1400 - Game Design Fundamentals 4.5 Credits
- DIMA 1410 - 2-D Animation and Compositing I 4.5 Credits
- DIMA 1455 - Introduction to Stop-Motion Animation 4.5 Credits
- DIMA 1510 - Interactive 2-D Design I 4.5 Credits
- DIMA 2410 - 2-D Animation and Compositing II 4.5 Credits
- DIMA 2510 - Interactive 2-D Design II 4.5 Credits
- DIMA 2620 - 3-D Character Development 4.5 Credits
- DIMA 2625 - 3-D Modeling for Animation and Games 4.5 Credits
- DIMA 2640 - 3-D Lab 4.5 Credits
- DIMA 2700 - 3-D Game Development 4.5 Credits
- DIMA 2900 - Special Topics in DIMA Variable Credits
- DIMA 2981 - Internship 4.5 Credits
- ARTS 1030 - 3-D Design 4.5 Credits
- ARTS 2010 - Life Drawing 4.5 Credits
- ARTS 2040 - Elementary Printmaking 4.5 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 1130 - Video I - Studio 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits
- VACA 2220 - Digital Media Editing 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Design, Interactivity, and Media Arts - Web Design (DIWDO)

Award: Associate in Applied Science Degree
Location: Elkhorn Valley Campus

Students combine creative problem-solving with visual, technical, and artistic skills to create aesthetically pleasing and functional websites.

Graduation Requirements
Major Requirements: 27.0
Concentration Requirements: 36.0
Electives: 18.0-19.5
General Education: 22.5
Total credit hours required: 103.5-105.0

Requirements

Tier I - Major Requirements

- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1110 - Digital Design: Raster 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- DIMA 1310 - Typography I 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits

Tier II - Required Concentration

- DIMA 1305 - Concept Development 4.5 Credits
- DIMA 1315 - Graphic Design Basics 4.5 Credits
- DIMA 1500 - Web Design 4.5 Credits
- DIMA 1520 - UI/UX 4.5 Credits
- DIMA 1530 - Designing with WordPress 4.5 Credits
- DIMA 1540 - Mobile App Design 4.5 Credits
- DIMA 2820 - Web Design Portfolio Development 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits

Tier III - Electives

Select 18.0 - 19.5 credit hours from the following:

- DIMA 1320 - History of Graphic Design 4.5 Credits
- DIMA 1325 - Layout 4.5 Credits
- DIMA 1400 - Game Design Fundamentals 4.5 Credits
- DIMA 1411 - History of Animation 4.5 Credits
- DIMA 1510 - Interactive 2-D Design I 4.5 Credits
- DIMA 1620 - Introduction to 3-D Modeling and Animation 4.5 Credits
- DIMA 2300 - Logo Design and Branding 4.5 Credits
- DIMA 2310 - Information Design 4.5 Credits
- DIMA 2350 - Typography II 4.5 Credits
- DIMA 2352 - Publication Design 4.5 Credits
- DIMA 2500 - Web Design Partnership Project 4.5 Credits
- DIMA 2510 - Interactive 2-D Design II 4.5 Credits
- DIMA 2810 - Portfolio Development 4.5 Credits
- DIMA 2900 - Special Topics in DIMA Variable Credits
- DIMA 2981 - Internship 4.5 Credits
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits

OR

- ARTS 1120 - Art History - 1400 to Present 4.5 Credits

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- HUMS 2310 - Film History and Appreciation 4.5 Credits
- INFO 2340 - Internet Scripting 4.5 Credits
- PHOT 1101 - Basic Digital Photography 6 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1130 - Video I - Studio 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Fashion Design

Fashion Design (FDAAS)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus

The Fashion Design degree is designed to provide students with fashion design principles, entrepreneurial skills, and the practical knowledge required to enter the fashion industry. The program partners with Omaha Fashion Week to provide a series of fashion apprenticeships for students in this program.

Graduation Requirements
Major Requirements: 54.0
Electives Requirements: 18.0 - 21.0
General Education: 22.5
Total credit hours required: 94.5 - 97.5

The following General Education courses are recommended for Fashion Design (FDAAS): Critical Thinking/Creativity & Social/Cultural Awareness: ARTS 1000

Major Requirements for Fashion Design
- FASH 1000 - Fashion Design Principles 4.5 Credits
- FASH 1400 - History of Fashion 4.5 Credits
- FASH 2100 - Fashion Illustration 4.5 Credits
- FASH 2200 - Digital Design Principles for Fashion Designers 4.5 Credits
- FASH 2981 - Fashion Apprenticeship I 3 Credits
- FASH 2982 - Fashion Apprenticeship II 3 Credits
- FASH 2983 - Fashion Apprenticeship III 3 Credits
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1050 - Creative Careers 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1120 - Digital Design: Vector 4.5 Credits
- INTD 1260 - Color Theory 4.5 Credits
- INTD 1310 - Fundamentals of Textiles 4.5 Credits

Electives
Select Four Courses from the Following:

- ARTS 1030 - 3-D Design 4.5 Credits
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits
- ARTS 2060 - Elementary Jewelry 4.5 Credits
- ARTS 2160 - Intermediate Jewelry 4.5 Credits
- ARTS 2230 - Native American Art 4.5 Credits
- CHEM 1010 - College Chemistry 6 Credits
- DIMA 1230 - Drawing for Electronic Media 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- ENTR 2040 - Entrepreneurship Feasibility Study 4.5 Credits
- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- ENTR 2090 - Entrepreneurship Business Plan 4.5 Credits
- FASH 2900 - Special Topics in Fashion Design Variable Credits
- FASH 2920 - Fashion Practicum 4.5 Credits
- INFO 1957 - Innovative Technologies and Wearables 4.5 Credits
- MATH 1410 - Statistics 4.5 Credits
- PHOT 1101 - Basic Digital Photography 6 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Interior Design

Interior Design (IDAS1)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus

This degree provides students with aesthetic design knowledge and skills and a practical knowledge of retail and business procedures in the area of interior products and services. Job opportunities include positions as interior design assistants and consultants and sales personnel for local interior product retailers and vendors. All INTD prefix courses, with the exception of INTD 2981, transfer to the University of Nebraska at Kearney's Interior Design program. Ask an advisor for details.

Graduation Requirements
Major Requirements: 73.0
General Education: 22.5
Total credit hours required: 95.5

The following General Education courses are recommended for Fashion Design (FDAAS): Critical Thinking/Creativity & Social/Cultural Awareness: ARTS 1000

Major Requirements for Interior Design

- INTD 1100 - Illustration Techniques for Interiors 3 Credits
- INTD 1210 - Foundations for Interior Design 4.5 Credits
- INTD 1220 - Residential Design 4.5 Credits
- INTD 1230 - Kitchen and Bath Design 3 Credits
- INTD 1260 - Color Theory 4.5 Credits
- INTD 1310 - Fundamentals of Textiles 4.5 Credits
- INTD 1320 - Interior Finishes and Materials 4.5 Credits
- INTD 1410 - History of Architecture and Interiors 4.5 Credits
- INTD 1420 - History of Furniture 4.5 Credits
- INTD 2100 - Interior Illustration 4.5 Credits
- INTD 2200 - Digital Design Principles for Interior Designers 4.5 Credits
- INTD 2250 - Commercial Design 4 Credits
- INTD 2520 - Professional Practice 3 Credits
- INTD 2940 - Interior Design Capstone 3 Credits
- INTD 2981 - Internship 3 Credits

Note: To register for INTD 2981, students must contact an interior design instructor and have completed a

minimum of 30.0 credit hours in the Interior Design program.

Select 13.5 Credit Hours from the Following:

- ACCT 1050 - Survey of Accounting 4.5 Credits

OR

- ACCT 1100 - Accounting I 4.5 Credits

- ARTS XXXX - Course of choice 4.5 Credits

- BSAD 1000 - Introduction to Business 4.5 Credits

OR

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits

- ENTR 2050 - Marketing for the Entrepreneur 4.5 Credits
- ENTR 2060 - Entrepreneurship Legal Issues 4.5 Credits
- ENTR 2070 - Entrepreneurship Financial Topics 4.5 Credits
- INTD 2900 - Special Topics in Interior Design Variable Credits

Note: To register for INTD 2900, students must contact an interior design instructor and have completed a minimum of 30.0 credit hours in the Interior Design program.

- SCET 1120 - AutoCAD Essentials 9 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Photography

Photography (PTAS3)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus

A degree in photography provides students with the necessary experience and skills to pursue a variety of enrichment and employment opportunities related to photography. Upon completion students will be practiced in the professional skills necessary for fine-art

production, product photography, portrait photography, photojournalism, photo-finishing, digital imaging services, retail photo sales, or as independent business owner. This degree is designed to transfer to area universities including UNO and UNL. **Note:** For the most current list of transfer course listings, visit www.mccneb.edu/transfer

Graduation Requirements
Major Requirements: 58.5
Additional Requirements: 12.0-13.5
General Education: 22.5-24.5
Total credit hours required: 93.0-96.5

Major Requirements for Photography

- ARTS 1020 - 2-D Design 4.5 Credits
- PHOT 1101 - Basic Digital Photography 6 Credits
- PHOT 1102 - Basic Analog Photography 6 Credits
- PHOT 1103 - Intermediate Digital Photography 6 Credits
- PHOT 1104 - Intermediate Analog Photography 6 Credits
- PHOT 1105 - History of Photographic Practice 6 Credits
- PHOT 1106 - History of Photographic Process 6 Credits
- PHOT 1107 - Basic Photography Lighting 6 Credits
- PHOT 1108 - Basic Experimental Photography 6 Credits
- PHOT 2200 - Portfolio Development and Professional Practices 6 Credits

Additional Requirements

Students should work with faculty to select courses from the Additional Requirements list that meet their career goals.

Select 12.0-13.5 credit hours from the following:

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- PHOT 1500 - Moving Image Lab 6 Credits
- PHOT 2105 - Photographic Concept Development 6 Credits
- PHOT 2107 - Intermediate Photographic Lighting 6 Credits
- PHOT 2108 - Intermediate Experimental Photography 6 Credits
- PHOT 2900 - Special Topics in Photography Variable Credits
- PHOT 2981 - Internship Variable Credits
- ARTS XXXX - Courses of choice 4.5 - 13.5 Credits
- DIMA XXXX - Courses of choice 4.5 -13.5 Credits
- INTD XXXX - Courses of choice 4.5 - 13.5 Credits
- VACA XXXX - Courses of choice 4.5-13.5 Credits
- THEA XXXX - Courses of choice 4.5-13.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical*

Thinking/Creativity and Social/Cultural Awareness competency.

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Certificate in Analog Photography (PTACC)

Award: Career Certificate
Pathway to Associate Degree: Photography (PTAS3)
Program Location: Elkhorn Valley Campus

Graduation Requirement: 24.0 credit hrs.

This certificate provides students basic skills in analog photography applications. This program encourages personal artistic expression and can lead to pursuit of the Associate of Applied Science degree in photography.

Requirements for Certificate in Analog Photography
- PHOT 1102 - Basic Analog Photography 6 Credits
- PHOT 1104 - Intermediate Analog Photography 6 Credits
- PHOT 1106 - History of Photographic Process 6 Credits
- PHOT 1108 - Basic Experimental Photography 6 Credits

Certificate in Digital Photography (PTDCC)

Award: Career Certificate
Pathway to Associate Degree: Photography (PTAS3)
Program Location: Elkhorn Valley Campus

Graduation Requirement: 24.0 credit hrs.

This certificate provides students basic skills in digital photography applications. This program can lead to entry level employment opportunities in the photographic industry or encourage pursuit of the Associate of Applied Science degree in photography.

Requirements for Certificate in Digital Photography
- PHOT 1101 - Basic Digital Photography 6 Credits
- PHOT 1103 - Intermediate Digital Photography 6 Credits
- PHOT 1105 - History of Photographic Practice 6 Credits
- PHOT 1107 - Basic Photography Lighting 6 Credits

Theatre

Technical Theatre Associate of Applied Science (THAAS)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

The Technical Theatre Associate of Applied Science degree provides hands-on training in theatre craftsmanship and technology in partnership with the professional artists at the Omaha Community Playhouse.

Graduation Requirements
Major Requirements: 58.5
Electives: 13.5 - 18.0
General Education: 22.5
Total credit hours required: 94.5 - 99.0

The following General Education courses are recommended for Technical Theatre AAS (THAAS): Communication: ENGL 1010

Major Requirements
- THEA 1000 - Introduction to Theatre 4.5 Credits
- THEA 1110 - Theatre Technology I 4 Credits
- THEA 1120 - Theatre Technology II 4 Credits
- THEA 1130 - Theatre Technology III 4 Credits
- THEA 2010 - Script Analysis 4.5 Credits
- THEA 2150 - Stage Rigging 4.5 Credits
- THEA 2160 - Principles of Stage Lighting 4.5 Credits
- THEA 2170 - Stage Management 4.5 Credits
- THEA 2981 - Cooperative Study I 4 Credits
- THEA 2982 - Cooperative Study II 4 Credits
- THEA 2983 - Cooperative Study III 4 Credits
- THEA 2984 - Cooperative Study IV 4 Credits
- THEA 2985 - Cooperative Study V 4 Credits
- THEA 2986 - Cooperative Study VI 4 Credits

Electives
Select 13.5 - 18.0 credits from the following courses:

- ARCH 1010 - Visual Literacy and Graphic Communication I 4.5 Credits
- ARCH 1015 - Visual Literacy and Graphic Communication II 4.5 Credits
- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- ARTS 1030 - 3-D Design 4.5 Credits
- ARTS 2030 - Elementary Sculpture 4.5 Credits
- CNST 1050 - Introduction to Carpentry 4.5 Credits
- ELTR 1200 - Basic Electricity 8 Credits
- PHOT 1101 - Basic Digital Photography 6 Credits
- PHOT 1102 - Basic Analog Photography 6 Credits
- PHOT 1500 - Moving Image Lab 6 Credits
- WELD 0900 - Introduction to Welding 3 Credits
- THEA 2900 - Special Topics in Theatre Variable Credits
- THEA 2920 - Theatre Practicum Variable Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Theatre (THEAA)

Award: Associate in Arts Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

This degree trains students in the history, performance, production, and cultural importance of theatre. Theatre - a blend of visual arts/design, music, literature, research, physical expression, technology, and business - is the quintessential liberal arts degree. Theatre studies strengthen interpersonal communication and public presentation skills; develop critical thinking and collaborative skills; and give a solid background in interdisciplinary arts, social awareness, and appreciation of diverse cultures. Students who successfully complete this degree can go on to a baccalaureate institution to major in theatre, speech/communications, film/digital media, or related humanities or education fields.

Graduation Requirements
Major Requirements: 67.0
General Education: 36.0
Total credit hours required: 103.0

Major Requirements for Theatre
- THEA 1000 - Introduction to Theatre 4.5 Credits
- THEA 1110 - Theatre Technology I 4 Credits
- THEA 2010 - Script Analysis 4.5 Credits

- THEA 2020 - Fundamentals of Acting I 4.5 Credits
- THEA 2030 - Playwriting I 4.5 Credits

Select 36.0 Credit Hours from the Following:
- THEA 1120 - Theatre Technology II 4 Credits
- THEA 1130 - Theatre Technology III 4 Credits
- THEA 2021 - Fundamentals of Acting II 4.5 Credits
- THEA 2031 - Playwriting II 4.5 Credits
- THEA 2040 - Movement for the Actor 4.5 Credits
- THEA 2050 - Voice for the Actor 4.5 Credits
- THEA 2150 - Stage Rigging 4.5 Credits
- THEA 2160 - Principles of Stage Lighting 4.5 Credits
- THEA 2170 - Stage Management 4.5 Credits

- THEA 2900 - Special Topics in Theatre Variable Credits

OR
- THEA 2920 - Theatre Practicum Variable Credits

- THEA 2981 - Cooperative Study I 4 Credits
- THEA 2982 - Cooperative Study II 4 Credits
- THEA 2983 - Cooperative Study III 4 Credits

Select 9.0 Credit Hours from the Following:
- HUMS XXXX - Course of choice 4.5 Credits
- MUSC XXXX - Course of choice 4.5 Credits
- PHIL XXXX - Course of choice 4.5 Credits
- COMS XXXX - Course of choice 4.5 Credits

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours
- MATH 1315 - College Algebra or higher

OR
- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

AND
- Gen Ed Social Sciences course options

Scientific Inquiry
1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Theatre - Theatre Technology (THETC)

Award: Certificate of Achievement
Pathway to Associate Degree: Theatre (THEAA)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

This certificate allows students to gain necessary skills to work behind-the-scenes in theatre doing costuming, scenery, lighting, or sound. Students accepted into the Theatre Technology Apprenticeship program are expected to spend at least 15 hours per week in training.

The Theatre Technology Apprenticeship program is a two-year program run in conjunction with the Omaha Community Playhouse. In order to satisfy the 1500-hour requirement to receive the Theatre Technology Apprenticeship Program Certificate from the U.S. Department of Labor, students are required to complete an additional 24.0 credit hours of cooperative study courses (THEA 2981-THEA 2986) beyond the MCC certificate of achievement.

Graduation Requirements
Major Requirements: 34.5
General Education: 13.5
Total credit hours required: 48.0

Major Requirements for Theatre - Theatre Technology

- THEA 1000 - Introduction to Theatre 4.5 Credits
- THEA 1110 - Theatre Technology I 4 Credits
- THEA 1120 - Theatre Technology II 4 Credits
- THEA 1130 - Theatre Technology III 4 Credits
- THEA 2010 - Script Analysis 4.5 Credits
- THEA 2150 - Stage Rigging 4.5 Credits
- THEA 2160 - Principles of Stage Lighting 4.5 Credits
- THEA 2170 - Stage Management 4.5 Credits

OR

- THEA 2900 - Special Topics in Theatre Variable Credits (Variable Credits)

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Theatre - Playwriting (THPCC)

Award: Career Certificate
Pathway to Associate Degree: Theatre (THEAA)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

Graduation Requirement: 27 credit hrs.

This certificate provides students with basic skills in playwriting. Playwrights may seek commissions or play submission opportunities (workshop or full production), or they may produce their work independently.

Requirements for Theatre - Playwriting Career Certificate

- THEA 1000 - Introduction to Theatre 4.5 Credits
- THEA 2010 - Script Analysis 4.5 Credits
- THEA 2020 - Fundamentals of Acting I 4.5 Credits
- THEA 2030 - Playwriting I 4.5 Credits
- THEA 2031 - Playwriting II 4.5 Credits
- ENGL 1310 - Creative Writing 4.5 Credits

Video/Audio Communication Arts

Video/Audio Communication Arts (VAAAS)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus

This degree provides students with a background in various aspects of video and audio production and post-production. Graduates of this program should be adaptable to the following employment situations: videographer for television, independent producer, or in-house production facility; technical representative for manufacturers; or reselling. This degree is designed to transfer to area universities including UNO and Bellevue University.

Graduation Requirements
Major Requirements: 63.0
Electives: 9.0-10.5
General Education: 22.5
Total credit hours required: 94.5-96.0

Major Requirements for Video/Audio Communication Arts

- PHOT 1101 - Basic Digital Photography 6 Credits
- PHOT 1500 - Moving Image Lab 6 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 1130 - Video I - Studio 4.5 Credits
- VACA 1200 - Sound for Film 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits
- VACA 2130 - Video II - Field 4.5 Credits
- VACA 2131 - Video III - Project Development 4.5 Credits
- VACA 2220 - Digital Media Editing 4.5 Credits
- VACA 2240 - Cinematography 4.5 Credits
- VACA 2310 - The Business of Media 4.5 Credits
- VACA 2540 - Video Portfolio Development 3 Credits

- VACA 2940 - MetroVision Practicum 3 Credits

OR

- VACA 2981 - Internship Variable Credits

Electives

Select 9.0-10.5 credit hours from the following:

- ARTS 1010 - Elementary Drawing 4.5 Credits
- ARTS 1020 - 2-D Design 4.5 Credits
- DIMA 1220 - Character, Narrative, and Storyboard Development 4.5 Credits
- DIMA 1450 - Design for Motion Graphics I 4.5 Credits
- DIMA 1620 - Introduction to 3-D Modeling and Animation 4.5 Credits
- HUMS 2310 - Film History and Appreciation 4.5 Credits
- THEA 2010 - Script Analysis 4.5 Credits
- THEA 2020 - Fundamentals of Acting I 4.5 Credits
- THEA 2030 - Playwriting I 4.5 Credits
- VACA 2020 - Audio II 4.5 Credits
- VACA 2030 - Audio III 4.5 Credits
- VACA 2050 - Pro-Tools 4.5 Credits
- VACA 2060 - Audio Mixing and Summing 4.5 Credits
- VACA 2080 - Surround Sound Mixing 4.5 Credits
- VACA 2230 - Video Post-Production 4.5 Credits
- VACA 2250 - Art In Film 4.5 Credits
- VACA 2900 - Special Topics in Video/Audio Variable Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Video/Audio Communication Arts - Digital Cinema (VDCC1)

Award: Certificate of Achievement
Pathway to Associate Degree: Video/Audio Communication Arts (VAAAS)
Program Location: Elkhorn Valley Campus

This certificate provides students with basic skills using tools in digital film production. Students may seek employment in entry-level production environments, freelance positions, or as independent filmmakers.

Graduation Requirements
Major Requirements: 37.5
General Education: 13.5
Total credit hours required: 51.0

The following General Education courses are recommended for Digital Cinema (VDCC1): Critical Thinking/Creativity & Social/Cultural Awareness: HUMS 2310

Major Requirements for Video/Audio Communication Arts - Digital Cinema

- PHOT 1500 - Moving Image Lab 6 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits
- VACA 2130 - Video II - Field 4.5 Credits
- VACA 2131 - Video III - Project Development 4.5 Credits
- VACA 2220 - Digital Media Editing 4.5 Credits
- VACA 2240 - Cinematography 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Video/Audio Communication Arts - Screenwriting (VACS1)

Award: Certificate of Achievement
Program Location: Elkhorn Valley Campus

This certificate of achievement provides students with an in-depth opportunity to learn writing for the screen in traditional media, short and feature film, and new media. Students may seek employment in the production industry as a commercial screenwriter, corporate/industrial screenwriter, or as an independent screenwriter.

Graduation Requirements
Major Requirements: 37.5
General Education: 13.5
Total credit hours required: 51.0

The following General Education courses are recommended for Screenwriting (VACS1): Communication: ENGL 1010; Critical Thinking/Creativity & Social/Cultural Awareness: HUMS 2310

Major Requirements for Video/Audio Communication Arts - Screenwriting

- ENGL 1020 - English Composition II 4.5 Credits
- PHOT 1500 - Moving Image Lab 6 Credits
- THEA 2010 - Script Analysis 4.5 Credits

- THEA 2020 - Fundamentals of Acting I 4.5 Credits
- THEA 2030 - Playwriting I 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits
- VACA 2240 - Cinematography 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Video/Audio Communication Arts - Sound Recording (VSRC1)

Award: Certificate of Achievement
Program Location: Elkhorn Valley Campus

This certificate provides students with basic professional skills to work in the audio recording field. Students earning a certificate may seek employment in entry-level recording environments, including live music performance, sound for television and film, and the sound recording studio.

Graduation Requirements
Major Requirements: 37.5
General Education: 13.5
Total credit hours required: 51.0

Major Requirements for Video/Audio Communication Arts - Sound Recording

Students should work with faculty to select courses from the list that meet their career goals.

- PHOT 1500 - Moving Image Lab 6 Credits
- VACA 1020 - Audio I 4.5 Credits
- VACA 1200 - Sound for Film 4.5 Credits
- VACA 2020 - Audio II 4.5 Credits
- VACA 2030 - Audio III 4.5 Credits
- VACA 2050 - Pro-Tools 4.5 Credits
- VACA 2060 - Audio Mixing and Summing 4.5 Credits
- VACA 2080 - Surround Sound Mixing 4.5 Credits

Note: Internship must be taken for 4.5 credit hours if taken in lieu of VACA 2030 - Audio III.

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.	• Gen Ed Humanities course options OR • Gen Ed Social Science course options

Health Professions

Health

- Respiratory Technology (RPTAS), Associate in Applied Science Degree
- Medical Assisting (MDACE), Certificate of Achievement
- Paramedicine (PMPMC), Certificate of Achievement
- Public Health (PBHCE), Certificate of Achievement
- Spanish for Healthcare (SMPS1), Career Certificate

Health Data and Information Management

- Health Data and Information Management (HDIAS), Associate in Applied Science Degree

Health Information Management Systems

- Health Information Management Systems - Medical Coding and Billing (HIMC1), Associate in Applied Science Degree
- Health Information Management Systems - Medical Office Management (HIMO1), Associate in Applied Science Degree
- Health Information Management Systems - Medical Office Assistant (HIACE), Certificate of Achievement

Nursing

- Nursing (ASNAS), Associate in Science in Nursing
- Nursing, Practical (LPNCE), Certificate of Achievement

General Health Studies/Professional Health Studies

- General Health Studies (GHAAS), Associate in Applied Science
- Medical Assisting - Professional Health Studies (PHSMO), Associate in Applied Science
- Paramedicine - Professional Health Studies (PHPMO), Associate in Applied Science

Health Data & Information Management & Health Information Management Systems - Program Differences

	Health Data and Information Management (HDIM)	Health Information Management Systems (HIMS)
Focus	Management and use of health information in organizations across the continuum of health care, from preventive to chronic long term	Manage staff and/or systems used to collect, store, retrieve, and communicate healthcare data that is used for the planning, delivery, reimbursement, protection and evaluation of patient care in the healthcare arena.
Potential Credential	• Registered Health Information Technician (RHIT) • Certified Coding Specialist (CCS) • Certified Professional Coder (CPC) • Certified Tumor Registrar (CTR) • Certified Health Data Analyst (CHDA) • Certified Document Improvement Practitioner (CDIP)	• Certified Professional Coder (CPC) • Certified Professional Coder - Payer (CPC-P) • Certified Outpatient Coder/ER Coder (COC) • Certified Physician Practice Manager (CPPM) • Certified Professional Medical Auditor (CPMA)
Title Samples	• Health data analyst • Clinical coder • Clinical documentation specialist • Clinical informatics specialist • Document improvement specialist • Cancer registrar • Reimbursement specialist • Release of information specialist • Compliance specialist • EHR super user • Revenue cycle coordinator • Performance improvement analyst	• Coder and biller • Outpatient coder • Reimbursement specialist • Medical office manager • Medical office supervisor • Medical auditor • Medical office assistant
Employers	Hospitals, physician practices, outpatient clinics, health insurers, long term care facilities, release of information companies, EHR vendors	Hospitals, physician practice, ambulatory surgery center, clinics, insurance companies, pharmacy billing companies, outpatient facilities, emergency rooms, independent contractor, third-party billers, physical therapy clinics, durable medical companies

Health

Respiratory Therapy (RPTAS)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

Utilizing sophisticated biomedical equipment, respiratory therapists provide diagnostic testing, treatment, and preventive care to patients with cardiopulmonary disorders under the direct or indirect supervision of a physician. Upon completion of this degree, students are eligible to take the registry examination in respiratory care administered by the National Board for Respiratory Care.

The Respiratory Therapy program is accredited by CoARC - the Commission on Accreditation for Respiratory Care, 264 Precision Blvd, Telford, TN 37690, 1-817-283-2835.

All required classes for the RPTAS degree must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 76.5
Other Requirements: 21.5-22.5
General Education: 33.0
Total credit hours required: 131.0-132.0

This program has special admission requirements. Contact Student Services or the Respiratory Therapy program director for more information and to obtain a current admission information packet, or visit www.mccneb.edu/healthcareers.

Major Requirements for Respiratory Therapy

- RESP 1000 - Orientation to Respiratory Care 3 Credits
- RESP 1010 - Introduction to Respiratory Care 4.5 Credits
- RESP 1020 - Cardiopulmonary Anatomy and Physiology 4.5 Credits
- RESP 1030 - Respiratory Care Procedures I 4.5 Credits
- RESP 1031 - Current Concepts I 2 Credits
- RESP 1040 - Respiratory Care Procedures II 4.5 Credits
- RESP 1041 - Current Concepts II 2 Credits
- RESP 1042 - Pharmacology for Respiratory Care 3 Credits
- RESP 1991 - Clinical Practicum I 5.5 Credits
- RESP 1992 - Clinical Practicum II 5.5 Credits
- RESP 1993 - Clinical Practicum III 5.5 Credits
- RESP 2100 - Advanced Respiratory Care 4.5 Credits
- RESP 2101 - Current Concepts III 2 Credits
- RESP 2120 - Cardiology and Hemodynamics 3 Credits
- RESP 2121 - Current Concepts IV 2 Credits
- RESP 2122 - Pediatric and Neonatal Respiratory Care 3 Credits
- RESP 2131 - Current Concepts V 2 Credits
- RESP 2132 - Respiratory Care Seminar 4.5 Credits
- RESP 2994 - Clinical Practicum IV 5.5 Credits
- RESP 2995 - Clinical Practicum V 5.5 Credits

Other Requirements for Respiratory Therapy

- BIOS 1010 - General Biology 6 Credits

- BIOS 1310 - Survey of Human Anatomy and Physiology 5 Credits

OR

- BIOS 2310 - Human Anatomy and Physiology I 6 Credits

- BIOS 2320 - Human Anatomy and Physiology II 6 Credits

And

- CHEM 1010 - College Chemistry 6 Credits

- PHYS 1010 - Applied Physics 4.5 Credits

General Education Requirements (33.0 credit hrs.)

Communication

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits

Social Sciences

- PSYC 1010 - Introduction to Psychology 4.5 Credits

Quantitative/Numeracy Skills

- MATH 1315 - College Algebra 4.5 Credits

Natural Sciences

- BIOS 2150: Additional prerequisite(s) may be required.
- BIOS 2150 - Microbiology 6 Credits

Additional

- HMRL 1010 - Human Relations Skills 4.5 Credits
- INFO 1001 - Information Systems and Literacy 4.5 Credits

Medical Assisting (MDACE)

Award: Certificate of Achievement
Pathway to Associate Degree: Professional Health Studies - Medical Assisting (PHSMO)
Program Location: South Omaha Campus

One of the fastest growing healthcare occupations today is the medical assistant. Medical Assisting is a one-year certificate of achievement designed to give students the knowledge and skills to gain entry level employment as a medical assistant and to function in various capacities in the medical office or healthcare settings.

The Medical Assisting Program at MCC bases the instructional method around three learning Domains: Cognitive- (didactic or theory), Psychomotor-(clinical skills or competencies), and Affective-(how the clinical and administrative skills or competencies affect patients).

This program has special admission requirements. Contact Student Services for more information and to obtain a current admission information packet.

All required classes for the MDACE degree must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 70.0
Additional Requirements: 6.0
General Education: 13.5
Total credit hours required: 89.5

Major Requirements for Medical Assisting

- HIMS 1150 - Introduction to Medical Law and Ethics 4.5 Credits
- MDST 1010 - Clinical Procedures I 6 Credits
- MDST 1020 - Administrative Procedures I 4.5 Credits
- MDST 1030 - Medical Disorders 3.5 Credits
- MDST 1040 - Clinical Terminology I 4.5 Credits
- MDST 1050 - Clinical Terminology II 4.5 Credits
- MDST 2010 - Clinical Procedures II 6 Credits
- MDST 2020 - Administrative Procedures II 4.5 Credits
- MDST 2030 - Laboratory Techniques 3.5 Credits
- MDST 2110 - Pharmacology for Medical Assistants and Allied Health Professionals I 4.5 Credits
- MDST 2120 - Pharmacology for Medical Assistants and Allied Health Professionals II 4.5 Credits
- MDST 2980 - MDST Externship 18.5 Credits
- WORK 1402 - Employability Skills Fundamentals 1 Credits

Additional Requirements

- BIOS 1310 - Survey of Human Anatomy and Physiology 5 Credits
- EMSP 1000 - Cardiopulmonary Resuscitation for Healthcare Providers 1 Credits

General Education Requirements (13.5 credit hrs.)

Communication

Select one course from the following:

- ENGL 1010 should be taken by students seeking the Professional Health Studies option.
- ENGL 1010 - English Composition I 4.5 Credits

Critical Thinking/Creativity & Social/Cultural Awareness

- PSYC 1120 - Human Growth and Development 4.5 Credits

Quantitative/Numeracy

Select one course from the following:

- MATH 1240 - Technical Mathematics 4.5 Credits
- MATH 1315 - College Algebra 4.5 Credits

Note: MATH 1240 does not count toward nursing admission or Professional Health Studies degree. Those students should take MATH 1315 or higher level MATH course.

Note: The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Ste 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Students who successfully complete the Medical Assisting program can earn the Professional Health Studies degree by fulfilling the additional 4.5 credit hours in general education requirements.

Paramedicine (PMPMC)

Award: Certificate of Achievement
Pathway to Associate Degree: Professional Health Studies - Paramedicine (PHPMO)

Program Location: Fremont Campus, South Omaha Campus

This certificate of achievement allows students after successful completion to sit for the National Registry exam. Once certified, students can apply for state licensure. Upon becoming licensed, students can function as advanced providers in a fire department, with a transport service, or in a hospital emergency room.

The Metropolitan Community College Emergency Medical Services Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahelp.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158 Clearwater FL 33763 727-210-2350 www.caahep.org

To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088
All required classes for the PMPMC degree must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 71.5
General Education: 13.5
Total credit hours required: 85.0

Major Requirements for Paramedicine

- EMSP 1000 - Cardiopulmonary Resuscitation for Healthcare Providers 1 Credits
- EMSP 1100 - Emergency Medical Technician 12 Credits
- EMSP 1120 - Paramedic Part 1 of 4 12 Credits
- EMSP 1122 - Paramedic Part 2 of 4 12 Credits
- EMSP 1123 - Paramedic Clinical/Field Component Part 1 of 3 3.5 Credits
- EMSP 1124 - Paramedic Part 3 of 4 12 Credits
- EMSP 1125 - Paramedic Clinical/Field Part 2 of 3 3.5 Credits
- EMSP 1126 - Paramedic Part 4 of 4 12 Credits
- EMSP 1127 - Paramedic Clinical/Field Part 3 of 3 3.5 Credits

General Education Requirements (13.5 credit hrs.)

Communication

- ENGL 1010 - English Composition I 4.5 Credits

Critical Thinking/Creativity & Social/Cultural Awareness

See Humanities course options

- Humanities/Social Sciences 4.5 Credits

Quantitative/Numeracy

- MATH 1315 - College Algebra 4.5 Credits

Note: Students who successfully complete the Paramedicine program can earn the Professional Health Studies degree by fulfilling the additional 10.5 credit hours in general education requirements.

Public Health (PBHCE)

Award: Certificate of Achievement
Pathway to Associate Degree: General Health Studies Associate in Applied Science (GHAAS)
Program Location: South Omaha Campus, Fremont Campus, Online

The certificate in public health is to educate front-line health workers with expertise and experience in assisting individuals and communities to navigate the U.S. community health, health care, and the entire healthcare paradigm systems; improve the quality and cultural competence of service delivery; and accomplish personal prevention and health care goals. Students will have coursework in prevention and community health, emotional health care, parenting and family problem solving, and school coursework. Basic written and oral communication skills as well as fundamental quantitative skills are essential for success and are integrated throughout the curriculum. Concepts of determinants include client-centered care and decision making, accessing resources for diverse families, cultural competence, and disease self-management. The curriculum is designed to be flexible enough to accommodate differing state regulations and differing local job markets.

For more information about educational cost, median loan debt, and other important Gainful Employment information related to this program, please visit our website at: www.mccneb.edu/Academics/Programs-of-Study/Health-Sciences-and-Health-Technology/Public-Health.aspx

All required classes for the PBHCE degree must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 34.5
General Education: 13.5
Total credit hours required: 48.0

Major Requirements for Public Health

- ECED 1230 - School-Age Child Development and Programming 4.5 Credits

- ECED 1260 - Children's Health and Nutrition 4.5 Credits
- HLTH 1510 - Foundations of Public Health 4.5 Credits
- HLTH 1520 - Prevention in Community Health 4.5 Credits
- HLTH 2900 - Selected Topics Variable Credits
- HLTH 2960 - Internship 6 Credits
- PSYC 1110 - Parenting and Family Problem Solving 4.5 Credits
- WORK 1402 - Employability Skills Fundamentals 1 Credits
- EMSP 1000 - Cardiopulmonary Resuscitation for Healthcare Providers 1 Credits

Note: EMSP 1000 is required for those who do not currently hold a valid CPR/first aid card.

General Education Requirements (13.5 credit hrs.)

Communication
- ENGL 1225 - Applied Communications I 4.5 Credits

Humanities/Social Sciences
- PSYC 1120 - Human Growth and Development 4.5 Credits

Quantitative/Numeracy Skills
- Any 1000-level of Mathematics 4.5 Credit

OR
- FINA 1000 - Financial Literacy 4.5 Credits

Spanish for Healthcare (SMPS1)

Award: Career Certificate
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

Graduation Requirement: 24.0 credit hrs.

Students who wish to study Spanish to better communicate with medical patients or clients can earn the Spanish for Healthcare career certificate by completing the following courses. It provides the basic knowledge to hold beginning to intermediate conversations with Spanish-speaking individuals.

Requirements for Spanish for Healthcare Career Certificate (24.0 credit hrs.)
- SPAN 1060 - Spanish for Healthcare I 4.5 Credits
- SPAN 1061 - Spanish for Healthcare II 4.5 Credits
- SPAN 2060 - Intermediate Spanish for Healthcare I 4.5 Credits
- SPAN 2061 - Intermediate Spanish for Healthcare II 4.5 Credits
- SPAN 2982 - Spanish for Healthcare Internship variable Credits

Health Data and Information Management

Health Data and Information Management (HDIAS)

Award: Associate in Applied Science Degree
Program Location: Online

Graduates of the Health Data and Information Management (HDIM) program are prepared to work in health information management (HIM) in organizations that create, manage, and utilize health information. Their roles range from clinical coder, data analyst, and cancer registrar to electronic health record specialist. The program combines online instruction, online practical activities, and an in-person practicum experience to prepare students for entry-level employment in the health information management field. Graduates are prepared to pursue a bachelor's degree at an accredited health information management college or university.

The HDIM program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to take the national Registered Health Information Technician (RHIT) exam.

Prior to acceptance into the program, students must complete English Level I, Critical Thinking/Creativity & Social/Cultural Awareness, and Professionalism/Life Skills & Information Literacy general education requirements.

Graduation Requirements
Major Requirements: 60.5
Other Requirements: 21.0-21.5
General Education: 22.5
Total credit hours required: 104 - 104.5

The following General Education course is required for Health Data & Information Management (HDIAS): Quantitative/Numeracy Skills: MATH 1410

Major Requirements for Health Data and Information Management

Students must be accepted into the HDIM Program to be enrolled in the program major requirements. If unable to

start the HDIM program right away, students can start working on the other program requirements. All courses that do not have an HDIM or HITP prefix, with the exception of HDIM 1001, can be taken before acceptance into the HDIM program. Prerequisites and the application process can be found at www.mccneb.edu/Academic-Programs/Programs-of-Study/Information-Technology-and-E-Learning/Healthcare-Information-and-Administration.aspx.

- HDIM 1010 - Healthcare Delivery Systems 4.5 Credits
- HDIM 1020 - Health Data and Electronic Health Records 4.5 Credits
- HDIM 1030 - Healthcare Data Management and Use 4.5 Credits
- HDIM 2010 - Healthcare Statistics and Data Analytics 4.5 Credits
- HDIM 2020 - Health Law, Privacy, and Ethics 4.5 Credits
- HDIM 2030 - Performance Improvement and Creating Databases 4.5 Credits
- HDIM 2040 - Information Systems in Healthcare 4.5 Credits
- HDIM 2050 - Healthcare Reimbursement and Revenue Cycle Management 4.5 Credits
- HDIM 2060 - Supervision in Healthcare 4.5 Credits
- HDIM 2421 - Clinical Coding I 4.5 Credits
- HDIM 2431 - Clinical Coding II 4.5 Credits
- HDIM 2432 - Clinical Coding III 4.5 Credits
- HDIM 2982 - HDIM Capstone 4.5 Credits
- HDIM 2983 - HDIM Practicum 2 Credits

Other Program Requirements

- HDIM 1001 - Medical Terminology 4.5 Credits
- HIMS 1180 - Disease Processes 4.5 Credits
- HIMS 1410 - Introduction to Insurance 3 Credits
- HIMS 2155 - Fundamentals of Pharmacology 4.5 Credits

Select One of the Following:

- BIOS 1310 - Survey of Human Anatomy and Physiology 5 Credits
- HIMS 1310 - Introduction to Anatomy and Physiology 4.5 Credits

Note: The HDIM program has special admission requirements. Visit the HDIM web page at mccneb.edu/Academic-Programs/Programs-of-Study/Information-Technology-and-E-Learning/Healthcare-Information-and-Administration.aspx for the application packet and information. Direct questions to the director of the HDIM Program at HDIM@mccneb.edu.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select English Level 1 course from the list of Communication General Education courses in the current course catalog.

- Gen Ed English Level 1 course options

Quantitative/Numeracy

- MATH 1410 - Statistics 4.5 Credits

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Sciences course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Natural Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relation Skills

Health Information Management Systems

Health Information Management Systems - Medical Coding and Billing (HIMC1)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

Using their acquired knowledge and skills, this degree prepares students for entry-level employment in a healthcare facility as a successful coding specialist. All course grades must be a C or higher to meet completion requirements. Any courses with grades less than a C must be re-taken.

Graduation Requirements
Major Requirements: 44.5
Option Requirements: 29.0
General Education: 22.5
Total credit hours required: 96.0

The following General Education courses are recommended for Medical Coding and Billing (HIMC1): Communication: ENGL 1220 and Quantitative/Numeracy Skills: MATH 1220 or higher

Major Requirements for Health Information Management Systems

- HIMS 1111 - Healthcare Careers 4.5 Credits
- HIMS 1120 - Medical Terminology I 4.5 Credits
- HIMS 1130 - Medical Terminology II 4.5 Credits
- HIMS 1150 - Introduction to Medical Law and Ethics 4.5 Credits
- HIMS 1212 - Microsoft Word for Medical Office 4.5 Credits
- HIMS 1310 - Introduction to Anatomy and Physiology 4.5 Credits
- HIMS 1350 - EHR Lab Experience 4.5 Credits
- HIMS 2110 - Principles of Management in Healthcare 4.5 Credits
- HIMS 2980 - Medical Office Applications 4.5 Credits
- HIMS 2981 - Internship 4 Credits

Option Requirements for Health Information Management Systems - Medical Coding and Billing

- HIMS 1180 - Disease Processes 4.5 Credits
- HIMS 1410 - Introduction to Insurance 3 Credits
- HIMS 2155 - Fundamentals of Pharmacology 4.5 Credits
- HIMS 2910 - CPC Exam Preparation 8 Credits
- HDIM 2421 - Clinical Coding I 4.5 Credits
- HDIM 2431 - Clinical Coding II 4.5 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.

Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Health Information Management Systems - Medical Office Management (HIMO1)

Award: Associate in Applied Science Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, Online

This degree provides students with the knowledge and skills needed to effectively perform the duties needed in the supervision of medical office staff. All course grades must be a C or higher to meet completion requirements. Any courses with grades less than a C must be re-taken.

Graduation Requirements
Major Requirements: 44.5
Option Requirements: 25.5
General Education: 22.5
Total credit hours required: 92.5

The following General Education courses are recommended for Medical Office Management (HIMO1):
Communication: ENGL 1220; and
Quantitative/Numeracy Skills: MATH 1220 or higher

Major Requirements for Health Information Management Systems

- HIMS 1111 - Healthcare Careers 4.5 Credits
- HIMS 1120 - Medical Terminology I 4.5 Credits
- HIMS 1130 - Medical Terminology II 4.5 Credits
- HIMS 1150 - Introduction to Medical Law and Ethics 4.5 Credits
- HIMS 1212 - Microsoft Word for Medical Office 4.5 Credits
- HIMS 1310 - Introduction to Anatomy and Physiology 4.5 Credits
- HIMS 1350 - EHR Lab Experience 4.5 Credits
- HIMS 2110 - Principles of Management in Healthcare 4.5 Credits
- HIMS 2980 - Medical Office Applications 4.5 Credits
- HIMS 2981 - Internship 4 Credits

Option Requirements for Health Information Management Systems - Medical Office Management

- HIMS 1005 - Introduction to Electronic Health Records 4.5 Credits
- HIMS 1210 - Medical Office Communications 4.5 Credits
- HIMS 1250 - Medical Office Management 4.5 Credits
- HIMS 1410 - Introduction to Insurance 3 Credits
- INFO 1213 - Microsoft Access 4.5 Credits
- HIMS 1512 - Usability and Health Information Systems 4.5 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Health Information Management Systems - Medical Office Assistant (HIACE)

Award: Certificate of Achievement
Pathway to Associate Degree: Health Information Management Systems - Medical Office Management (HIMO1)
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, Online

This certificate of achievement provides the basic foundation necessary to work in healthcare facilities in an entry-level medical secretary/receptionist position. All course grades must be a C or higher to meet completion requirements. Any courses with grades less than a C must be re-taken.

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 21.0
General Education: 13.5
Total credit hours required 48.0

The following General Education courses are recommended for Medical Office Assistant (HIACE):
Communication: ENGL 1220; and
Quantitative/Numeracy Skills: MATH 1220 or higher

Major Requirements for Medical Office

- HIMS 1120 - Medical Terminology I 4.5 Credits
- HIMS 1130 - Medical Terminology II 4.5 Credits
- HIMS 1150 - Introduction to Medical Law and Ethics 4.5 Credits

Option Requirements for Medical Office - Medical Office Assistant

- HIMS 1005 - Introduction to Electronic Health Records 4.5 Credits
- HIMS 1210 - Medical Office Communications 4.5 Credits
- HIMS 1212 - Microsoft Word for Medical Office 4.5 Credits
- HIMS 1250 - Medical Office Management 4.5 Credits
- HIMS 1410 - Introduction to Insurance 3 Credits

Note: The certificate option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major certificate is awarded.

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Nursing

Nursing - Associate Degree (ASNAS)

Award: Associate in Science in Nursing
Program Location: South Omaha Campus

The associate degree nurse has both dependent and independent functions within a variety of healthcare environments throughout the community. This member of the healthcare team selects from a variety of therapeutic nursing interventions to provide care for clients. Graduates of this program are eligible to write the National Licensure Examination (NCLEX-RN) for licensure as a registered nurse.

The Associate Degree Nursing Program is approved by the Nebraska Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000.

All required classes for the ASNAS degree must have a grade of C or better to graduate from the program.

Graduation Requirements
General Education: 46.5
1st year (LPN) Major Requirements: 30.5
2nd year (RN) Major Requirements: 22.0
Total credit hours required: 99.00

MCC's nursing programs have special admissions requirements. Contact Student Services for more information and to obtain a current healthcare admission information packet.

Major Requirements for Nursing - Associate Degree

(30.5 credit hours are earned during first-year LPN.)

- NURS 2140 - Adult Nursing IV 5 Credits
- NURS 2150 - Adult Nursing V 5 Credits
- NURS 2150L - Adult Nursing V Lab 0 Credits
- NURS 2210 - Professional Role of the Nurse II 1 Credits
- NURS 2310 - Mental Health Nursing II 5 Credits
- NURS 2410 - Family Nursing II 5 Credits
- NURS 2520 - Concepts of Health Assessment and Therapeutic Interventions II 1 Credits

General Education Requirements (46.5 credit hrs.)

The general education requirements for this degree program exceed the minimum standard number of hours. For more information, contact Student Services.

Communication

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits

Social Sciences

- PSYC 1120 - Human Growth and Development 4.5 Credits

Quantitative/Numeracy Skills

- MATH 1315 - College Algebra 4.5 Credits

Natural Sciences

- BIOS 2150 - Microbiology 6 Credits
- BIOS 2310 - Human Anatomy and Physiology I 6 Credits
- BIOS 2320 - Human Anatomy and Physiology II 6 Credits
- CHEM 1010 - College Chemistry 6 Credits

Note: BIOS 2150, BIOS 2310: Additional prerequisite(s) may be required.

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Nursing - Practical (LPNCE)

Award: Certificate of Achievement
Program Location: South Omaha Campus

The licensed practical nurse (LPN) participates with other healthcare team members in the planning, implementation, and evaluation of nursing care in a variety of settings. The practical nurse functions under the supervision of a registered nurse or licensed practitioner. Graduates of this program are eligible to

write the National Council Licensure Examination (NCLEX-PN) for licensure as a practical nurse. This program is approved by the Nebraska Board of Nursing.

Graduation Requirements
General Education: 19.5
Major Requirements: 30.5
Additional Requirements: 12.0
Total credit hours required: 62.0

MCC's nursing programs have special admission requirements. Contact Student Services for more information and to obtain a current healthcare admission information packet.

Major Requirements for Nursing - Practical

- NURS 1110 - Adult Nursing I 6 Credits
- NURS 1110L - Adult Nursing I Lab 0 Credits
- NURS 1120 - Adult Nursing II 6 Credits
- NURS 1120L - Adult Nursing II 0 Credits
- NURS 1130 - Adult Nursing III 6 Credits
- NURS 1130L - Adult Nursing III Lab 0 Credits
- NURS 1200 - Professional Role of the Nurse I 1 Credits
- NURS 1300 - Mental Health Nursing I 1 Credits
- NURS 1400 - Family Nursing I 3 Credits
- NURS 1400L - Family Nursing 1 Lab 0 Credits
- NURS 1510 - Concepts of Health Assessment and Therapeutic Interventions I 3.5 Credits
- NURS 1510L - Health & Therapeutic Interventions I Lab 0 Credits
- NURS 1950 - Pharmacology in Nursing 4 Credits

Additional Requirements

- BIOS 2310 - Human Anatomy and Physiology I 6 Credits
- BIOS 2320 - Human Anatomy and Physiology II 6 Credits

Note: Additional prerequisite(s) may be required for BIOS 2310

General Education Requirements (19.5 credit hrs.)

Communication

- ENGL 1010 - English Composition I 4.5 Credits

Quantitative/Numeracy Skills

- MATH 1315 - College Algebra 4.5 Credits

Social Sciences

- PSYC 1120 - Human Growth and Development 4.5 Credits

Natural Sciences

- CHEM 1010 - College Chemistry 6 Credits

General Health Studies/Professional Health Studies

General Health Studies Associate in Applied Science (GHAAS)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus, South Omaha Campus

This option provides students who plan to make application to a four-year institution in the areas of health, emergency services, public service, and medical sciences the opportunity to customize their coursework to meet prerequisites for these programs.

All required classes for the GHAAS degree must have a grade of C or better to graduate from the program.

Graduation Requirements
Major Requirements: 36.0
Option Requirements: 31.5
General Education: 24.0
Total credit hours required: 91.5

Major Requirements for General Health Studies Associate in Applied Science

Complete a minimum of 36.0 course credit hours from a minimum of two prefixes related to health fields. Select from these prefixes: HLTH, HIMS, DENT, NURS, BIOS, SCIE, CHEM, PHYS, MDST, EMSP, FIST, PSYC, SOCI and ECED.

The following example demonstrates a possible combination:

- HIMS 1111 - Healthcare Careers 4.5 Credits
- HIMS 1120 - Medical Terminology I 4.5 Credits
- HIMS 1130 - Medical Terminology II 4.5 Credits
- HIMS 1150 - Introduction to Medical Law and Ethics 4.5 Credits
- HIMS 1180 - Disease Processes 4.5 Credits
- HLTH 1050 - Nutrition in the Life Cycle 4.5 Credits
- HLTH 1200 - Long-Term Care - CNA 6.5 Credits
- HLTH 1300 - Medication Aide 5 Credits

Option Requirements for General Health Studies Track

Select 31.5 credit hours from any of the following health-related prefixes:

- HLTH, HIMS, DENT, NURS, BIOS, SCIE, CHEM, PHYS, MDST, EMSP, and FIST.

Note: that not all courses in the degree may transfer.

General Education Requirements

Communication
- ENGL 1010 - English Composition I 4.5 Credits

Quantitative/Numeracy
- MATH 1315 - College Algebra 4.5 Credits

Critical Thinking/Creativity & Social/Cultural Awareness
See Humanities course options

- Humanities Course of Choice - 4.5 Credits

Scientific Inquiry
See Natural Sciences Course options

- Natural Science 6.0 Credits

Professionalism/Life Skills & Information Literacy
Select 1 course from the following:

- INFO 1001 - Information Systems and Literacy 4.5 Credits
- HMRL 1010 - Human Relations Skills 4.5 Credits

Medical Assisting - Professional Health Studies (PHSMO)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

This option allows expansion of graduates' roles in medical assisting to include supervisory, leadership, and managerial roles and positions. It provides the opportunity and a pathway for lifelong learning as well as to pursue advanced degrees and grow professionally in a variety of healthcare careers.

All required classes for the PHSMO degree must have a grade of C or better to graduate from the program.

Graduation Requirements
Completed Medical Assisting Certificate (MDACE): 89.5
Additional General Education credits*: 4.5
Total credit hours required: 94.0

*Additional MCC General Education competency requirements have been met in the Dental Assisting certificate program. Upon completion, students will have met all MCC General Education requirements.

Option Requirements for Medical Assisting Track
Students who successfully complete the Medical Assisting certificate can earn the Professional Health Studies degree by fulfilling the additional 4.5 credit hours of general education requirements. Note that not all courses in the degree may transfer.

Remaining General Education Requirement for PHSMO

Professionalism Life Skills & Information Literacy
Select one course from of the following:

- INFO 1001 - Information Systems and Literacy 4.5 Credits
- HMRL 1010 - Human Relations Skills 4.5 Credits

Paramedicine - Professional Health Studies (PHPMO)

Award: Associate in Applied Science Degree
Program Location: Fremont Campus, South Omaha Campus

This option allows graduates to transfer to a four-year program in health or medical sciences. Graduates often find an expanded job market available to them as some employers require an associate degree as the minimum for hire.

All required classes for the PHPMO degree must have a grade of C or better to graduate from the program.

Graduation Requirements
Completed Paramedicine Certificate (PMPMC): 85.0
Additional General Education Credits*: 10.5
Total credit hours required: 95.5

***Additional MCC General Education competency requirements have been met in the Paramedicine certificate program. Upon completion, students will have met all MCC General Education requirements.

Optional Requirements for AAS Paramedicine Track

Students who successfully complete the Paramedicine Certificate of Achievement can earn the Professional Health Studies degree by fulfilling the additional 10.5 credit hours of general education requirements. Note that not all courses in the degree may transfer.

Remaining General Education Requirements for PHPMO

Scientific Inquiry
1 Course 6.0 credit hrs.

- Select one 6.0 credit hour course from the list of Natural Science General Education courses in the current course catalog.

Professionalism/Life Skills & Information Literacy
Select one course from the following:

- HMRL 1010 - Human Relations Skills 4.5 Credits
- INFO 1001 - Information Systems and Literacy 4.5 Credits

Information Technology

Computer Technology Transfer

- Computer Technology Transfer - Computer Science (CTSAS), Associate in Science Degree
- Computer Technology Transfer - Management Information Systems (CTMAS), Associate in Science Degree

Information Technology

- Information Technology Associate in Applied Science Degree Options:
    - Associate in Applied Science - Information Technology (AASIT)
    - Information Technology – Cisco Network Technician (ITCNO)
    - Information Technology – Computer Programming (ITCPO)
    - Information Technology - Cyber Security (ITCSO)
    - Information Technology – Data Center Operations (ITDC2)
    - Information Technology – Database Management and Data Analysis (ITDA1)
    - Information Technology – Desktop Support Specialist (ITDS1)
    - Information Technology – Server Administration (ITSRA)
- Information Technology Certificate of Achievement Options:
    - Information Technology – Business Intelligence Systems (ITBIS)
    - Information Technology – Computer Programming Certificate (ITCPC)
    - Information Technology – Data Center Technician (ITCCO)
    - Information Technology – Server Technician (SRTCA)
- Information Technology Career Certificate Options:
    - Administrative Technology (ADTCC), Career Certificate
    - Cisco Certified Network Associate (ITCCC), Career Certificate
    - Computer Programming (ITPCC), Career Certificate
    - Customer Services Representative (PSCSD), Career Certificate
    - Data Center Technician (DCTCC), Career Certificate
    - Data Science (DASCC), Career Certificate
    - Database Administration (DBACC), Career Certificate
    - Digital Technology (DGTCC), Career Certificate
    - Information Technology Technician (TETCA), Career Certificate
    - Information Technology – Server Administration (SVACC), Career Certificate
    - Information Technology – Systems Operations (SOPCC), Career Certificate
    - Information Technology – Web Development (WDCCI), Career Certificate
    - Information Technology – Web Programming (WPCII), Career Certificate
    - Instructional Technology and Design Career Certificate (ITDCC), Career Certificate
    - Mobile Application Development (MBDCC), Career Certificate

Interdisciplinary

- Critical Facilities Operations (CFOAS), Associate in Applied Science Degree

Computer Technology Transfer

Computer Technology Transfer - Computer Science (CTSAS)

Award: Associate in Science Degree
Program Location: Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

This degree provides students with the dual option of seeking entry-level programming positions and/or continuing their studies at a four-year institution. Currently, Bellevue University and the University of Nebraska at Omaha accept this degree. Areas of emphasis include Logic, Programming Language, Data Structures, and Ethics.

Graduation Requirements
Major Requirements: 60.5
General Education: 36.0
Total credit hours required: 96.5

Major requirements for Computer Technology Transfer - Computer Science

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1499 - Computer Science I 4.5 Credits
- INFO 1500 - Computer Science II 4.5 Credits
- INFO 2100 - Organizations, Applications, & Technology 4.5 Credits
- INFO 2800 - Information Technology Ethics 4.5 Credits
- MATH 1315 - College Algebra 4.5 Credits

OR

- MATH 1410 - Statistics 4.5 Credits

Note: If MATH 1315 is selected for the Quantitative/Numeracy general education course then select MATH 1410. If MATH 1410 is selected for the Quantitative/Numeracy general education course then select MATH 1315.

- MATH 1425 - Pre-Calculus Algebra 5 Credits
- MATH 1430 - Trigonometry 4.5 Credits
- MATH 2410 - Analytic Geometry and Calculus I 7.5 Credits
- MATH 2411 - Calculus II 7.5 Credits

Associate in Science General Education requirements (36.0 credit hrs. minimum)

The following are General Education requirements for an Associate in Science degree (AS). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 course needed 4.5 credit hours

Select 1 Humanities or 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Sciences course options

Scientific Inquiry
2 Courses needed 9.0 credit hours minimum
Select 2 courses from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5
Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Computer Technology Transfer - Management Information Systems (CTMAS)

Award: Associate in Science Degree
Program Location: Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

This degree provides students with the dual option of seeking entry-level programming positions and/or continuing their studies at a four-year institution. Currently, Bellevue University and the University of Nebraska at Omaha accept this degree.

Graduation Requirements
Major Requirements: 63.0
General Education: 36.0
Total credit hours required: 99.0

Major requirements for Computer Technology Transfer - Management Information Systems

- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1499 - Computer Science I 4.5 Credits
- INFO 1500 - Computer Science II 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2100 - Organizations, Applications, & Technology 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2800 - Information Technology Ethics 4.5 Credits

Associate in Science General Education requirements (36.0 credit hrs. minimum)

The following are General Education requirements for an Associate in Science degree (AS). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 course needed 4.5 credit hours

Select 1 Humanities or 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Sciences course options

Scientific Inquiry
2 Courses needed 9.0 credit hours minimum

Select 2 courses from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology

Associate in Applied Science - Information Technology (AASIT)

Award: Associate in Applied Science
Program Location: Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

The Associate in Applied Science - Information Technology (AASIT) option is a highly-flexible degree option comprised of one or two career certificates and additional INFO core classes. Certificates may be stacked together to best fit student educational or career goals. It is strongly recommended that AASIT students work closely with an advisor as soon as possible to lay out a pathway to success.

Note: Option and Additional requirements must be a minimum of 58.0 credit hours and a maximum of 67.5 credit hours when combined to meet the total credit hours required for completion.

Graduation Requirements
Major Requirements: 13.5
Option & Additional Requirements: 58.0 - 67.5
General Education: 22.5
Total credit hours required: 94.0 - 103.5

Major Requirements for Information Technology

- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Associate in Applied Science - Information Technology

Complete one of the following Level I Career Certificates (27 - 36 credit hrs.)

- Computer Programming Career Certificate (ITPCC) 31.5 credit hrs.
- Cisco Certified Network Associate Career Certificate (ITCCC) 27.0 credit hrs.
- Information Technology Technician Career Certificate (TETCA) 36.0 credit hrs.
- Web Development Level I Career Certificate (WDCCI) 27.0 credit hrs.
- Mobile Application Development Career Certificate (MBDCC) 36.0 credit hrs.
- Administrative Technology Career Certificate (ADTCC) 29.0 credit hrs.
- Instructional Design Technology Career Certificate (ITDCC) 28.0 credit hrs.
- Database Administration Career Certificate (DBACC) 31.5 credit hrs.
- Data Science Career Certificate (DASCC) 31.5 credit hrs.

Additional Requirements for Associate in Applied Science - Information Technology

Complete an additional Level I certificate from the Option Requirements above or a Level II certificate from the list below or additional INFO courses.

Note: Students may not use the same course to satisfy more than one degree requirement.

Level II Career Certificates

- Systems Operations Career Certificate (SOPCC) 36.0 credit hrs.
- Data Center Technician Career Certificate (DCTCC) 31.5 credit hrs.
- Server Administration Career Certificate (SVACC) 31.5 credit hrs.
- Web Technologies Level II - Programming Career Certificate (WPCII) 36.0 credit hrs.

**The Web Technologies Level II Programming certificate is designed to be completed after the Web Development Level I Certificate. Due to pre-requisite requirements, the Web Development Level I certificate must be completed prior to completing the Web Technologies Level II Programming certificate.*

- Digital Technology Career Certificate (DGTCC) 27.0 credit hrs.

**The Digital Technology Level II Certificate is designed to be completed after the Level I Administrative Technology Certificate. Due to pre-requisite requirements, the Administrative Technology Level I certificate must be completed prior to completing the Digital Technology Certificate.*

OR

Complete 31.5 - 36 credit hours from the INFO prefix

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Cisco Network Technician (ITCNO)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

This degree provides students with the latest knowledge used by many businesses to build and maintain their network systems. Students learn the hands-on skills needed to build networks as well as the skills needed to successfully complete the Cisco certification (CCNA).

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 58.5
General Education: 22.5
Total credit hours required: 94.5

Major Requirements for Information Technology
- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Information Technology - Cisco Network Technician
- INFO 1030 - Introduction to Service Desk Operations 4.5 Credits
- INFO 1105 - IT Essentials PC Repair I 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1120 - Windows Operating Systems II 4.5 Credits
- INFO 1125 - IT Essentials PC Repair II 4.5 Credits
- INFO 1200 - Cisco Introduction to Networks 4.5 Credits
- INFO 1201 - Cisco Switching, Routing, and Wireless 4.5 Credits
- INFO 2220 - Cisco Enterprise Networking, Security, and Automation 4.5 Credits
- INFO 2225 - CCNA Security 4.5 Credits

- INFO 2230 - Cisco Connecting Networks 4.5 Credits
- INFO 2806 - Network Attacks, Intrusions, and Penetration Testing 4.5 Credits
- INFO 2808 - Boundary Protection 4.5 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Computer Programming (ITCPO)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus, Sarpy Center, Online

This degree option provides students with a strong foundation in program design, Web programming and design, and database processing that is needed in today's business world. Students gain experience in databases, Web design, and programming languages.

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 58.5
General Education: 22.5
Total credit hours required: 94.5

Major Requirements for Information Technology
- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Information Technology - Programming for Database/Web
Students must take two programming language options, level I and level II courses.

Option 1:
- INFO 1521 - Java Programming I 4.5 Credits
- INFO 1531 - Java Programming II 4.5 Credits

Option 2:
- INFO 1529 - PHP Programming I 4.5 Credits
- INFO 1539 - PHP Programming II 4.5 Credits

Option 3:
- INFO 2124 - JavaScript I 4.5 Credits
- INFO 2134 - React Native Mobile Development 4.5 Credits

Option 4:
- INFO 1526 - C# (C-Sharp) Programming I 4.5 Credits
- INFO 1536 - C# (C-Sharp) Programming II 4.5 Credits

Option 5:
- INFO 1323 - Graphics Programming 4.5 Credits
- INFO 2323 - 2D Game Programming 4.5 Credits

Option 6:
- INFO 1540 - Swift App Development I 4.5 Credits
- INFO 1550 - Swift App Development II 4.5 Credits

Option 7:
- INFO 1501 - Python Programming I 4.5 Credits
- INFO 1511 - Python II 4.5 Credits

Option 8:
- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1528 - ASP.NET Programming I 4.5 Credits

Option 9:
- INFO 1522 - C++ Programming I 4.5 Credits
- INFO 1532 - C++ Programming II 4.5 Credits

Also required:

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits

OR

- MATH 1300 - Introduction to Mathematical and Computational Thinking 4.5 Credits

- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits

- INFO 1311 - Web Page Creation 4.5 Credits

OR

- INFO 2323 - 2D Game Programming 4.5 Credits

- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2351 - Introduction to XML 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2635 - MySQL Programming 4.5 Credits

Note: Students planning to take INFO 2323 should take INFO 1522 and INFO 1532 as their first language pair. The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Cyber Security (ITCSO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus, South Omaha Campus, Online

This degree prepares students to engage in the issues and emerging information and management concepts related to cyber security. Students are provided with a strong technical foundation to analyze, identify, plan, and apply the knowledge and skills learned to defend a network.

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 63.0-64.5
General Education: 22.5
Total credit hours required: 99.0 - 100.5

Major Requirements for Information Technology

- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Information Technology - Cyber Security

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1120 - Windows Operating Systems II 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 1933 - Securing and Monitoring IoT Networks 4.5 Credits
- INFO 2023 - Networking Essentials II 4.5 Credits
- INFO 2806 - Network Attacks, Intrusions, and Penetration Testing 4.5 Credits
- INFO 2808 - Boundary Protection 4.5 Credits
- INFO 2809 - Information Systems, Forensics, and Legal Topics 4.5 Credits
- INFO 2123 - Introduction to SCADA Security 4.5 Credits
- INFO 2362 - Building Secure Environments 4.5 Credits

- INFO 2810 - Security Capstone/Internship 4.5 Credits

OR

- INFO 2981 - Internship Variable Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Data Center Operations (ITDC2)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

Data centers are a critical part of today's data processing world. This degree familiarizes students with the physical components, design, management, support, and operations of a data center. Students learn about the data center infrastructure, create a server environment to meet specific needs, and daily operations of data center activities.

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 67.5
General Education: 22.5
Total credit hours required: 103.5

Major Requirements for Information Technology

- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Information Technology - Data Center Operations

- INFO 1105 - IT Essentials PC Repair I 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1121 - Linux Operating Systems II 4.5 Credits
- INFO 1125 - IT Essentials PC Repair II 4.5 Credits
- INFO 1200 - Cisco Introduction to Networks 4.5 Credits
- INFO 1201 - Cisco Switching, Routing, and Wireless 4.5 Credits
- INFO 1401 - Introduction to Data Center Operations 4.5 Credits
- INFO 1424 - Vmware 4.5 Credits
- INFO 1433 - DC Operations and Management 4.5 Credits
- INFO 2135 - Network Infrastructure 4.5 Credits
- INFO 2142 - Windows Active Directory 4.5 Credits
- INFO 2220 - Cisco Enterprise Networking, Security, and Automation 4.5 Credits
- CFOT 1000 - Introduction to Critical Facilities 4.5 Credits

Option Elective

Select 1 course from the following:

- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1120 - Windows Operating Systems II 4.5 Credits
- INFO 1141 - Linux Operating System III 4.5 Credits
- INFO 1421 - Virtualization Technologies Monitoring 4.5 Credits
- INFO 1434 - AWS Architecture 4.5 Credits
- INFO 1435 - Introduction to AWS SysOps 4.5 Credits
- INFO 2122 - Writing Scripts with BASH 4.5 Credits
- INFO 2225 - CCNA Security 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2806 - Network Attacks, Intrusions, and Penetration Testing 4.5 Credits
- INFO 2808 - Boundary Protection 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Database Management and Data Analysis (ITDA1)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus, Sarpy Center, Online

Databases are the core of today's information systems and comprise one of the fastest growing areas of the information technology field. This degree provides students with a strong technical foundation in the design, implementation, and management of a relational database system.

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 58.5
General Education: 22.5
Total credit hours required: 94.5

Major Requirements for Information Technology
- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Information Technology - Database Management
- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2633 - Introduction to Big Data 4.5 Credits
- INFO 2635 - MySQL Programming 4.5 Credits
- INFO 2640 - Oracle SQL and PL/SQL Programming 4.5 Credits
- INFO 2641 - SQL Server Design and Implementation 4.5 Credits
- INFO 2642 - Transact SQL 4.5 Credits
- INFO 2643 - Implementing Data Warehouses 4.5 Credits
- INFO 2644 - Database Reporting 4.5 Credits
- INFO 2645 - Database Analysis Services 4.5 Credits
- INFO 2945 - Database Administration Capstone/ Internship 4.5 Credits

Note: INFO 2945 is required for this program; it is the last course to be taken.

The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Desktop Support Specialist (ITDS1)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus, Online

This program provides critical services to ensure effective IT operations. Students gain a diverse set of skills to provide desktop support covering a multitude of technologies including software support, hardware support, basic networking skills, telephony support, security and a wide range of other technology issues.

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 58.5
General Education: 22.5
Total credit hours required: 94.5

Major Requirements for Information Technology
- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Desktop Support Specialist
- INFO 1022 - Business Telecommunication Systems 4.5 Credits
- INFO 1030 - Introduction to Service Desk Operations 4.5 Credits
- INFO 1200 - Cisco Introduction to Networks 4.5 Credits
- INFO 1201 - Cisco Switching, Routing, and Wireless 4.5 Credits
- INFO 1105 - IT Essentials PC Repair I 4.5 Credits

- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1120 - Windows Operating Systems II 4.5 Credits
- INFO 1125 - IT Essentials PC Repair II 4.5 Credits
- INFO 1135 - IT Communication Skills 4.5 Credits
- INFO 2220 - Cisco Enterprise Networking, Security, and Automation 4.5 Credits
- INFO 2261 - Software Applications Support 4.5 Credits
- INFO 2806 - Network Attacks, Intrusions, and Penetration Testing 4.5 Credits
- INFO 2942 - Desktop Support Capstone/Internship 4.5 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Server Administration (ITSRA)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus, Sarpy Center, Online

This degree prepares students to successfully implement, configure, and maintain servers in an Active Directory and Linux environment. Students gain a strong technical foundation in monitoring and managing a network infrastructure both in the physical and virtual environments.

Graduation Requirements
Major Requirements: 13.5
Option Requirements: 63.0
General Education: 22.5
Total credit hours required: 99.0

Major Requirements for Information Technology
- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Option Requirements for Information Technology - Server Administration

- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1105 - IT Essentials PC Repair I 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1121 - Linux Operating Systems II 4.5 Credits
- INFO 1125 - IT Essentials PC Repair II 4.5 Credits
- INFO 1200 - Cisco Introduction to Networks 4.5 Credits
- INFO 1201 - Cisco Switching, Routing, and Wireless 4.5 Credits
- INFO 1424 - Vmware 4.5 Credits
- INFO 1434 - AWS Architecture 4.5 Credits
- INFO 2135 - Network Infrastructure 4.5 Credits
- INFO 2142 - Windows Active Directory 4.5 Credits
- INFO 2220 - Cisco Enterprise Networking, Security, and Automation 4.5 Credits

Option Elective

Select 1 course from the following:

- INFO 1120 - Windows Operating Systems II 4.5 Credits
- INFO 1141 - Linux Operating System III 4.5 Credits
- INFO 1421 - Virtualization Technologies Monitoring 4.5 Credits
- INFO 1435 - Introduction to AWS SysOps 4.5 Credits
- INFO 2122 - Writing Scripts with BASH 4.5 Credits
- INFO 2225 - CCNA Security 4.5 Credits
- INFO 2806 - Network Attacks, Intrusions, and Penetration Testing 4.5 Credits
- INFO 2808 - Boundary Protection 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Information Technology - Business Intelligence Systems (ITBIS)

Award: Certificate of Achievement
Pathway to Associate Degree: Information Technology - Database Management (ITDA1)
Program Location: South Omaha Campus, Sarpy Center, Online

This certificate of achievement provides students with a strong foundation in various aspects of business intelligence development. The certificate program helps prepare students for the Microsoft Business Intelligence certification.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

Major Requirements for Information Technology - Business Intelligence Systems

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2641 - SQL Server Design and Implementation 4.5 Credits
- INFO 2642 - Transact SQL 4.5 Credits
- INFO 2643 - Implementing Data Warehouses 4.5 Credits
- INFO 2644 - Database Reporting 4.5 Credits
- INFO 2805 - Network and Information Security Basics 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Information Technology - Computer Programming Certificate (ITCPC)

Award: Certificate of Achievement
Pathway to Associate Degree: Information Technology - Data Center Operations (ITDC2)
Program Location: Sarpy Center, South Omaha Campus, Online

This certificate of achievement provides students with a foundation in programming logic and modern computer languages. Students become familiar with a language that is utilized in today's IT businesses.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

Major Requirements for Computer Programming Certificate

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits

OR

- MATH 1300 - Introduction to Mathematical and Computational Thinking 4.5 Credits

- INFO 1311 - Web Page Creation 4.5 Credits

OR

- INFO 2323 - 2D Game Programming 4.5 Credits

- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2351 - Introduction to XML 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2635 - MySQL Programming 4.5 Credits

Choose one of the following groupings:
- INFO 1521 - Java Programming I 4.5 Credits

- INFO 1531 - Java Programming II 4.5 Credits
- OR
- INFO 1529 - PHP Programming I 4.5 Credits

- INFO 1539 - PHP Programming II 4.5 Credits
- OR
- INFO 1526 - C# (C-Sharp) Programming I 4.5 Credits

- INFO 1536 - C# (C-Sharp) Programming II 4.5 Credits
- OR
- INFO 1501 - Python Programming I 4.5 Credits

- INFO 1511 - Python II 4.5 Credits
- OR
- INFO 2124 - JavaScript I 4.5 Credits

- INFO 2134 - React Native Mobile Development 4.5 Credits
- OR
- INFO 1323 - Graphics Programming 4.5 Credits

- INFO 2323 - 2D Game Programming 4.5 Credits
- OR
- INFO 1540 - Swift App Development I 4.5 Credits
- INFO 1550 - Swift App Development II 4.5 Credits

OR
- INFO 1009 - Introduction to Cloud Computing 4.5 Credits

- INFO 1528 - ASP.NET Programming I 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR
- Gen Ed Social Science course options

Information Technology - Data Center Technician (ITCCO)

Award: Certificate of Achievement
Pathway to Associate Degree: Information Technology - Data Center Operations (ITDC2)
Program Location: Fort Omaha Campus

This certificate of achievement provides students with an introduction to data center operations. Students learn how to assist in monitoring and implementing data center projects.

Graduation Requirements
Major Requirements: 36.0
General Education: 22.5
Total credit hours required: 49.5

Major Requirements for Information Technology - Data Center Technician

The certificate option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major certificate is awarded.

- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1121 - Linux Operating Systems II 4.5 Credits

- INFO 1401 - Introduction to Data Center Operations 4.5 Credits
- INFO 2023 - Networking Essentials II 4.5 Credits
- INFO 2135 - Network Infrastructure 4.5 Credits
- CFOT 1000 - Introduction to Critical Facilities 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1 course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Information Technology - Server Technician (SRTCA)

Award: Certificate of Achievement
Pathway to Associate Degree: Information Technology - Server Administration (ITSRA)
Program Location: Fort Omaha Campus, Sarpy Center, Online

Servers have become an integral part of today's office and home environment. This certificate of achievement option teaches the foundation skills necessary to support servers.

Graduation Requirements
Major Requirements: 31.5
General Education: 13.5
Total credit hours required: 45.0

Requirements for Information Technology Server Technician Certificate of Achievement

- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1120 - Windows Operating Systems II 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1805 - A+ Certified Professional 4.5 Credits
- INFO 2135 - Network Infrastructure 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Administrative Technology Career Certificate (ADTCC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: South Omaha Campus, Sarpy Center, Online

Graduation Requirements: 29.0 credit hrs.

This flexible Level 1 certificate prepares students for a career in a variety of professions by providing students with a broad knowledge of Microsoft Office applications, business office knowledge, and communication and interpersonal skills.

Course Requirements for Administrative Technology Career Certificate

- INFO 1001 - Information Systems and Literacy 4.5 Credits
- INFO 1008 - Business Office Communications 4.5 Credits
- INFO 1010 - Customer Service Skills 4.5 Credits
- INFO 1013 - Keyboard Skillbuilding 2 Credits
- INFO 1227 - Technology Applications 4.5 Credits
- INFO 1228 - MS APPLICATIONS I 4.5 Credits
- INFO 1229 - MS APPLICATIONS II 4.5 Credits

Cisco Certified Network Associate (ITCCC)

Award: Career Certificate
Pathway to Associate Degree: Information Technology - Cisco Network Technician (ITCNO)
Program Location: South Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate allows students to sit the certification exam for the Cisco Certified Network Associate.

Requirements for Cisco Certified Network Associate Career Certificate

- INFO 1200 - Cisco Introduction to Networks 4.5 Credits
- INFO 1201 - Cisco Switching, Routing, and Wireless 4.5 Credits
- INFO 2220 - Cisco Enterprise Networking, Security, and Automation 4.5 Credits
- INFO 2225 - CCNA Security 4.5 Credits
- INFO 2806 - Network Attacks, Intrusions, and Penetration Testing 4.5 Credits
- INFO 2808 - Boundary Protection 4.5 Credits

Computer Programming Career Certificate (ITPCC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

Graduation Requirements: 31.5 credit hrs.

This Level I career certificate provides students with a foundation in programming logic and modern computer languages. Students become familiar with a language that is utilized in today's IT businesses.

Required Courses for Computer Programming Career Certificate

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits

Choose two programming Language Options from below. Each option includes a level I and level II course.

Option 1:

- INFO 1521 - Java Programming I 4.5 Credits
- INFO 1531 - Java Programming II 4.5 Credits

Option 2:

- INFO 1529 - PHP Programming I 4.5 Credits
- INFO 1539 - PHP Programming II 4.5 Credits

Option 3:

- INFO 2124 - JavaScript I 4.5 Credits
- INFO 2134 - React Native Mobile Development 4.5 Credits

Option 4:

- INFO 1526 - C# (C-Sharp) Programming I 4.5 Credits
- INFO 1536 - C# (C-Sharp) Programming II 4.5 Credits

Option 5:

- INFO 1501 - Python Programming I 4.5 Credits
- INFO 1511 - Python II 4.5 Credits

Option 6:
- INFO 1540 - Swift App Development I 4.5 Credits
- INFO 1550 - Swift App Development II 4.5 Credits

Option 7:
- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1528 - ASP.NET Programming I 4.5 Credits

Option 8:
- INFO 1522 - C++ Programming I 4.5 Credits
- INFO 1532 - C++ Programming II 4.5 Credits

Option 9:
- INFO 1323 - Graphics Programming 4.5 Credits
- INFO 2323 - 2D Game Programming 4.5 Credits

Select two courses from the list below:
- INFO 1134 - React Web Application Development 4.5 Credits
- INFO 1325 - Software Engineering Foundation I 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2351 - Introduction to XML 4.5 Credits
- INFO 2439 - Flutter Mobile Application Development 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2635 - MySQL Programming 4.5 Credits

- INFO 1311 - Web Page Creation 4.5 Credits

OR
- INFO 2323 - 2D Game Programming 4.5 Credits

Customer Service Representative (PSCSD)

Award: Career Certificate

Graduation Requirements: 27.0 credit hrs.

This career certificate prepares students to work as customer service representatives for business and industry.

Course Requirements for Customer Service Representative

- BSAD 1000 - Introduction to Business 4.5 Credits
- INFO 1001 - Information Systems and Literacy 4.5 Credits
- INFO 1008 - Business Office Communications 4.5 Credits
- INFO 1010 - Customer Service Skills 4.5 Credits
- INFO 1228 - MS APPLICATIONS I 4.5 Credits

Select one of the following:
- HMRL 1010 - Human Relations Skills 4.5 Credits
- INFO 1000 - Workplace Skills for It Professionals 4.5 Credits
- WORK 1400 - Employability Skills 4.5 Credits

Data Center Technician Career Certificate (DCTCC)

Award: Career Certificate
Pathway to Associate Degree: Information Technology - Data Center Operations (ITDC2)
Program Location: Fort Omaha Campus

Graduation Requirements: 31.5 credit hrs.

This Level 2 career certificate provides students with an introduction to data center operations. Students learn how to assist in monitoring and implementing data center projects.

Requirements for Data Center Technician Career Certificate

- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1401 - Introduction to Data Center Operations 4.5 Credits
- INFO 1424 - Vmware 4.5 Credits
- INFO 1433 - DC Operations and Management 4.5 Credits
- INFO 2135 - Network Infrastructure 4.5 Credits
- INFO 2142 - Windows Active Directory 4.5 Credits
- CFOT 1000 - Introduction to Critical Facilities 4.5 Credits

Data Science Career Certificate (DASCC)

Award: Career Certificate
Pathway to Associates: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 31.5 credit hrs.

The Data Science Career Certificate is a level I certificate and is designed for the student who wishes to develop a working knowledge of gathering, managing, interpreting and storytelling with data in our modern world. As large collections of complex data become more commonly leveraged as a driving force in business decision-making, careers in data science, reporting and

analytics are in demand! This certificate prepares students for entry level work in data analytics and reporting.

Required Courses for Data Science Career Certificate

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2646 - Introduction to Data Science 4.5 Credits
- INFO 2647 - Data Visualization 4.5 Credits
- INFO 2648 - Programming for Data Analytics 4.5 Credits
- MATH 1410 - Statistics 4.5 Credits

Select one course from the following:

- ACCT 1100 - Accounting I 4.5 Credits
- INFO 1327 - Web Analytics, SEO, and Social Media 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits

Database Administration Career Certificate (DBACC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 31.5 credit hrs.

Databases are the core of today's information systems and comprise one of the fastest growing areas of the information technology field. This Level I career certificate provides students with a strong technical foundation in the design, implementation, and management of a relational database system.

Course Requirements for Database Administration Career Certificate

- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2633 - Introduction to Big Data 4.5 Credits
- INFO 2635 - MySQL Programming 4.5 Credits
- INFO 2640 - Oracle SQL and PL/SQL Programming 4.5 Credits
- INFO 2641 - SQL Server Design and Implementation 4.5 Credits

Digital Technology Career Certificate (DGTCC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Sarpy Center, South Omaha Campus, Online

Graduation Requirement: 27.0 credit hrs.

This Level 2, flexible certificate, prepares students with digital skills needed to operate in the modern workplace.

*Administrative Technology Career Certificate (ADTCC) must be completed prior to this Level 2 Certificate.

Required Courses for Digital Technology Career Certificate

- INFO 1011 - Project Management 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1322 - Basic WordPress 4.5 Credits
- INFO 1327 - Web Analytics, SEO, and Social Media 4.5 Credits
- INFO 2242 - Business Office Collaboration Technology 4.5 Credits
- INFO 2341 - Fundamentals of Software Testing 4.5 Credits

Information Technology Technician (TETCA)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

Graduation Requirement: 36 credit hrs.

This Level 1 certificate provides students with industry-standard foundational IT knowledge. Students learn foundational skills and concepts covering computer hardware, operating systems, and networking.
The certificate's curriculum directly aligns to the following IT industry certifications: CompTIA IT Fundamentals+, CompTIA A+, Microsoft Desktop Associate (MDA), and Cisco Certified Network Associated (CCNA).

IT Technology Technician Requirements

- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 2220 - Cisco Enterprise Networking, Security, and Automation 4.5 Credits
- INFO 1105 - IT Essentials PC Repair I 4.5 Credits
- INFO 1125 - IT Essentials PC Repair II 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1200 - Cisco Introduction to Networks 4.5 Credits
- INFO 1201 - Cisco Switching, Routing, and Wireless 4.5 Credits

Select 1 course from the following:

- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1120 - Windows Operating Systems II 4.5 Credits
- INFO 2225 - CCNA Security 4.5 Credits
- INFO 2806 - Network Attacks, Intrusions, and Penetration Testing 4.5 Credits

Information Technology - Server Administration (SVACC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Sarpy Center, South Omaha Campus, Online

Graduation Requirement: 31.5 credit hrs.

This Level II degree certificate prepares students to successfully implement, configure, and maintain servers in an Active Directory and Linux environment. Students gain a strong technical foundation in monitoring and managing a network infrastructure both in the physical and virtual environments.

Requirements for IT-Server Administration Career Certificate

- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1111 - Linux Operating Systems I 4.5 Credits
- INFO 1121 - Linux Operating Systems II 4.5 Credits
- INFO 1424 - Vmware 4.5 Credits
- INFO 1434 - AWS Architecture 4.5 Credits
- INFO 2135 - Network Infrastructure 4.5 Credits
- INFO 2142 - Windows Active Directory 4.5 Credits

Information Technology - Systems Operations (SOPCC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 36.0 credit hrs.

This is a Level II career certification, which can be stacked on top of the IT Technician (TETCA) certificate as part of the Associate in Applied Science - IT pathway. This certificate combines server administration, cloud, and data center into a single option that gives students flexibility in working towards specific interests, while providing a strong IT foundation.

Requirements for IT - Systems Operations Career Certificate

- INFO 1111 - Linux Operating Systems I 4.5 Credits

OR

- INFO 2142 - Windows Active Directory 4.5 Credits

- INFO 1121 - Linux Operating Systems II 4.5 Credits

OR

- INFO 2135 - Network Infrastructure 4.5 Credits

- INFO 1141 - Linux Operating System III 4.5 Credits

OR

- INFO 2145 - Windows Server Administration 4.5 Credits

- INFO 2122 - Writing Scripts with BASH 4.5 Credits

OR

- INFO 1122 - Windows Power Shell 4.5 Credits

Electives

Select 4 additional Courses from the following:

- INFO 1009 - Introduction to Cloud Computing 4.5 Credits
- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1401 - Introduction to Data Center Operations 4.5 Credits
- INFO 1421 - Virtualization Technologies Monitoring 4.5 Credits
- INFO 1424 - Vmware 4.5 Credits
- INFO 1434 - AWS Architecture 4.5 Credits
- INFO 1435 - Introduction to AWS SysOps 4.5 Credits

- INFO 2220 - Cisco Enterprise Networking, Security, and Automation 4.5 Credits
- INFO 2225 - CCNA Security 4.5 Credits
- CFOT 1000 - Introduction to Critical Facilities 4.5 Credits

Note: Students may not use the same course to satisfy more than one degree requirement.

Information Technology - Web Development (WDCCI)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 27.0 credit hrs.

This certificate prepares students to successfully manage the World Wide Web environment. Students are provided with a strong technical foundation in developing content for the World Wide Web and any Internet-related support.

This career certificate is an Information Technology - Level 1 certificate

Required Courses for Information Technology - Web Development Career Certificate

- INFO 1015 - File Management and User Interface 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1315 - Interface Design 4.5 Credits
- INFO 1322 - Basic WordPress 4.5 Credits
- INFO 2311 - Web Page Creation II 4.5 Credits

- INFO 2124 - JavaScript I 4.5 Credits

OR

- INFO 2340 - Internet Scripting 4.5 Credits

Information Technology - Web Programming (WPCII)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 36.0 credit hrs.

This certificate prepares students as entry-level programmers focusing on web application development and maintenance.

**This Level II certificate was designed to be completed after the Web Development Level I career certificate (WDCCI). It contains courses with prerequisites that require students complete the Web Development Level I career certificate (WDCCI) first.*

Course Requirements for Information Technology - Web Programming

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1325 - Software Engineering Foundation I 4.5 Credits
- INFO 1335 - Software Engineering Foundations II 4.5 Credits

- INFO 1521 - Java Programming I 4.5 Credits

OR

- INFO 1526 - C# (C-Sharp) Programming I 4.5 Credits

- INFO 1531 - Java Programming II 4.5 Credits

OR

- INFO 1536 - C# (C-Sharp) Programming II 4.5 Credits

- INFO 1541 - Java III 4.5 Credits

OR

- INFO 1528 - ASP.NET Programming I 4.5 Credits

Elective Course Options

Choose 2 courses from the following:

- INFO 1011 - Project Management 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1134 - React Web Application Development 4.5 Credits
- INFO 2124 - JavaScript I 4.5 Credits
- INFO 2351 - Introduction to XML 4.5 Credits
- INFO 2439 - Flutter Mobile Application Development 4.5 Credits
- INFO 2981 - Internship Variable Credits
- INFO 2991 - Full-Stack Capstone/Internship 4.5 Credits

Note: Students may not use the same course to satisfy more than one career certificate requirement.

Instructional Technology and Design (ITDCC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Online

Graduation Requirement: 28.0 credit hrs.

The purpose of the program is to better prepare instructors/ trainers to design, develop, implement and evaluate engaging learning opportunities through the use of technology tools for online or face-to-face delivery to meet varied educational and business needs.

Requirements for Instructional Technology & Design

- INFO 1011 - Project Management 4.5 Credits
- INFO 1260 - Introduction to Instructional Technology and Design 4.5 Credits
- INFO 1261 - Instructional Technology and Design Tools 4.5 Credits
- INFO 1262 - Instructional Technology and Design Methods 4.5 Credits
- INFO 1263 - Instructional Technology and Design Topics 4.5 Credits
- INFO 1264 - ePortfolio Design 1.0 Credits
- INFO 1265 - Practicum: Applications 4.5 Credits

Mobile Application Development (MBDCC)

Award: Career Certificate
Pathway to Associate Degree: Associate in Applied Science - Information Technology (AASIT)
Program Location: Fort Omaha Campus, South Omaha Campus, Online

Graduation Requirement: 36.0 credit hrs.

This Level I certificate provides a foundation for working with mobile application development technologies with an emphasis on hybrid mobile application development. Students may opt to focus on native application development as well.

Required Courses for Mobile Application Development Career Certificate

- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1134 - React Web Application Development 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1540 - Swift App Development I 4.5 Credits
- INFO 1550 - Swift App Development II 4.5 Credits
- INFO 2124 - JavaScript I 4.5 Credits
- INFO 2134 - React Native Mobile Development 4.5 Credits
- INFO 2439 - Flutter Mobile Application Development 4.5 Credits

Interdisciplinary

Critical Facilities Operations (CFOAS)

Award: Associate in Applied Science Degree

The Critical Facilities Operations degree prepares the student to enter the field of critical facilities operation with applied understanding of the synergistic relationships among components of information technology and a host of technical trade content areas, including HVAC, electrical, and industrial maintenance. Graduates are able to apply their understanding of multiple interconnected systems that make up a critical facility, such as a data center or hospital.

Graduation Requirements
Major Requirements: 75.5
General Education: 22.5
Total credit hours required 98.0

Major Requirements for Critical Facilities Operations

- CFOT 1000 - Introduction to Critical Facilities 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- PROT 1000 - Introduction to Process and Power Operations 4.5 Credits
- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- INCT 2050 - Problem-Solving 3 Credits
- PROT 2302 - Stationary Engineering II 4 Credits
- PROT 2310 - Steam Plant Operation I 4.5 Credits
- PROT 2330 - Steam Plant Operation III 6 Credits
- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1110 - Windows Operating Systems I 4.5 Credits
- INFO 1401 - Introduction to Data Center Operations 4.5 Credits

- INFO 1413 - Data Center Technician I 4.5 Credits
- CFOT 2980 - Critical Facilities Capstone 4 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Skilled Trades and Technical Sciences

Architectural Design Technology

- Architectural Design Technology Associate in Applied Science Degree Options:
    - Architectural Design Technician (ADATO)
    - Architectural Design Technology - AEC Professions (ADAEO)
    - Architectural Engineering Design Technician (ADAED)
- Architectural Documentation Software (ADSCC), Career Certificate
- Residential Architecture (ADSC1), Career Certificate

Auto Collision Technology

- Auto Collision Technology (ABAS1), Associate in Applied Science degree
- Auto Collision Technology (ABTC1), Certificate of Achievement
- Auto Collision Entry Level Technician (ACTCC), Career Certificate
- Auto Collision Estimating (ACESD), Career Certificate

Automotive Technology

- Automotive Technology (ATMAS), Associate in Applied Science Degree
- Automotive Maintenance and Light Repair Technician (ATMCA), Certificate of Achievement
- Automotive Technician Assistant (ATTCC), Career Certificate
- Automotive Under-Vehicle Specialist (ATVCC), Career Certificate

Civil Engineering Technology

- Civil Engineering Technician (CETA2), Associate in Applied Science Degree
- Civil Engineering Technology - AEC Professions (CEAEC), Associate in Applied Science Degree
- Civil Site Design (CEDCC), Career Certificate
- Computer-Aided Design (CECCC), Career Certificate
- Surveying (CESSD), Career Certificate

Construction and Building Science

- Construction and Building Science Associate in Applied Science Degree Options:
    - Construction and Building Science – Construction Management (CBCMO)
    - Construction and Building Science – Construction Technology (CBCTO)
- Construction and Building Science – Framing and Finishing Specialist (CBFCE), Certificate of Achievement
- Commercial Construction (CCOSD), Career Certificate
- Construction Management (CCMSD), Career Certificate
- General Construction/Remodeling (CCRSD), Career Certificate
- Masonry and Concrete Construction (CMCSD), Career Certificate
- Residential Carpentry (CRCSD), Career Certificate

Diesel Technology

- Diesel Technology Associate in Applied Science Degree Options:
    - Diesel Technology – Diesel Service (DTDSO)
    - Diesel Technology – Heavy Equipment (DTHEO)
    - Diesel Technology – Power Generation (DTPGO)
- Diesel Truck (DDES1), Career Certificate

Electrical Apprenticeship

- Electrical Apprenticeship (AREAO), Associate in Applied Science Degree

Electrical/Mechanical Maintenance Technology

- Electrical/Mechanical Maintenance Technology (EMAAS), Associate in Applied Science Degree
- Industrial Electrical Technician (EMMCE), Certificate of Achievement

- Electrical Mechanical Systems (EMEMS), Career Certificate
- Electrical Plant Maintenance (EMEPM), Career Certificate
- General Plant Maintenance (EMGPM), Career Certificate
- Industrial Electrical (EMINE), Career Certificate
- Production Maintenance (EMPRM), Career Certificate
- Programmable Logic Controllers (EMPLC), Career Certificate

Electrical Technology

- Electrical Technology (ETAAS), Associate in Applied Science Degree
- Electrical Technology – Building Electrical (ETBCE), Certificate of Achievement

Heating, Air Conditioning, and Refrigeration

- Heating, Air Conditioning, and Refrigeration Technology (HARAS), Associate in Applied Science Degree
- Heating and Air Conditioning Technology (HACCE), Certificate of Achievement
- Refrigeration Technology (REFCE), Certificate of Achievement
- Building Automation Systems (HBACC), Career Certificate
- Commercial Refrigeration Technology (REFSD), Career Certificate
- Heating and Air Conditioning Technology (HACSD), Career Certificate

Horticulture, Land Systems, and Management

- Horticulture, Land Systems, and Management Associate in Applied Science Degree Options:
    - Horticulture, Land Systems, and Management - Floriculture (HLMFO)
    - Horticulture, Land Systems, and Management - Grounds Management (HLMGO)
    - Horticulture, Land Systems, and Management - Horticulture Management (HLMHO)
    - Horticulture, Land Systems, and Management - Landscape Design (HLMLO)
    - Horticulture, Land Systems, and Management - Small Market Farming (HLMSO)
- Horticulture, Land Systems, and Management – Horticulture (HLHCE), Certificate of Achievement
- Arboriculture (HLACC), Career Certificate
- Floriculture (HLFCC), Career Certificate
- Greenhouse Production and Propagation (HLPC1), Career Certificate
- Grounds Management (HLGCC), Career Certificate
- Landscape Design (HLLCC), Career Certificate
- Nursery and Retail Management (NRMCC), Career Certificate
- Small Market Farming (HLSCC), Career Certificate

Industrial and Commercial Trades

- Advanced Industrial Sales Representative (IAISD), Career Certificate
- Beginning Industrial Sales Representative (IBISD), Career Certificate
- Building Maintenance (IBMSD), Career Certificate
- Logistics (IMLCC), Career Certificate

Manufacturing, Power, and Process Operations Technology

- Manufacturing, Power, and Process Operations Technology Associate in Applied Science Degree Options:
    - Manufacturing, Power, and Process Operations Technology – Bio-Processing (MTBPO)
    - Manufacturing, Power, and Process Operations Technology - Manufacturing Process Operations (MTMPO)
    - Manufacturing, Power, and Process Operations Technology – Nuclear Power Plant Non-Licensed Operator (MTNPO)
    - Manufacturing, Power, and Process Operations Technology – Power Plant (MTPPO)
- Manufacturing Pre-Apprenticeship Career Certificate (MPACC), Career Certificate
- Manufacturing Process Operations (PRMCC), Career Certificate
- Stationary Engineer (PRESD), Career Certificate

Mechanical Design Technology

- Mechanical Design Technology (DRAS1), Associate in Applied Science Degree
- Mechanical Design Technology (DRTC1), Certificate of Achievement

- Computer-Aided Design (DCDSD), Career Certificate
- Computer-Aided Drafting (DCASD), Career Certificate
- Computer-Aided Manufacturing Design (DCMSD), Career Certificate

Plumbing

- Plumbing Fundamentals (PLFCC), Career Certificate

Plumbing Apprenticeship

- Plumbing Apprenticeship (ARPAO), Associate in Applied Science Degree
- Plumbing Apprenticeship - Pre-Apprenticeship Plumbing (ARPCE), Certificate of Achievement

Precision Machine Technology

- Precision Machine Technology Associate in Applied Science Degree Options:
    - Precision Machine Technology - CNC and Tool and Die Technology (PMTAS)
    - Precision Machine Technology – CNC Technology (PMCAS)
- Precision Machine Basics (PMBCC), Career Certificate

Prototype Design

- Prototype Design (PTWAS), Associate in Applied Science Degree
- Prototype Design (PTPCC), Career Certificate

Toyota T-Ten

- Toyota T-Ten (TTAAS), Associate in Applied Science Degree
- Toyota Drivetrain Diagnostic & Repair Specialist (TTDCC), Career Certificate
- Toyota Electrical & Undercar Specialist (TTECC), Career Certificate

Utility Line Technician

- Utility Line Technician (UTAAS), Associate in Applied Science Degree

Welding Technology

- Welding Technology (WEAAS), Associate in Applied Science Degree
- Welding Technology Certificate of Achievement Options:
    - Welding Technology – Manufacturing (WELMO)
    - Welding Technology – Pipe (WELPO)
    - Welding Technology – Structural (WELSO)
- Gas Metal Arc Welding (WGMSD), Career Certificate
- Gas Tungsten Arc Welding (WGTSD), Career Certificate
- Pipe Welding (WPWSD), Career Certificate
- Shielded Metal Arc Welding (WSMSD), Career Certificate

Architectural Design Technology

Architectural Design Technician (ADATO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree builds a strong foundation of architectural knowledge through project-based and hands-on learning. It prepares students to enter architecture-related industry as BIM/CAD technicians capable of supporting the work of architects, manufacturers and contractors. Students learn how cutting edge technology and construction techniques influence the production of design and construction documents.

Graduation Requirements
Major Requirements: 54.0
Option Requirements: 27.0
General Education: 22.5
Total credit hours required: 103.5

The following General Education courses are recommended for Architectural Design Technician (ADATO): Quantitative/Numeracy Skills: MATH 1240 or higher; Critical Thinking/Creativity & Social/Cultural Awareness: ARCH 1000

Major Requirements for Architectural Design Technician

- ARCH 1115 - Revit Essentials 9 Credits
- ARCH 1140 - Advanced REVIT Architecture 4.5 Credits
- ARCH 1160 - AutoCAD for Architecture 9.0 Credits
- ARCH 1200 - Wood-Frame Architecture 9 Credits
- ARCH 1800 - Building Systems Fundamentals 9 Credits
- ARCH 2410 - Commercial Architecture 9 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits

Option Requirements for Architectural Design Technician

Select a total of 27.0 credit hours from the following:

- ARCH 1010 - Visual Literacy and Graphic Communication I 4.5 Credits
- ARCH 1015 - Visual Literacy and Graphic Communication II 4.5 Credits
- ARCH 2210 - Capstone Studio I 4.5 Credits
- ARCH 2220 - Capstone Studio II 4.5 Credits
- ARCH 2420 - Renovation Architecture 9 Credits
- ARCH 2610 - Mid-Rise Architecture 4.5 Credits
- ARCH 2700 - Construction Detailing I 4.5 Credits
- ARCH 2710 - Construction Detailing II 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical*

Thinking/Creativity and Social/Cultural Awareness competency.

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Architectural Design Technology - AEC Professions (ADAEO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

Students in this degree build a strong foundation by blending classical drafting and design visualization techniques with state-of-the-art computer-aided design using the software applications common in professional degree programs. Those planning to transfer to a professional architecture program should find many, if not all, of the foundation and general education courses transfer to regional and national four- and six-year institutions.

Graduation Requirements
Major Requirements: 54.0
Option Requirements: 28.5
General Education: 22.5
Total credit hours required: 105.0

The following General Education courses are recommended for Architectural Design Technology - AEC Professions (ADAEO): Quantitative/Numeracy Skills: MATH 1425; Critical Thinking/Creativity & Social/Cultural Awareness: ARCH 1000

Major Requirements for Architectural Design Technology
- ARCH 1115 - Revit Essentials 9 Credits
- ARCH 1140 - Advanced REVIT Architecture 4.5 Credits
- ARCH 1160 - AutoCAD for Architecture 9.0 Credits
- ARCH 1200 - Wood-Frame Architecture 9 Credits
- ARCH 1800 - Building Systems Fundamentals 9 Credits
- ARCH 2410 - Commercial Architecture 9 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits

Option Requirements for Architectural Design Technology - AEC Professions
- ARCH 1010 - Visual Literacy and Graphic Communication I 4.5 Credits
- ARCH 1015 - Visual Literacy and Graphic Communication II 4.5 Credits
- MATH 1430 - Trigonometry 4.5 Credits
- MATH 2410 - Analytic Geometry and Calculus I 7.5 Credits
- PHYS 210A - General Physics IA 2.5 Credits
- PHYS 210B - General Physics IB 2.5 Credits
- PHYS 210C - General Physics IC 2.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Architectural Engineering Design Technician (ADAED)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree builds a strong foundation of architectural engineering knowledge through project-based and hands-on learning. It prepares students to enter architectural engineering-related industry as BIM/CAD technicians capable of supporting the work of engineers, manufacturers and contractors. Students learn how cutting edge technology and construction techniques influence the production of design and construction documents.

Graduation Requirements
Major Requirements: 54.0
Option Requirements: 27.0
General Education: 22.5
Total credit hours required: 103.5

The following General Education courses are recommended for Architectural Engineering Design Technician (ADAED): Quantitative/Numeracy Skills: MATH 1240 or higher; Critical Thinking/Creativity & Social/Cultural Awareness: ARCH 1000

Major Requirements for Architectural Engineering Design Technician
- ARCH 1115 - Revit Essentials 9 Credits
- ARCH 1140 - Advanced REVIT Architecture 4.5 Credits
- ARCH 1160 - AutoCAD for Architecture 9.0 Credits
- ARCH 1200 - Wood-Frame Architecture 9 Credits
- ARCH 1800 - Building Systems Fundamentals 9 Credits
- ARCH 2410 - Commercial Architecture 9 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits

Option Requirements for Architectural Engineering Design Technician

Select 27.0 credit hours from the following:
- ARCH 2420 - Renovation Architecture 9 Credits
- ARCH 2610 - Mid-Rise Architecture 4.5 Credits
- ARCH 2810 - Revit for Electrical Building Systems 4.5 Credits
- ARCH 2820 - Revit for Mechanical Building Systems 4.5 Credits
- SCET 1130 - REVIT (Structure) 4.5 Credits
- SCET 1170 - Advanced REVIT Structure 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Architectural Documentation Software (ADSCC)

Award: Career Certificate
Pathway to Associate Degree: Architectural Design Technology - AEC Professions (ADAEO)
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate provides an intermediate skill level with construction documentation software currently used in the architecture, engineering, and construction industry.

Requirements for Architectural Documentation Software Career Certificate

- ARCH 1115 - Revit Essentials 9 Credits
- ARCH 1140 - Advanced REVIT Architecture 4.5 Credits
- ARCH 1160 - AutoCAD for Architecture 9.0 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits

Residential Architecture (ADSC1)

Award: Career Certificate
Pathway to Associate Degree: Architectural Design Technology - Architectural Design Technician (ADATO)
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

Students who earn this career certificate have shown that they have an intermediate understanding of the tenets of light-frame architecture. They have learned foundational computer skills needed to produce residential architectural drawings in an office setting.

Requirements for Residential Architecture Career Certificate

- ARCH 1115 - Revit Essentials 9 Credits
- ARCH 1200 - Wood-Frame Architecture 9 Credits
- ARCH 1160 - AutoCAD for Architecture 9.0 Credits

Auto Collision Technology

Auto Collision Technology (ABAS1)

Award: Associate in Applied Science Degree
Program Location: Applied Technology Center

This degree covers the entire scope of the field, including basic and advanced metal finishing repair, frame repair and alignment, panel replacement, major body repair, and all aspects of automotive painting using the latest technology.

Graduation Requirements
Major Requirements: 70.5-78.5
General Education: 22.5
Total credit hours required: 93.0 - 101.0

The following General Education courses are recommended for Auto Collision Technology (ABAS1): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Auto Collision Technology

- AUTB 1040 - Auto Collision Repair Welding 3 Credits
- AUTB 1100 - Structural Repair I 3 Credits
- AUTB 1110 - Structural Repair II 3 Credits
- AUTB 1200 - Nonstructural Repair I 6 Credits
- AUTB 1210 - Nonstructural Repair II 6 Credits
- AUTB 1220 - Nonstructural Repair III 6 Credits
- AUTB 2120 - Structural Repair III 3 Credits
- AUTB 2230 - Nonstructural Repair IV 6 Credits

- AUTB 2240 - Nonstructural Repair V 6 Credits

OR

- AUTB 2981 - Auto Collision Internship Variable Credits

- AUTB 2241 - Nonstructural Repair VI 6 Credits

OR
- AUTB 2981 - Auto Collision Internship Variable Credits

- AUTB 2300 - Automotive Refinishing I 3 Credits
- AUTB 2310 - Automotive Refinishing II 6 Credits
- AUTB 2450 - Collision Estimating I 3 Credits
- AUTB 2460 - Collision Estimating II 3 Credits
- AUTB 2550 - Electrical and Mechanical Systems 3 Credits

- EXPL 1000 - Exploratory Studies 4.5 Credits

OR
- Elective 4.5 Credits

**Elective must be approved by program faculty.*

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR
- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR
- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Auto Collision Technology (ABTC1)

Award: Certificate of Achievement
Pathway to Associate Degree: Auto Collision Technology (ABAS1)
Program Location: Applied Technology Center

This certificate of achievement covers basic sheet metal and frame repair.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required 49.5

The following General Education courses are recommended for Auto Collision Technology (ABTC1): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Auto Collision Technology
- AUTB 1040 - Auto Collision Repair Welding 3 Credits
- AUTB 1100 - Structural Repair I 3 Credits
- AUTB 1110 - Structural Repair II 3 Credits
- AUTB 1200 - Nonstructural Repair I 6 Credits
- AUTB 1210 - Nonstructural Repair II 6 Credits
- AUTB 1220 - Nonstructural Repair III 6 Credits
- AUTB 2120 - Structural Repair III 3 Credits

Note: Select 6.0 credit hours of electives. Degree-seeking students may take 4.5 hours from any elective, but the other 1.5 hours should come from the major

requirements for Auto Collision Technology (ABAS1), HMRL 1010, or INFO 1001.

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Auto Collision Entry Level Technician (ACTCC)

Award: Career Certificate
Pathway to Associate Degree: Auto Collision Technology (ABAS1)
Program Location: Applied Technology Center

Graduation Requirement: 36.0 credit hrs.

This career certificate provides students with the skills and knowledge necessary for an entry level position in the auto body industry. An Auto Collision Entry Level Technician repairs damaged auto body parts and completes detailed painting of vehicles in accordance with factory and dealership specifications using hand tools and power tools.

Requirements for Auto Collision Entry Level Technician Career Certificate

- AUTB 1040 - Auto Collision Repair Welding 3 Credits
- AUTB 1100 - Structural Repair I 3 Credits
- AUTB 1200 - Nonstructural Repair I 6 Credits
- AUTB 1210 - Nonstructural Repair II 6 Credits
- AUTB 1220 - Nonstructural Repair III 6 Credits
- AUTB 2300 - Automotive Refinishing I 3 Credits
- AUTB 2310 - Automotive Refinishing II 6 Credits
- AUTB 2450 - Collision Estimating I 3 Credits

Auto Collision Estimating (ACESD)

Award: Career Certificate
Pathway to Associate Degree: Auto Collision Technology (ABAS1)
Program Location: Applied Technology Center

Graduation Requirement: 27.0 credit hrs.

This career certificate qualifies students for a training/intern position as an adjustor for an insurance company or an estimator for a collision repair shop.

Requirements for Auto Collision Estimating Career Certificate

- AUTB 1100 - Structural Repair I 3 Credits
- AUTB 1200 - Nonstructural Repair I 6 Credits
- AUTB 1210 - Nonstructural Repair II 6 Credits
- AUTB 2300 - Automotive Refinishing I 3 Credits
- AUTB 2450 - Collision Estimating I 3 Credits
- AUTB 2460 - Collision Estimating II 3 Credits
- AUTB 2550 - Electrical and Mechanical Systems 3 Credits

Automotive Technology

Automotive Technology (ATMAS)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

The Automotive Technology program is certified by the National Automotive Technicians Education Foundation

(NATEF), hands-on, and focuses on preparing students for careers in the automotive field. The program works closely with regional and national industry to encourage growth and training in preparation for real-world work environments. This program utilizes the most current technology and testing equipment to enhance the training required by today's automotive industry.

Graduation Requirements
Major Requirements: 83.0
General Education: 22.5
Total credit hours required: 105.5

The following General Education courses are recommended for Automotive Technology (ATMAS): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Automotive Technology

- AUTT 1111 - Auto 1: Automotive Fundamentals Theory 4 Credits
- AUTT 1112 - Auto 1: Automotive Fundamentals Lab 8 Credits
- AUTT 1121 - Auto 2: Minor Repair Theory 4 Credits
- AUTT 1122 - Auto 2: Minor Repair Lab 8 Credits
- AUTT 1131 - Auto 3: Advanced Repair Theory 4 Credits
- AUTT 1132 - Auto 3: Advance Repair Lab 8 Credits
- AUTT 2111 - Auto 4: Engine Overhaul Theory 4 Credits
- AUTT 2112 - Auto 4: Engine Overhaul Lab 8 Credits
- AUTT 2121 - Auto 5: Transmission Repair Theory 4 Credits
- AUTT 2122 - Auto 5: Transmission Repair Lab 8 Credits
- AUTT 2131 - Auto 6: Driveability Theory 4 Credits
- AUTT 2132 - Auto 6: Driveability Lab 8 Credits
- WELD 1261 - Combination Welding - Automotive 3 Credits

- AUTT 2981 - On-the-Job Training/Work Experience 8 Credits

OR

- AUTT 2982 - OJT/Work Experience I 1 Credits

- AUTT 2983 - OJT/Work Experience II 1 Credits
- AUTT 2984 - OJT/Work Experience III 1 Credits
- AUTT 2985 - OJT/Work Experience IV 1 Credits
- AUTT 2986 - OJT/Work Experience V 1 Credits
- AUTT 2987 - OJT Work Experience VI 1 Credits
- AUTT 2988 - OJT/Work Experience VII 1 Credits
- AUTT 2989 - OJT/Work Experience VIII 1 Credits

Note: Select either AUTT 2981 or the series AUTT 2982 through AUTT 2989 for a total of 8 internship hours.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Automotive Maintenance and Light Repair Technician (ATMCA)

Award: Certificate of Achievement
Pathway to Associate Degree: Automotive Technology (ATMAS)
Program Location: South Omaha Campus

This certificate of achievement provides students with the skills and knowledge necessary for entry-level positions in the automotive field. This program helps students develop skills in diagnosing and repairing common entry level items, while developing a career path focusing on personal growth. The program presents the fundamentals of automotive systems and emphasizes human relations and critical thinking skills for entry-level technicians.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

The following General Education courses are recommended for Automotive Maintenance & Light Repair Technician (ATMCA): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Automotive Technology-Automotive Maintenance and Light Repair Technician

- AUTT 1111 - Auto 1: Automotive Fundamentals Theory 4 Credits
- AUTT 1112 - Auto 1: Automotive Fundamentals Lab 8 Credits
- AUTT 1121 - Auto 2: Minor Repair Theory 4 Credits
- AUTT 1122 - Auto 2: Minor Repair Lab 8 Credits
- AUTT 1131 - Auto 3: Advanced Repair Theory 4 Credits
- AUTT 1132 - Auto 3: Advance Repair Lab 8 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Automotive Technician Assistant (ATTCC)

Award: Career Certificate
Pathway to Associate Degree: Automotive Technology (ATMAS)
Program Location: South Omaha Campus

Graduation Requirement: 24.0 credit hrs.

This career certificate provides students with the skills and knowledge necessary for an advanced entry-level position in the automotive field. This program helps students develop skills needed to become an automotive assistant.

Requirements for Automotive Technician Assistant Career Certificate

- AUTT 1111 - Auto 1: Automotive Fundamentals Theory 4 Credits
- AUTT 1112 - Auto 1: Automotive Fundamentals Lab 8 Credits
- AUTT 1121 - Auto 2: Minor Repair Theory 4 Credits
- AUTT 1122 - Auto 2: Minor Repair Lab 8 Credits

Automotive Under-Vehicle Specialist (ATVCC)

Award: Career Certificate
Pathway to Associate Degree: Automotive Technology (ATMAS)
Program Location: South Omaha Campus

Graduation Requirement: 36.0 credit hrs.

This career certificate provides students with the skills and knowledge necessary for entry-level positions in the automotive field. This program helps students develop skills in diagnosing and repairing common entry-level items. The program presents the fundamentals of automotive systems and emphasizes mastering entry-level hands-on skills.

Requirements for Automotive Under-Vehicle Specialist Career Certificate

- AUTT 1111 - Auto 1: Automotive Fundamentals Theory 4 Credits
- AUTT 1112 - Auto 1: Automotive Fundamentals Lab 8 Credits
- AUTT 1121 - Auto 2: Minor Repair Theory 4 Credits
- AUTT 1122 - Auto 2: Minor Repair Lab 8 Credits
- AUTT 1131 - Auto 3: Advanced Repair Theory 4 Credits
- AUTT 1132 - Auto 3: Advance Repair Lab 8 Credits

Civil Engineering Technology

Civil Engineering Technician (CETA2)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree emphasizes the skills necessary for graduates seeking employment in civil engineering occupations. The program emphasizes the related use of computers and software. The degree provides a strong foundation in current basic civil engineering techniques and prepares students for occupational entry and advancement as a civil engineering technician. Graduates are readily employed as engineering technicians in construction, transportation, surveying, and testing laboratories.

Graduation Requirements
Major Requirements: 82.0
General Education: 22.5
Total credit hours required: 104.5

The following General Education courses are recommended for Civil Engineering Technician (CETA2): Communication: ENGL 1220 or ENGL 1225; Quantitative/Numeracy Skills: MATH 1430; Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220

Students interested in a Civil Engineering Technician option should consult with a faculty advisor.

Major Requirements for Civil Engineering Technician

- SCET 1000 - Civil Engineering Fundamentals 4.5 Credits
- SCET 1090 - ArcGIS Fundamentals 4.5 Credits
- SCET 1120 - AutoCAD Essentials 9 Credits
- SCET 1130 - REVIT (Structure) 4.5 Credits
- SCET 1150 - AutoCAD Civil 3-D Fundamentals 9 Credits
- SCET 1160 - Advanced AutoCAD Civil 3-D 9 Credits
- SCET 1170 - Advanced REVIT Structure 4.5 Credits
- SCET 1220 - Site Layout 4.5 Credits
- SCET 2010 - Fluid Mechanics 4.5 Credits
- SCET 2250 - Advanced Surveying 5.5 Credits
- SCET 2300 - Structures I - Engineering Statics 4.5 Credits
- SCET 2310 - Structures II - Strength of Materials 4.5 Credits
- SCET 2410 - Civil Site Design 4.5 Credits
- CNST 2120 - Construction Law and Document Management 4.5 Credits
- PHYS 1010 - Applied Physics 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.

Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1 course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Civil Engineering Technology - AEC Professions (CEAEC)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree provides a strong foundation in current basic civil engineering techniques. Those planning to transfer to a professional engineering program should find many of the foundation and general education courses transfer to regional and national four-year institutions.

Graduation Requirements
Major Requirements: 82.5
General Education: 22.5
Total credit hours required: 105.0

T*he following General Education courses are recommended for Civil Engineering Technology - AEC Professions (CEAEC): Communication: ENGL 1220 or ENGL 1225; Quantitative/Numeracy Skills: MATH 1430; Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220*

Students interested in a Civil Engineering Technology - AEC Professions option should consult with a faculty advisor.

Major Requirements for Civil Engineering Technology

- SCET 1000 - Civil Engineering Fundamentals 4.5 Credits
- SCET 1090 - ArcGIS Fundamentals 4.5 Credits
- SCET 1120 - AutoCAD Essentials 9 Credits
- SCET 1130 - REVIT (Structure) 4.5 Credits
- SCET 1150 - AutoCAD Civil 3-D Fundamentals 9 Credits
- SCET 1220 - Site Layout 4.5 Credits
- SCET 2010 - Fluid Mechanics 4.5 Credits
- SCET 2300 - Structures I - Engineering Statics 4.5 Credits
- SCET 2310 - Structures II - Strength of Materials 4.5 Credits
- SCET 2410 - Civil Site Design 4.5 Credits
- MATH 2410 - Analytic Geometry and Calculus I 7.5 Credits
- MATH 2411 - Calculus II 7.5 Credits
- MATH 2412 - Calculus III 6 Credits
- PHYS 210B - General Physics IB 2.5 Credits
- PHYS 210C - General Physics IC 2.5 Credits
- PHYS 210A - General Physics IA 2.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Civil Site Design (CEDCC)

Award: Career Certificate
Pathway to Associate Degree: Civil Engineering Technician (CETA2)
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate provides career preparation in engineering drafting and site design practices. Recipients may seek employment in engineering drafting and design entry-level positions in engineering firms and government agencies.

Requirements for Civil Site Design Career Certificate

- SCET 1000 - Civil Engineering Fundamentals 4.5 Credits
- SCET 1120 - AutoCAD Essentials 9 Credits
- SCET 1150 - AutoCAD Civil 3-D Fundamentals 9 Credits
- SCET 2410 - Civil Site Design 4.5 Credits

Computer-Aided Design (CECCC)

Award: Career Certificate
Pathway to Associate Degree: Civil Engineering Technician (CETA2)
Program Location: Fort Omaha Campus

Graduation Requirement: 31.5 credit hrs.

This career certificate provides career preparation in engineering drafting and design practices. Recipients may seek employment in engineering drafting and design entry-level positions in engineering, architecture and design firms, and government agencies.

Requirements for Computer-Aided Design Career Certificate

- SCET 1120 - AutoCAD Essentials 9 Credits
- SCET 1130 - REVIT (Structure) 4.5 Credits
- SCET 1150 - AutoCAD Civil 3-D Fundamentals 9 Credits
- SCET 1220 - Site Layout 4.5 Credits
- MATH 1430 - Trigonometry 4.5 Credits

Surveying (CESSD)

Award: Career Certificate
Pathway to Associate Degree: Civil Engineering Technician (CETA2)
Program Location: Fort Omaha Campus

Graduation Requirement: 32.5 credit hrs.

This career certificate provides career preparation in land surveying practices. Recipients may seek employment in surveying entry-level positions in

engineering, architectural and design firms, and government agencies.

Requirements for Surveying Career Certificate

- SCET 1120 - AutoCAD Essentials 9 Credits
- SCET 1150 - AutoCAD Civil 3-D Fundamentals 9 Credits
- SCET 1220 - Site Layout 4.5 Credits
- SCET 2250 - Advanced Surveying 5.5 Credits
- MATH 1430 - Trigonometry 4.5 Credits

Construction and Building Science

Construction and Building Science - Construction Management (CBCMO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree option provides students with knowledge and entry-level skills desirable for construction entrepreneurship and supervision of a variety of construction projects.

Graduation Requirements
Major Requirements: 26.5
Option Requirements: 25.0
Electives: 26.0-31.0
General Education: 22.5
Total credit hours required: 100.0 - 105.0

The following General Education courses are recommended for Construction Management (CBCMO): Communication: ENGL 1220 or ENGL 1225; Quantitative/Numeracy Skills: MATH 1240 or higher

Students interested in a Construction Technology option should consult with faculty or Student Services when planning their studies.

Major Requirements for Construction and Building Science

- CNST 1005 - Introduction to the Construction Industry 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1030 - Digital Blueprint Applications 4.5 Credits
- CNST 1050 - Introduction to Carpentry 4.5 Credits
- CNST 2981 - Internship Variable Credits
- SCET 1220 - Site Layout 4.5 Credits

Option Requirements for Construction and Building Science - Construction Management

- CNST 2100 - Construction Safety (30-Hour) 4.5 Credits
- CNST 2120 - Construction Law and Document Management 4.5 Credits
- CNST 2130 - Construction Estimating 7 Credits
- CNST 2140 - Job Site Management 4.5 Credits
- CNST 2160 - Advanced Construction Estimating and Scheduling 4.5 Credits

Electives for Construction and Building Science - Construction Management

Select 26.0 to 31.0 hours from the following:

- CNST 1240 - Interior Finish and Cabinetry 9 Credits
- CNST 1360 - Floor, Wall, Stair and Ceiling Framing 9 Credits
- CNST 1370 - Exterior Finish 6.5 Credits
- CNST 1400 - Introduction to Masonry 6.5 Credits
- CNST 1520 - Introduction to Concrete 4.5 Credits
- CNST 1530 - Concrete Formwork 4.5 Credits
- CNST 2360 - Roof Framing 6.5 Credits
- CNST 2435 - Capstone Completion 6.5 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Construction and Building Science - Construction Technology (CBCTO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree option provides students with technical knowledge and skills desirable for success in the construction industry.

Graduation Requirements
Major Requirements: 26.5
Option Requirements: 54.0
General Education: 22.5
Total credit hours required: 103.0

The following General Education courses are recommended for Construction Technology (CBCTO): Communication: ENGL 1220 or ENGL 1225; Quantitative/Numeracy Skills: MATH 1240 or higher

Students interested in a Construction Technology option should consult with faculty or Student Services when planning their studies.

Major Requirements for Construction and Building Science

- CNST 1005 - Introduction to the Construction Industry 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1030 - Digital Blueprint Applications 4.5 Credits
- CNST 1050 - Introduction to Carpentry 4.5 Credits
- CNST 2981 - Internship Variable Credits
- SCET 1220 - Site Layout 4.5 Credits

Option Requirements for Construction and Building Science - Construction Technology

- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- CNST 1240 - Interior Finish and Cabinetry 9 Credits
- CNST 1360 - Floor, Wall, Stair and Ceiling Framing 9 Credits
- CNST 1370 - Exterior Finish 6.5 Credits
- CNST 1400 - Introduction to Masonry 6.5 Credits
- CNST 1520 - Introduction to Concrete 4.5 Credits
- CNST 1530 - Concrete Formwork 4.5 Credits
- CNST 2360 - Roof Framing 6.5 Credits
- CNST 2435 - Capstone Completion 6.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Construction and Building Science - Framing and Finishing Specialist (CBFCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Construction and Building Science - Construction Technology (CBCTO)
Program Location: Fort Omaha Campus

This certificate of achievement provides basic framing and finishing skills using measuring devices and teaches the application of hand and power tools. Graduates are employable in large and small construction companies in both framing and finishing.

Graduation Requirements
Major Requirements: 40.0
General Education: 13.5
Total credit hours required: 53.5

The following General Education courses are recommended for Framing and Finishing Specialist (CBFCE): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240 or higher; Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Construction and Building Science - Framing and Finishing Specialist

- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1050 - Introduction to Carpentry 4.5 Credits
- CNST 1240 - Interior Finish and Cabinetry 9 Credits
- CNST 1360 - Floor, Wall, Stair and Ceiling Framing 9 Credits
- CNST 1370 - Exterior Finish 6.5 Credits
- CNST 2360 - Roof Framing 6.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Commercial Construction (CCOSD)

Award: Career Certificate
Pathway to Associate Degree: Construction and Building Science - Construction Technology (CBCTO)
Program Location: Fort Omaha Campus

Graduation Requirement: 28.0 credit hrs.

This career certificate is for students who want to begin a career in commercial construction as soon as possible. Students partake in classroom and practical application exercises, which supply them with knowledge and skills used in the commercial construction industry. A 10-hour OSHA construction safety certification is included.

Requirements for Commercial Construction Career Certificate

- CNST 1005 - Introduction to the Construction Industry 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1030 - Digital Blueprint Applications 4.5 Credits
- CNST 1050 - Introduction to Carpentry 4.5 Credits
- CNST 1520 - Introduction to Concrete 4.5 Credits
- CNST 1530 - Concrete Formwork 4.5 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits

Construction Management (CCMSD)

Award: Career Certificate
Pathway to Associate Degree: Construction and Building Science - Construction Management (CBCMO)
Program Location: Fort Omaha Campus

Graduation Requirement: 34.0 credit hrs.

This career certificate is for well-seasoned craft workers who have six years or more experience and the desire or need for skills required to move into the area of supervision. Students partake in classroom and practical application exercises, which supply them with knowledge and skills in the construction management area. A 30-hour OSHA construction safety certification is included.

Requirements for Construction Management Career Certificate

- CNST 1005 - Introduction to the Construction Industry 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1030 - Digital Blueprint Applications 4.5 Credits
- CNST 2100 - Construction Safety (30-Hour) 4.5 Credits
- CNST 2120 - Construction Law and Document Management 4.5 Credits
- CNST 2130 - Construction Estimating 7 Credits
- CNST 2160 - Advanced Construction Estimating and Scheduling 4.5 Credits

General Construction/Remodeling (CCRSD)

Award: Career Certificate
Pathway to Associate Degree: Construction and Building Science - Construction Technology (CBCTO)
Program Location: Fort Omaha Campus

Graduation Requirement: 30.0 credit hrs.

This career certificate assists practicing small contractors and remodelers as well as those seeking knowledge and skills for entry-level employment in this area. It is for those who wish to obtain knowledge in code compliance, understanding of OSHA safety requirements, and expanded knowledge of materials and their proper use.

Requirements for General Construction/Remodeling Career Certificate

- CNST 1005 - Introduction to the Construction Industry 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1050 - Introduction to Carpentry 4.5 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- CNST 1240 - Interior Finish and Cabinetry 9 Credits
- CNST 2435 - Capstone Completion 6.5 Credits

Masonry and Concrete Construction (CMCSD)

Award: Career Certificate
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate supplies students with knowledge and skills to begin a career in masonry as well as supplies seasoned masons with advanced skills. Included are materials and testing, bonding and layout, advanced arch work, and a 10-hour OSHA construction safety certification.

Requirements for Masonry and Concrete Career Certificate

- CNST 1050 - Introduction to Carpentry 4.5 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- CNST 1400 - Introduction to Masonry 6.5 Credits
- CNST 1520 - Introduction to Concrete 4.5 Credits
- CNST 1530 - Concrete Formwork 4.5 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits

Residential Carpentry (CRCSD)

Award: Career Certificate
Pathway to Associate Degree: Construction and Building Science - Construction Technology (CBCTO)
Program Location: Fort Omaha Campus

Graduation Requirement: 30.0 credit hrs.

This career certificate is for students who have the desire or need to enter the field of residential carpentry as soon as possible. Students partake in classroom and practical application exercises, which supply them with knowledge and skills in the residential carpentry area. A 30-hour OSHA construction safety certification is included.

Requirements for Residential Carpentry Career Certificate

- CNST 1005 - Introduction to the Construction Industry 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1050 - Introduction to Carpentry 4.5 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- CNST 1360 - Floor, Wall, Stair and Ceiling Framing 9 Credits
- CNST 1370 - Exterior Finish 6.5 Credits

Diesel Technology

Diesel Technology - Diesel Service (DTDSO)

Award: Associate in Applied Science Degree
Program Location: Applied Technology Center

With the complexity of trucks and the increasing need for qualified, trained diesel technicians, this degree (DTAAS, Diesel Service option) provides students with the fundamentals needed for employment in the field of diesel service technology.

Graduation Requirements
Major Requirements: 42.5
Option Requirements: 38.0
General Education: 22.5
Total credit hours required: 103

Note: Students must earn a C grade or better in all DESL classes to earn this 2 year A.A.S. degree.

The following General Education courses are recommended for Diesel Service (DTDSO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240 or higher; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Diesel Technology

- DESL 1000 - Diesel Preventive Maintenance 4 Credits
- DESL 1200 - Fundamentals of Hydraulics 4 Credits
- DESL 1210 - Electricity and Electronics 6 Credits
- DESL 1230 - Diesel Engine Fundamentals 4 Credits
- DESL 1295 - CDL Laws and Regulations 4.5 Credits
- DESL 1300L - Class A BTW CDL Training 5 Credits
- DESL 2211 - Fuel Operating Systems 4 Credits
- DESL 2220 - Diesel Engine Diagnostics 4 Credits
- DESL 2230 - Diesel Engine Rebuild 4 Credits
- DESL 2240 - Emissions and Maintenance 3 Credits

Note: It is recommended that students either pass MATH 1240 with a C or better prior to taking DESL 1210 or take MATH 1240 concurrently with DESL 1210.

Option Requirements for Diesel Technology - Diesel Service

- DESL 1620 - Climate Control/Heating and Air Conditioning 4 Credits
- DESL 2100 - Heavy Duty Drivetrain 4 Credits

- DESL 2120 - Automatic and Automated Drivetrains 3 Credits
- DESL 2150 - Truck ABS and Brakes 4 Credits
- DESL 2200 - Steering and Suspension 4 Credits
- DESL 2981 - Diesel Internship I 8 Credits
- DESL 2982 - Diesel Internship II 8 Credits
- WELD 1261 - Combination Welding - Automotive 3 Credits

Note: DESL 2981 and DESL 2982 each require 320 hours of on-the-job training. Each course can either be taken during one quarter or extended over more than one quarter depending on needs of students and employers.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Diesel Technology - Heavy Equipment (DTHEO)

Award: Associate in Applied Science Degree
Program Location: Applied Technology Center

This degree prepares students for a career in the heavy equipment, construction, and utility industries. This degree serves students by providing a diverse education of coursework that is taught by faculty with direct experience in the industry. A major strength of this program is the strong hands-on approach to learning.

Graduation Requirements
Major Requirements: 42.5
Option Requirements: 39.0
General Education: 22.5
Total credit hours required: 104.0

Note: Students must earn a C grade or better in all DESL classes to earn this 2 year A.A.S. degree.

The following General Education courses are recommended for Heavy Equipment (DTHEO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240 or higher; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Diesel Technology
- DESL 1000 - Diesel Preventive Maintenance 4 Credits
- DESL 1200 - Fundamentals of Hydraulics 4 Credits
- DESL 1210 - Electricity and Electronics 6 Credits

- DESL 1230 - Diesel Engine Fundamentals 4 Credits
- DESL 1295 - CDL Laws and Regulations 4.5 Credits
- DESL 1300L - Class A BTW CDL Training 5 Credits
- DESL 2211 - Fuel Operating Systems 4 Credits
- DESL 2220 - Diesel Engine Diagnostics 4 Credits
- DESL 2230 - Diesel Engine Rebuild 4 Credits
- DESL 2240 - Emissions and Maintenance 3 Credits

Note: Students who currently hold a Class A or Class B CDL may ask for a waiver of DESL 2301 and DESL 2310. It is recommended that students either pass MATH 1240 with a C or better prior to taking DESL 1210 or take MATH 1240 concurrently with DESL 1210.

Option Requirements for Diesel Technology - Heavy Equipment

- DESL 1220 - Advanced Diesel Hydraulics 6 Credits
- DESL 1620 - Climate Control/Heating and Air Conditioning 4 Credits
- DESL 2110 - Heavy Equipment Drivetrain 6 Credits
- DESL 2250 - Field Service Maintenance 6 Credits
- DESL 2985 - Heavy Equipment Internship 8 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1262 - Quick Start 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Diesel Technology - Power Generation (DTPGO)

Award: Associate in Applied Science Degree
Program Location: Applied Technology Center

This degree (DTAAS - Power Generation option) prepares students for a career in the growing diesel power generation field. This option is one of only a few nationally that allows students to get both diesel and alternative fuel engine training while learning AC power generation methods and distribution technologies.

Graduation Requirements
Major Requirements: 42.5
Option Requirements: 36.0
General Education: 22.5
Total credit hours required: 101.0

Note: Students must earn a C grade or better in all DESL classes to earn this 2 year A.A.S. degree.

The following General Education courses are recommended for Power Generation (DTPGO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240 or higher; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Diesel Technology

- DESL 1000 - Diesel Preventive Maintenance 4 Credits
- DESL 1200 - Fundamentals of Hydraulics 4 Credits
- DESL 1210 - Electricity and Electronics 6 Credits
- DESL 1230 - Diesel Engine Fundamentals 4 Credits
- DESL 1295 - CDL Laws and Regulations 4.5 Credits
- DESL 1300L - Class A BTW CDL Training 5 Credits
- DESL 2211 - Fuel Operating Systems 4 Credits
- DESL 2220 - Diesel Engine Diagnostics 4 Credits
- DESL 2230 - Diesel Engine Rebuild 4 Credits
- DESL 2240 - Emissions and Maintenance 3 Credits

Note: Students who currently hold a Class A or Class B CDL may ask for a waiver of DESL 2301 and DESL 2310. It is recommended that students either pass MATH 1240 with a C or better prior to taking DESL 1210 or take MATH 1240 concurrently with DESL 1210.

Option Requirements for Diesel Technology - Power Generation

- DESL 1040 - Generator Theory 6 Credits
- DESL 2040 - Power Generator Applications 6 Credits
- DESL 2100 - Heavy Duty Drivetrain 4 Credits
- DESL 2215 - Diesel Generator Controls 3 Credits
- DESL 2983 - Diesel Internship III 4 Credits
- DESL 2984 - Diesel Internship IV 4 Credits
- UTIL 1020 - Electricity I 4.5 Credits
- UTIL 2020 - Transformer Theory 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Diesel Truck (DDES1)

Award: Career Certificate
Pathway to Associate Degree: Diesel Technology - Diesel Service (DTDSO)
Program Location: Applied Technology Center

Graduation Requirement: 34.0 credit hrs.

This career certificate provides the knowledge and skills needed for an entry-level position in the transportation industry. The career certificate provides students with

fundamental instruction in the basic operation of diesel engines, service, brakes, electrical systems, and power trains.

Requirements for Diesel Truck Career Certificate

- DESL 1000 - Diesel Preventive Maintenance 4 Credits
- DESL 1200 - Fundamentals of Hydraulics 4 Credits
- DESL 1210 - Electricity and Electronics 6 Credits
- DESL 1230 - Diesel Engine Fundamentals 4 Credits
- DESL 1620 - Climate Control/Heating and Air Conditioning 4 Credits
- DESL 2100 - Heavy Duty Drivetrain 4 Credits
- DESL 2150 - Truck ABS and Brakes 4 Credits
- DESL 2200 - Steering and Suspension 4 Credits

Note: Students must earn a grade of a C or higher in all DESL classes to earn this 1 year career certificate.

Electrical Apprenticeship

Electrical Apprenticeship (AREAO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree is for students preparing to become licensed electricians. The courses are offered on an evening schedule only, allowing students to seek employment with electrical contractors during the day. Students receive college credit for successful completion of the coursework at the same time they are preparing for the licensing exam. Students should be employed full time in an electrical trade while taking classes. For more information about this program, contact the apprenticeship coordinator at 531-622-2132.

Students utilizing VA education benefits may not simultaneously receive benefits for the MCC Electrical Apprenticeship degree program and an employer-sponsored apprenticeship program. Students utilizing VA education benefits for the Electrical Apprenticeship degree program at MCC must immediately notify the **Military and Veterans Services' Office** if they enroll in an employer-sponsored apprenticeship program and plan to utilize VA education benefits at such facility. Employment and/or participation in an outside apprenticeship program is not a prerequisite or requirement for graduation from the MCC Electrical Apprenticeship Program.

Graduation Requirements
Major Requirements: 22.5
Apprenticeship Classes: 56.0
General Education: 22.5
Total credit hours required: 101.0

The following General Education courses are recommended for Electrical Apprenticeship (AREAO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Electrical Apprenticeship

- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 2100 - Construction Safety (30-Hour) 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits

Apprenticeship Requirements for Electrical Apprenticeship

- ELAP 1110 - Electrical IA 7 Credits
- ELAP 1120 - Electrical IB 7 Credits
- ELAP 1210 - Electrical IIA 7 Credits
- ELAP 1220 - Electrical IIB 7 Credits
- ELAP 2310 - Electrical IIIA 7 Credits
- ELAP 2320 - Electrical IIIB 7 Credits
- ELAP 2410 - Electrical IVA 7 Credits
- ELAP 2420 - Electrical IVB 7 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Electrical/Mechanical Maintenance Technology

Electrical/Mechanical Maintenance Technology (EMAAS)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

This degree provides education and training for maintenance personnel at industrial and commercial facilities. Students learn standard and advanced electrical systems, mechanical systems, and hydraulic/pneumatic systems.

Graduation Requirements
Major Requirements: 67.0
Electives: 6.0-9.0
General Education: 22.5
Total credit hours required: 95.5-98.5

The following General Education courses are recommended for Electrical/Mechanical Maintenance Technology (EMAAS): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Industrial Electrical/Mechanical Maintenance

- INCT 1000 - Industrial Safety and Health 4.5 Credits

OR

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

- ELME 1050 - Mechanical Print Reading 4 Credits
- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits
- ELME 2232 - Programmable Logic Controllers II 4.5 Credits
- ELME 2235 - Programmable Logic Controllers Applications 9 Credits
- INCT 2100 - Introduction to Robotics 4 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits

Electives

Select a total of 6.0 to 9.0 credit hours from the following:

- ELME 2981 - Internship 6 Credits
- INCT 2110 - Vision for Industrial Robotics 4 Credits
- PLBG 1010 - Introduction to Plumbing 9 Credits
- PRMA 1401 - Machine Tool I 9 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5
Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Industrial Electrical Technician (EMMCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Electrical/Mechanical Maintenance Technology (EMAAS)
Program Location: South Omaha Campus

This certificate of achievement is for students who may work in the industrial setting. Students gain a working knowledge of industrial electrical systems and control circuit wiring.

Graduation Requirements
Major Requirements: 42.0
General Education: 13.5
Total credit hours required: 55.5

The following General Education courses are recommended for Industrial Electrical Technician (EMMCE): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Industrial Electrical Technician

- INCT 1000 - Industrial Safety and Health 4.5 Credits

OR

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits
- ELME 2232 - Programmable Logic Controllers II 4.5 Credits
- ELME 2235 - Programmable Logic Controllers Applications 9 Credits *
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits

***Note:** ELME 2235: Additional prerequisite(s) may be required.

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the**

same course to satisfy more than one degree requirement.

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Electrical Mechanical Systems (EMEMS)

Award: Career Certificate
Pathway to Associate Degree: Electrical/Mechanical Maintenance Technology (EMAAS)
Program Location: South Omaha Campus

Graduation Requirement: 36.5 credit hrs.

This career certificate enhances the skills needed for positions as maintenance technicians in manufacturing environments.

Requirements for Electrical Mechanical Systems Career Certificate

- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- PRMA 1401 - Machine Tool I 9 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits

Electrical Plant Maintenance (EMEPM)

Award: Career Certificate
Pathway to Associate Degree: Electrical/Mechanical Maintenance Technology (EMAAS)
Program Location: South Omaha Campus

Graduation Requirement: 28.5 credit hrs.

This career certificate enhances the skills needed for positions as maintenance technicians who are responsible for plant electrical systems.

Requirements for Electrical Plant Maintenance Career Certificate

- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits

- INCT 1000 - Industrial Safety and Health 4.5 Credits

OR

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

General Plant Maintenance (EMGPM)

Award: Career Certificate
Pathway to Associate Degree: Electrical/Mechanical Maintenance Technology (EMAAS)
Program Location: South Omaha Campus

Graduation Requirement: 36.5 credit hrs.

This career certificate enhances the skills needed for machine repair positions in a manufacturing environment.

Required Courses for General Plant Maintenance Career Certificate

- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- PLBG 1010 - Introduction to Plumbing 9 Credits

- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits

Industrial Electrical (EMINE)

Award: Career Certificate
Pathway to Associate Degree: Electrical/Mechanical Maintenance Technology (EMAAS)
Program Location: South Omaha Campus

Graduation Requirement: 33.0 credit hr.

This career certificate provides the minimum skills to get an entry-level job wiring control circuits in an industrial setting.

Required Courses for Industrial Electrical Career Certificate

- INCT 1000 - Industrial Safety and Health 4.5 Credits

OR

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits
- ELME 2232 - Programmable Logic Controllers II 4.5 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits

Production Maintenance (EMPRM)

Award: Career Certificate
Pathway to Associate Degree: Electrical/Mechanical Maintenance Technology (EMAAS)
Program Location: South Omaha Campus

Graduation Requirement: 30.5 credit hrs.

This career certificate enhances the skills needed for positions as production workers with some responsibilities for maintenance tasks.

Required Courses for Production Maintenance Career Certificate

- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits

Programmable Logic Controllers (EMPLC)

Award: Career Certificate
Pathway to Associate Degree: Electrical/Mechanical Maintenance Technology (EMAAS)
Program Location: South Omaha Campus

Graduation Requirement: 31.5 credit hrs.

This career certificate gives students the information and skills needed for the installation and maintenance of programmable logic controllers as used in industry, building maintenance, and entertainment.

Requirements for Programmable Logic Controllers Career Certificate

- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits
- ELME 2232 - Programmable Logic Controllers II 4.5 Credits
- ELME 2235 - Programmable Logic Controllers Applications 9 Credits
- ELME 1210 - Introduction to Motors 4.5 Credits

Electrical Technology

Electrical Technology (ETAAS)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree provides education and training for students who wish to join the electrical field. This program exposes students to electrical systems in residential and commercial wiring as well as industrial motor controls.

Graduation Requirements
Major Requirements: 63.5
Electives: 13.5
General Education: 22.5
Total credit hours required: 99.5

The following General Education courses are recommended for Electrical Technology (ETAAS): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240 or higher; and Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220

Major Requirements for Electrical Technology

- ELTR 1200 - Basic Electricity 8 Credits
- ELTR 1210 - Residential Wiring 9 Credits
- ELTR 1220 - Commercial Wiring I 9 Credits
- ELTR 1250 - Electric Equipment Controls 6 Credits
- ELTR 2100 - Project Leadership 4.5 Credits
- ELTR 2240 - National Electrical Code 4.5 Credits
- ELTR 2250 - Commercial Wiring II 6 Credits
- ELTR 2331 - Electric Services and Transformers 6 Credits
- ELTR 2981 - Internship 4 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits*

*EMSP 1010 is required for those who do not currently hold a valid CPR/first aid card.

Electives for Electrical Technology

Select 13.5 credit hours from ARCH, CNST, HVAC, PLBG, or SCET areas or from the following courses:

- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits
- ELME 2232 - Programmable Logic Controllers II 4.5 Credits
- ELME 2235 - Programmable Logic Controllers Applications 9 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits
- WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I 3 Credits
- WELD 1410 - Gas Tungsten Arc Welding (TIG) - Stainless I 3 Credits
- WELD 1420 - Gas Tungsten Arc Welding (TIG) - Aluminum I 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits
- WELD 1510 - Shielded Metal Arc Welding (Stick) - Vertical 3 Credits
- WELD 2510 - SMAW (Stick) - Overhead 3 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Electrical Technology - Building Electrical (ETBCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Electrical Technology (ETAAS)
Program Location: Fort Omaha Campus

This certificate of achievement is for students who may work in the electrical field. Students gain knowledge of facilities and residential wiring.

Graduation Requirements
Major Requirements: 38.5
General Education: 13.5
Total credit hours required: 52.0

The following General Education courses are recommended for Electrical Technology (ETBCE): Communication: ENGL 1220 or ENGL 1225; Quantitative/Numeracy Skills: MATH 1240 or higher; and Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220

Major Requirements for Electrical Technology - Building Electrical

- ELTR 1200 - Basic Electricity 8 Credits
- ELTR 1210 - Residential Wiring 9 Credits
- ELTR 1220 - Commercial Wiring I 9 Credits
- ELTR 2240 - National Electrical Code 4.5 Credits
- ELTR 2331 - Electric Services and Transformers 6 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits

*EMSP 1010 is required for those who do not currently hold a valid CPR/first aid card.

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Heating, Air Conditioning, and Refrigeration

Heating, Air Conditioning, and Refrigeration (HARAS)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree provides students with a diversified background in air conditioning, refrigeration, and heating systems. The program combines class work with hands-on activities to facilitate learning and understanding of these fields. Potential employment opportunities exist in local heating and air conditioning, refrigeration, and building automation and controls companies, both large and small.

Graduation Requirements
Major Requirements: 67.5
Elective Requirements: 13.5
General Education: 22.5
Total credit hours required: 103.5

The following General Education courses are recommended for Heating, Air Conditioning, & Refrigeration (HARAS): Communication: ENGL 1220 or ENGL 1225; Quantitative/Numeracy Skills: MATH 1240 or higher; and Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220

Major Requirements for Heating, Air Conditioning, and Refrigeration Technology

- HVAC 1101 - HVACR Electrical Systems and Components 8 Credits
- HVAC 1102 - HVAC/R Shop Practices 6 Credits
- HVAC 1103 - Intro to HVAC/R Principles & Theory 8 Credits
- HVAC 1104 - Sheet Metal Fundamentals 1 4.5 Credits
- HVAC 1201 - Heating Fundamentals, Install & Service 8 Credits
- HVAC 1202 - Commercial Refrigeration Install & Service 8 Credits
- HVAC 1203 - Building Automation Fundamentals 1 6 Credits
- HVAC 2101 - Split Systems: Air Conditioning 4.5 Credits
- HVAC 2201 - Split Systems: Heat Pumps 4.5 Credits
- HVAC 2301 - Advanced Residential Air Conditioning 4.5 Credits
- HVAC 2401 - Commercial HVAC Systems 4.5 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits

Elective Courses

Select 13.5 credit hours from below

- HVAC 2501 - Journey Worker Test Prep 4.5 Credits
- HVAC 2604 - Sheet Metal Fundamentals 2 4.5 Credits
- HVAC 2702 - Advanced Commercial Refrigeration 4.5 Credits
- HVAC 2703 - Building Automation Fundamentals 2 4.5 Credits
- HVAC 2713 - Advanced Building Automation 1 4.5 Credits
- HVAC 2723 - Advanced Building Automation 2 4.5 Credits
- HVAC 2801 - Intro to Hydronic Systems 4.5 Credits
- HVAC 2802 - Mini Split Systems 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.

Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.

Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Heating and Air Conditioning Technology (HACCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Heating, Air Conditioning, & Refrigeration (HARAS)
Program Location: Fort Omaha Campus

This certificate of achievement provides students with practical experience in servicing and installing air conditioning and heating equipment. Related instruction enables students to understand the basic principles involved in construction and operation of the equipment. Upon completion of the program, potential employment opportunities exist with companies that specialize in air conditioning and heating service and installation.

Graduation Requirements
Major Requirements: 39.0
General Education: 13.5
Total credit hours required: 52.5

The following General Education courses are recommended for Heating & Air Conditioning Technology (HACCE): Communication: ENGL 1220 or ENGL 1225; Quantitative/Numeracy Skills: MATH 1240 or higher; and Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220

Major Requirements for Heating and Air Conditioning Technology

- HVAC 1101 - HVACR Electrical Systems and Components 8 Credits
- HVAC 1102 - HVAC/R Shop Practices 6 Credits
- HVAC 1103 - Intro to HVAC/R Principles & Theory 8 Credits
- HVAC 1104 - Sheet Metal Fundamentals 1 4.5 Credits
- HVAC 1201 - Heating Fundamentals, Install & Service 8 Credits

- HVAC 2101 - Split Systems: Air Conditioning 4.5 Credits

OR

- HVAC 2604 - Sheet Metal Fundamentals 2 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Refrigeration Technology (REFCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Heating, Air Conditioning, and Refrigeration (HARAS)
Program Location: Fort Omaha Campus

This certificate of achievement provides students with practical experience in servicing and installing commercial refrigeration equipment. Related instruction enables students to understand the basic principles involved in construction and operation of the equipment. Upon completion of the program, potential employment opportunities exist with companies that specialize in commercial refrigeration service and installation.

Graduation Requirements
Major Requirements: 34.5
General Education: 13.5
Total credit hours required: 48.0

The following General Education courses are recommended for Refrigeration Technology (REFCE): Communication: ENGL 1220 or ENGL 1225; and Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Refrigeration Technology

- HVAC 1101 - HVACR Electrical Systems and Components 8 Credits
- HVAC 1102 - HVAC/R Shop Practices 6 Credits
- HVAC 1103 - Intro to HVAC/R Principles & Theory 8 Credits
- HVAC 1202 - Commercial Refrigeration Install & Service 8 Credits
- HVAC 2702 - Advanced Commercial Refrigeration 4.5 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Building Automation Systems (HBACC)

Award: Career Certificate
Pathway to Associate Degree: Heating, Air Conditioning, and Refrigeration (HARAS)
Program Location: Fort Omaha Campus

Graduation Requirement: 32.0 credit hrs.

This career certificate provides students with electrical knowledge, principles and practices associated with commercial HVAC systems, and an in depth knowledge of the functionality, design, implementation, and service of a Building Automation System.

Requirements for Building Automation Systems (32 credit hrs.)

- HVAC 1101 - HVACR Electrical Systems and Components 8 Credits
- HVAC 1203 - Building Automation Fundamentals 1 6 Credits
- HVAC 2401 - Commercial HVAC Systems 4.5 Credits
- HVAC 2703 - Building Automation Fundamentals 2 4.5 Credits
- HVAC 2713 - Advanced Building Automation 1 4.5 Credits
- HVAC 2723 - Advanced Building Automation 2 4.5 Credits

Commercial Refrigeration Technology (REFSD)

Award: Career Certificate
Pathway to Associate Degree: Heating, Air Conditioning, Refrigeration (HARAS)
Program Location: Fort Omaha Campus

Graduation Requirement: 34.5 credit hrs.

This career certificate provides students with electrical knowledge, refrigeration service principles, and shop practice including, soldering, brazing, flaring, and leak checking procedures. Students gain knowledge by installing and servicing refrigeration systems for residential and commercial units.

Requirements for Refrigeration Career Certificate

- HVAC 1101 - HVACR Electrical Systems and Components 8 Credits
- HVAC 1102 - HVAC/R Shop Practices 6 Credits

- HVAC 1103 - Intro to HVAC/R Principles & Theory 8 Credits
- HVAC 1202 - Commercial Refrigeration Install & Service 8 Credits
- HVAC 2702 - Advanced Commercial Refrigeration 4.5 Credits

Heating and Air Conditioning Technology (HACSD)

Award: Career Certificate
Pathway to Associate Degree: Heating, Air Conditioning, & Refrigeration (HARAS)
Program Location: Fort Omaha Campus

Graduation Requirement: 34.5 credit hrs.

This career certificate enables students to troubleshoot, repair, and service various types of air conditioning systems. Students also explore electrical theory, blueprint reading, and heat loss/heat gain.

Requirements for Heating and Air Conditioning Technology Career Certificate

- HVAC 1101 - HVACR Electrical Systems and Components 8 Credits
- HVAC 1102 - HVAC/R Shop Practices 6 Credits
- HVAC 1103 - Intro to HVAC/R Principles & Theory 8 Credits
- HVAC 1104 - Sheet Metal Fundamentals 1 4.5 Credits
- HVAC 1201 - Heating Fundamentals, Install & Service 8 Credits

Horticulture, Land Systems, and Management

Horticulture, Land Systems, and Management - Floriculture (HLMFO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This option focuses on the production, handling, sale, and use of greenhouse crops, flower crops, bedding crops, and foliage plants.

Graduation Requirements
Major Requirements: 31.0
Option Requirements: 46.0 - 47.5
General Education: 22.5
Total credit hours required: 99.5 - 101.0

The following General Education courses are recommended for Floriculture (HLMFO): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Horticulture, Land Systems, and Management

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 2430 - Plant Physiology 4.5 Credits
- HLSM 2910 - Internship 3 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- SPAN XXXX - Course of choice 4.5 Credits

Option Requirements for Horticulture, Land Systems, and Management - Floriculture

- HLSM 1030 - Introduction to Floral Design 3 Credits
- HLSM 1200 - Floral Care and Identification 2 Credits
- HLSM 1210 - Floral Design: Specialty Events and Occasions 3 Credits
- HLSM 1220 - Floral Design: Tablescapes and Hospitality 3 Credits
- HLSM 1230 - Floral Design: Sympathy 3 Credits
- HLSM 2200 - Floral Design: Weddings 3 Credits
- HLSM 2205 - Floral Body Wear 3 Credits
- HLSM 2215 - Global Compositions 3 Credits
- HLSM 2220 - Advanced Bouquet 2 Credits
- HLSM 2410 - Plant Propagation 3 Credits
- HLSM 2425 - Entomology 3 Credits
- HLSM 2610 - Floriculture Production 3 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits
- MRKT 1210 - Retailing 4.5 Credits
- HLSM XXXX - Select addition 3.0-4.5 credit course from HLSM prefix

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.

Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Horticulture, Land Systems, and Management - Grounds Management (HLMGO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This option focuses on the care, identification, installation and maintenance of plants and hardscapes.

Graduation Requirements
Major Requirements: 31.0
Option Requirements: 45.5
General Education: 22.5
Total credit hours required: 99.0

The following General Education courses are recommended for Grounds Management (HLMGO): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Horticulture, Land Systems, and Management

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 2430 - Plant Physiology 4.5 Credits
- HLSM 2910 - Internship 3 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- SPAN XXXX - Course of choice 4.5 Credits

Option Requirements for Horticulture, Land Systems, and Management - Grounds Management

- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits
- HLSM 1050 - Introduction to Landscape Design 3 Credits
- HLSM 1110 - Turfgrass Management 3 Credits
- HLSM 1120 - Pomology: Culture and Identification 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1145 - Dendrology: Ornamental 3 Credits
- HLSM 1320 - Landscape Graphics: 2-D 2 Credits
- HLSM 1340 - Construction Documents and Details 3 Credits
- HLSM 1350 - Turfgrass & Landscape Maintenance 3 Credits
- HLSM 1400 - Natural Systems and Sustainability 3 Credits
- HLSM 2320 - Grounds Construction 3 Credits

- HLSM 2400 - Site Systems 3 Credits
- HLSM 2420 - Plant Pathology 3 Credits
- HLSM 2425 - Entomology 3 Credits
- HLSM 2610 - Floriculture Production 3 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Horticulture, Land Systems, and Management - Horticulture Management (HLMHO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This option allows students to gain a broad background in Horticulture. Students will be introduced to floral design, landscape design, landscape management and plant handling and care.

Graduation Requirements
Major Requirements: 31.0
Option Requirements: 46.5
General Education: 22.5
Total credit hours required: 100.0

T*he following General Education courses are recommended for Horticulture Management (HLMHO): Quantitative/Numeracy Skills: MATH 1240*

Major Requirements for Horticulture, Land Systems, and Management
- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 2430 - Plant Physiology 4.5 Credits
- HLSM 2910 - Internship 3 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- SPAN XXXX - Course of choice 4.5 Credits

Option Requirements for Horticulture, Land Systems, and Management - Horticulture Management
- HLSM 1030 - Introduction to Floral Design 3 Credits
- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits

- HLSM 1050 - Introduction to Landscape Design 3 Credits
- HLSM 1110 - Turfgrass Management 3 Credits
- HLSM 1120 - Pomology: Culture and Identification 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1145 - Dendrology: Ornamental 3 Credits
- HLSM 1350 - Turfgrass & Landscape Maintenance 3 Credits
- HLSM 1400 - Natural Systems and Sustainability 3 Credits
- HLSM 2400 - Site Systems 3 Credits
- HLSM 2410 - Plant Propagation 3 Credits
- HLSM 2420 - Plant Pathology 3 Credits
- HLSM 2425 - Entomology 3 Credits
- HLSM 2510 - Olericulture 3 Credits
- HLSM 2610 - Floriculture Production 3 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Horticulture, Land Systems, and Management - Landscape Design (HLMLO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This option focuses on design and the use of technology in relation to the land.

Graduation Requirements
Major Requirements: 31
Option Requirements: 43 - 44.5
General Education: 22.5
Total credit hours required: 96.5 - 98.0

The following General Education courses are recommended for Landscape Design (HLMLO): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Horticulture, Land Systems, and Management
- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 2430 - Plant Physiology 4.5 Credits
- HLSM 2910 - Internship 3 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits

- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- SPAN XXXX - Course of choice 4.5 credits

Option Requirements for Horticulture, Land Systems, and Management - Landscape Design

- HLSM 1050 - Introduction to Landscape Design 3 Credits
- HLSM 1110 - Turfgrass Management 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1145 - Dendrology: Ornamental 3 Credits
- HLSM 1320 - Landscape Graphics: 2-D 2 Credits
- HLSM 1325 - Landscape Graphics - 3-D 2 Credits
- HLSM 1340 - Construction Documents and Details 3 Credits
- HLSM 1350 - Turfgrass & Landscape Maintenance 3 Credits
- HLSM 1400 - Natural Systems and Sustainability 3 Credits
- HLSM 2300 - Landscape Design I 3 Credits
- HLSM 2305 - Landscape Design II 3 Credits
- HLSM 2320 - Grounds Construction 3 Credits
- HLSM 2340 - Introduction to Planning and Zoning 3 Credits
- HLSM 2400 - Site Systems 3 Credits
- HLSM XXXX - Select total of 3 - 4.5 credit hours from the HLSM prefix

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Horticulture, Land Systems, and Management - Small Market Farming (HLMSO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This option prepares students to pursue entrepreneurial growing operations or enter into an existing small market business.

Graduation Requirements
Major Requirements: 31.0
Option Requirements: 43.5
General Education: 22.5
Total credit hours required: 97.0

The following General Education courses are recommended for Small Market Farming (HLMSO): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Horticulture, Land Systems, and Management

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 2430 - Plant Physiology 4.5 Credits
- HLSM 2910 - Internship 3 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- SPAN XXXX - Course of choice 4.5 Credits

Option Requirements for Horticulture, Land Systems, and Management - Small Market Farming

- HLSM 1020 - Introduction to Aquaponics 3 Credits
- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits
- HLSM 1120 - Pomology: Culture and Identification 3 Credits
- HLSM 1400 - Natural Systems and Sustainability 3 Credits
- HLSM 1500 - Produce Safety, Handling and Packaging 3 Credits
- HLSM 2340 - Introduction to Planning and Zoning 3 Credits
- HLSM 2400 - Site Systems 3 Credits
- HLSM 2410 - Plant Propagation 3 Credits
- HLSM 2420 - Plant Pathology 3 Credits
- HLSM 2425 - Entomology 3 Credits
- HLSM 2500 - Small Market Farming 3 Credits
- HLSM 2510 - Olericulture 3 Credits
- HLSM 2520 - Introduction to Small Animal Husbandry 3 Credits
- HLSM 2610 - Floriculture Production 3 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Horticulture, Land Systems, and Management - Horticulture (HLHCE)

Award: Certificate of Achievement
Pathway to Associate Degree: Horticulture, Land

Systems, and Management - Horticulture Management (HLMHO)
Program Location: Fort Omaha Campus

Graduation Requirements
Major Requirements: 37.0
General Education: 13.5
Total credit hours required: 50.5

Major Requirements for Horticulture

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 1110 - Turfgrass Management 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1400 - Natural Systems and Sustainability 3 Credits
- HLSM 2410 - Plant Propagation 3 Credits
- HLSM 2420 - Plant Pathology 3 Credits
- HLSM 2425 - Entomology 3 Credits
- HLSM 2510 - Olericulture 3 Credits
- HLSM 2610 - Floriculture Production 3 Credits
- HLSM 2910 - Internship 3 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Arboriculture (HLACC)

Award: Career Certificate
Pathway to Associate Degree: Horticulture, Land Systems, and Management - Horticulture Management (HLMHO)
Program Location: Fort Omaha Campus

Graduation Requirement: 34.0 credit hrs.

This career certificate prepares students to enter into a tree care and landscape maintenance career field.

Requirements for Arboriculture Career Certificate

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits
- HLSM 1120 - Pomology: Culture and Identification 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1145 - Dendrology: Ornamental 3 Credits
- HLSM 1350 - Turfgrass & Landscape Maintenance 3 Credits
- HLSM 2420 - Plant Pathology 3 Credits
- HLSM 2425 - Entomology 3 Credits
- HLSM 2430 - Plant Physiology 4.5 Credits

Floriculture (HLFCC)

Award: Career Certificate
Pathway to Associate Degree: Horticulture, Land Systems, and Management - Floriculture (HLMFO)
Program Location: Fort Omaha Campus

Graduation Requirement: 29.0

This career certificate prepares students to enter into the florist industry or floral design field.

Requirements for Floriculture Career Certificate

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits

- HLSM 1030 - Introduction to Floral Design 3 Credits
- HLSM 1200 - Floral Care and Identification 2 Credits
- HLSM 1210 - Floral Design: Specialty Events and Occasions 3 Credits
- HLSM 1220 - Floral Design: Tablescapes and Hospitality 3 Credits
- HLSM 1230 - Floral Design: Sympathy 3 Credits
- HLSM 2205 - Floral Body Wear 3 Credits
- HLSM 2200 - Floral Design: Weddings 3 Credits
- HLSM 2220 - Advanced Bouquet 2 Credits

Greenhouse Production and Propagation (HLPC1)

Award: Career Certificate
Pathway to Associate Degree: Horticulture, Land Systems, and Management - Horticulture Management (HLMHO)
Program Location: Fort Omaha Campus

Graduation Requirement: 28 credit hrs.

This career certificate prepares students to enter into greenhouse production and management and nursery production and management career fields.

Requirements for Greenhouse Production and Propagation Career Certificate

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits
- HLSM 2410 - Plant Propagation 3 Credits
- HLSM 2420 - Plant Pathology 3 Credits
- HLSM 2425 - Entomology 3 Credits
- HLSM 2430 - Plant Physiology 4.5 Credits
- HLSM 2610 - Floriculture Production 3 Credits

Grounds Management (HLGCC)

Award: Career Certificate
Pathway to Associate Degree: Horticulture, Land Systems, and Management - Grounds Management (HLMGO)
Program Location: Fort Omaha Campus

Graduation Requirement: 32.5 credit hrs.

This career certificate prepares students to enter into a grounds management position where a student will be able to install and care for plants and hardscapes.

Requirements for Grounds Management Career Certificate

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 1110 - Turfgrass Management 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1145 - Dendrology: Ornamental 3 Credits
- HLSM 1350 - Turfgrass & Landscape Maintenance 3 Credits
- HLSM 2320 - Grounds Construction 3 Credits
- HLSM 2400 - Site Systems 3 Credits

Landscape Design (HLLCC)

Award: Career Certificate
Pathway to Associate Degree: Horticulture, Land Systems, and Management - Landscape Design (HLMLO)
Program Location: Fort Omaha Campus

Graduation Requirement: 35.0 credit hrs.

This career certificate prepares students to enter into the landscape maintenance and entry-level design career field.

Requirements for Landscape Design Career Certificate

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1050 - Introduction to Landscape Design 3 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1145 - Dendrology: Ornamental 3 Credits
- HLSM 1320 - Landscape Graphics: 2-D 2 Credits
- HLSM 1325 - Landscape Graphics - 3-D 2 Credits
- HLSM 1340 - Construction Documents and Details 3 Credits
- HLSM 1350 - Turfgrass & Landscape Maintenance 3 Credits
- HLSM 2300 - Landscape Design I 3 Credits
- HLSM 2305 - Landscape Design II 3 Credits

Nursery and Retail Management (NRMCC)

Award: Career Certificate
Pathway to Associate Degree: Horticulture, Land Systems, and Management - Horticulture (HLMHO)
Program Location: Fort Omaha Campus

Graduation Requirement: 32.5 credit hrs.

This career certificate prepares students to enter into greenhouse, or nursery management fields.

Requirements for Nursery and Retail Management Career Certificate

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1030 - Introduction to Floral Design 3 Credits
- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits
- HLSM 1100 - Perennials: Culture and Identification 3 Credits
- HLSM 1120 - Pomology: Culture and Identification 3 Credits
- HLSM 1135 - Dendrology: Structural 3 Credits
- HLSM 1145 - Dendrology: Ornamental 3 Credits
- HLSM 1350 - Turfgrass & Landscape Maintenance 3 Credits
- HLSM 2610 - Floriculture Production 3 Credits

Small Market Farming (HLSCC)

Award: Career Certificate
Pathway to Associate Degree: Horticulture, Land Systems, and Management - Small Market Farming (HLMSO)
Program Location: Fort Omaha Campus

Graduation Requirement: 29.5

This career certificate prepares students to pursue entrepreneurial growing operations or enter into an existing small market business.

Requirements for Small Market Farming Career Certificate

- HLSM 1000 - Horticulture, Land Systems and Management Orientation 1 Credits
- HLSM 1010 - Introduction to Horticulture 6 Credits
- HLSM 1020 - Introduction to Aquaponics 3 Credits
- HLSM 1040 - Pesticide Applicators' Certification 4.5 Credits
- HLSM 1120 - Pomology: Culture and Identification 3 Credits
- HLSM 1500 - Produce Safety, Handling and Packaging 3 Credits
- HLSM 2500 - Small Market Farming 3 Credits
- HLSM 2510 - Olericulture 3 Credits
- HLSM 2520 - Introduction to Small Animal Husbandry 3 Credits

Industrial and Commercial Trades

Advanced Industrial Sales Representative (IAISD)

Award: Career Certificate
Program Location: South Omaha Campus

Graduation Requirement: 28.5 credit hrs.

This career certificate enhances students' knowledge of distribution sales. This career certificate is generally for students who are already doing sales or who have completed the Beginning Industrial Sales Representative career certificate.

Requirements for Advanced Industrial Sales Representative Career Certificate

- BSAD 1000 - Introduction to Business 4.5 Credits
- BSAD 2410 - Purchasing and Materials Management 4.5 Credits
- INCT 2050 - Problem-Solving 3 Credits
- MGMT 2100 - Principles of Management 4.5 Credits
- MGMT 2400 - Business Logistics 4.5 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits
- PRMA 1050 - Print Reading 3 Credits

Beginning Industrial Sales Representative (IBISD)

Award: Career Certificate
Program Location: South Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate provides the minimal skills to get an entry-level job as a sales representative in a manufacturing distribution company.

Requirements for Beginning Industrial Sales Representative Career Certificate

- BSAD 1000 - Introduction to Business 4.5 Credits
- MRKT 1200 - Principles of Selling 4.5 Credits

- ENGL 1225 - Applied Communications I 4.5 Credits

OR

- ENGL 1230 - Business Writing 4.5 Credits

- INCT 1000 - Industrial Safety and Health 4.5 Credits
- INCT 1500 - Introduction to Distribution 4.5 Credits
- INFO 1001 - Information Systems and Literacy 4.5 Credits

Building Maintenance (IBMSD)

Award: Career Certificate
Program Location: Fort Omaha Campus

Graduation Requirement: 34.0 credit hrs.

This career certificate enhances the skills needed for maintenance positions in hospitals, schools, commercial buildings, and property management.

Requirements for Building Maintenance Career Certificate

- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- ELTR 1200 - Basic Electricity 8 Credits
- PLBG 1010 - Introduction to Plumbing 9 Credits
- HVAC 1101 - HVACR Electrical Systems and Components 8 Credits
- HVAC 1103 - Intro to HVAC/R Principles & Theory 8 Credits

Logistics (IMLCC)

Award: Career Certificate
Program Location: South Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate is a focused set of classes designed to prepare students to work in the supply chain areas of business and industry. Whether in a parts department of an automotive shop, a food manufacturing plant, or a distribution warehouse, this certificate provides a useful set of skills. Upon successful completion of the coursework, students have the opportunity to earn industry recognized, nationally validated certifications through the Manufacturing Skills Standards Council.

Requirements for Logistics Career Certificate

- INCT 1000 - Industrial Safety and Health 4.5 Credits

- INCT 1100 - Logistics and Warehousing for Applied Technologies 4.5 Credits
- OR
- MGMT 2400 - Business Logistics 4.5 Credits

- INCT 1500 - Introduction to Distribution 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits

Note: Degree-seeking students should select MGMT 2400 - Business Logistics. Upon completion of the courses identified within this career certificate, students are prepared to earn industry standard certifications such as OSHA 30 hour, Manufacturing Skills Standards Council Certified Logistics Associate, and Certified Logistics Technician.

Manufacturing, Power, and Process Operations Technology

Manufacturing, Power, and Process Operations Technology - Bio-Processing (MTBPO)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

Bio-technology generally involves the use of live cells and their molecules to produce useful products. The ethanol and bio-diesel industries are examples where bio-technology is used in the production process. This degree option provides entry-level training in maintaining, monitoring, and controlling equipment and processes used in bio-processing industries.

Graduation Requirements
Major Requirements: 33.5
Option Requirements: 39.5
General Education: 22.5
Total credit hours required: 95.5

The following General Education courses are recommended for Bio-Processing (MTBPO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Process Operations Technology

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

OR

- INCT 1000 - Industrial Safety and Health 4.5 Credits

- PROT 1100 - Process Instrumentation and Control 4.5 Credits
- PROT 1110 - Reading and Understanding Process Diagrams 2 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- PROT 2302 - Stationary Engineering II 4 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- INCT 2050 - Problem-Solving 3 Credits

- WORK 1401 - Employability Skills for Process, Power, and Energy-Related Fields 4.5 Credits

OR

- PROT 2981 - PROT Internship 4.5 Credits

Option Requirements for Manufacturing, Power, and Process Operations Technology - Bio-Processing

- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- BIOS 1010 - General Biology 6 Credits
- CHEM 1010 - College Chemistry 6 Credits
- PHYS 1010 - Applied Physics 4.5 Credits
- PROT 2210 - Ethanol Process Fundamentals 3.5 Credits
- PROT 2200 - Dynamics of Process Control 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Manufacturing, Power, and Process Operations Technology - Manufacturing Process Operations (MTMPO)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

Diversified manufacturing requires multi-skilled operator and production technicians to operate, monitor, and maintain various manufacturing processes. This degree option provides education and training related to manufacturing in safety, instrumentation and processes control, power transmission, maintenance procedures and programs, and quality and continuous improvement.

Graduation Requirements
Major Requirements: 33.5
Option Requirements: 44.5
General Education: 22.5
Total credit hours required: 100.5

The following General Education courses are recommended for Manufacturing Process Operations (MTMPO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Process Operations Technology

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

OR

- INCT 1000 - Industrial Safety and Health 4.5 Credits

- PROT 1100 - Process Instrumentation and Control 4.5 Credits
- PROT 1110 - Reading and Understanding Process Diagrams 2 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- PROT 2302 - Stationary Engineering II 4 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- INCT 2050 - Problem-Solving 3 Credits

- WORK 1401 - Employability Skills for Process, Power, and Energy-Related Fields 4.5 Credits

OR

- PROT 2981 - PROT Internship 4.5 Credits

Option Requirements for Manufacturing, Power, and Process Operations Technology - Manufacturing Process Operations

- PROT 1000 - Introduction to Process and Power Operations 4.5 Credits
- PROT 1020 - Introduction to Process Operations in Manufacturing Technology 4.5 Credits
- PROT 1030 - Introduction to Quality and Continuous Improvement 4.5 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- ELME 1050 - Mechanical Print Reading 4 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- ELME 2231 - Programmable Logic Controllers I 4.5 Credits
- ELME 2232 - Programmable Logic Controllers II 4.5 Credits
- WELD 1262 - Quick Start 3 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.

Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Manufacturing, Power, and Process Operations Technology - Nuclear Power Plant Non-Licensed Operator (MTNPO)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

Nuclear power plants produce steam to be used in the production of electricity. This degree option provides entry-level training in maintaining, monitoring, and controlling equipment, systems, and processes found in both fossil- and nuclear-fueled power generating plants.

Graduation Requirements
Major Requirements: 33.5
Option Requirements: 43.5
General Education: 22.5
Total credit hours required: 99.5

The following General Education courses are recommended for Nuclear Power Plant Non-Licensed Operator (MTNPO): Communication: ENGL 1220; and Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Process Operations Technology

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

OR

- INCT 1000 - Industrial Safety and Health 4.5 Credits

- PROT 1100 - Process Instrumentation and Control 4.5 Credits
- PROT 1110 - Reading and Understanding Process Diagrams 2 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- PROT 2302 - Stationary Engineering II 4 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- INCT 2050 - Problem-Solving 3 Credits

- WORK 1401 - Employability Skills for Process, Power, and Energy-Related Fields 4.5 Credits

OR

- PROT 2981 - PROT Internship 4.5 Credits

Option Requirements for Manufacturing, Power, and Process Operations Technology - Nuclear Power Plant Non-Licensed Operator

- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- PROT 2310 - Steam Plant Operation I 4.5 Credits
- PROT 2320 - Steam Plant Operation II 4.5 Credits
- PROT 2330 - Steam Plant Operation III 6 Credits
- PROT 2410 - Nuclear Plant Operation I 4.5 Credits
- PROT 2420 - Nuclear Plant Operation II 3 Credits
- CHEM 1010 - College Chemistry 6 Credits
- MATH 1410 - Statistics 4.5 Credits
- PHYS 1010 - Applied Physics 4.5 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.

Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Manufacturing, Power, and Process Operations Technology - Power Plant (MTPPO)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

Many industries produce steam to be used in process and operations. This degree option provides entry-level training in maintaining, operating, and controlling equipment that produces and uses steam in fossil-fueled industrial and power generating plants.

Graduation Requirements
Major Requirements: 33.5
Option Requirements: 40.5
General Education: 22.5
Total credit hours required: 96.5

The following General Education courses are recommended for Power Plant (MTPPO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Process Operations Technology

- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits

OR

- INCT 1000 - Industrial Safety and Health 4.5 Credits

- PROT 1100 - Process Instrumentation and Control 4.5 Credits
- PROT 1110 - Reading and Understanding Process Diagrams 2 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- PROT 2302 - Stationary Engineering II 4 Credits
- ELME 2060 - Mechanical Power Systems 4 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- INCT 2050 - Problem-Solving 3 Credits

- WORK 1401 - Employability Skills for Process, Power, and Energy-Related Fields 4.5 Credits

OR

- PROT 2981 - PROT Internship 4.5 Credits

Option Requirements for Manufacturing, Power, and Process Operations Technology - Power Plant

- ELME 1210 - Introduction to Motors 4.5 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- PROT 1320 - Fuel Handling 3 Credits
- PROT 2310 - Steam Plant Operation I 4.5 Credits
- PROT 2320 - Steam Plant Operation II 4.5 Credits
- PROT 2330 - Steam Plant Operation III 6 Credits
- WELD 1262 - Quick Start 3 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Manufacturing Pre-Apprenticeship Career Certificate (MPACC)

Award: Career Certificate
Pathway to Associate Degree: Manufacturing, Power and Process Operations Technology - Manufacturing Process Operations (MTMPO)
Program Location: South Omaha Campus

Graduation Requirement: 24.0 credit hrs.

Required Courses for Manufacturing Pre-Apprenticeship Career Certificate

- PROT 1000 - Introduction to Process and Power Operations 4.5 Credits
- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits
- PROT 1020 - Introduction to Process Operations in Manufacturing Technology 4.5 Credits
- PROT 1030 - Introduction to Quality and Continuous Improvement 4.5 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits

Manufacturing Process Operations (PRMCC)

Award: Career Certificate
Pathway to Associate Degree: Manufacturing, Power, and Process Operations Technology - Manufacturing Process Operations (MTMPO)
Program Location: South Omaha Campus

Graduation Requirement: 31.5 credit hrs.

Students who complete the Manufacturing Process Operations career certificate learn the enhanced skills required for understanding the shift work, processes, and operations found in various manufacturing industries.

Requirements for Manufacturing Process Operations Career Certificate

- PROT 1000 - Introduction to Process and Power Operations 4.5 Credits
- PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations 4.5 Credits
- PROT 1020 - Introduction to Process Operations in Manufacturing Technology 4.5 Credits

- PROT 1030 - Introduction to Quality and Continuous Improvement 4.5 Credits
- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- PROT 1302 - Stationary Engineering I 3 Credits

- WORK 1401 - Employability Skills for Process, Power, and Energy-Related Fields 4.5 Credits

OR

- PROT 2981 - PROT Internship 4.5 Credits

Stationary Engineer (PRESD)

Award: Career Certificate
Pathway to Associate Degree: Manufacturing, Power, and Process Operations Technology - Nuclear Power Plant Non-Licensed Operator (MTNPO)
Program Location: South Omaha Campus

Graduation Requirement: 32.5 credit hrs.

This career certificate provides enhanced skills required for understanding the shift work and procedures required in the operation and maintenance of boilers and auxiliary equipment used in the power and process industries.

Requirements for Stationary Engineer Career Certificate

- PROT 1250 - Basic Electricity for Manufacturing, Power and Process 6 Credits
- PROT 1302 - Stationary Engineering I 3 Credits
- PROT 2302 - Stationary Engineering II 4 Credits
- PROT 2310 - Steam Plant Operation I 4.5 Credits
- PROT 2320 - Steam Plant Operation II 4.5 Credits
- PROT 2330 - Steam Plant Operation III 6 Credits

- WORK 1401 - Employability Skills for Process, Power, and Energy-Related Fields 4.5 Credits

OR

- PROT 2981 - PROT Internship 4.5 Credits

Mechanical Design Technology

Mechanical Design Technology (DRAS1)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree provides opportunities for students to learn the necessary skills to enter the manufacturing industry as drafting technicians. The program provides a balanced curriculum, which includes coursework in classical drafting techniques, state-of-the-art computer-aided design, and exploration of manufacturing materials and processes. Local industries provide many employment opportunities in drafting and design.

Graduation Requirements
Major Requirements: 72.0
General Education: 22.5
Total credit hours required: 94.5

The following General Education courses are recommended for Mechanical Design Technology (DRAS1): Quantitative/Numeracy Skills: MATH 1315

Major Requirements for Mechanical Design Technology

- DRAF 1100 - AutoCAD Fundamentals 9 Credits
- DRAF 1200 - Design for Precision (Measurement) 9 Credits
- DRAF 1300 - Inventor Fundamentals 9 Credits
- DRAF 1400 - Manufacturing Process Design 9 Credits
- DRAF 2100 - SolidWorks Fundamentals 9 Credits
- DRAF 2200 - Machine Design Principles 9 Credits
- DRAF 2300 - Creo (Pro/E) Fundamentals 9 Credits
- DRAF 2400 - Tool Design Processes 9 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Mechanical Design Technology (DRTC1)

Award: Certificate of Achievement
Pathway to Associate Degree: Mechanical Design Technology (DRAS1)
Program Location: Fort Omaha Campus

This certificate of achievement provides students with basic skills in classical drafting techniques and computer-aided drafting. Employment opportunities in many phases of drafting exist in local industries.

Graduation Requirements
Major Requirements: 36.0
General Education: 13.5
Total credit hours required: 49.5

The following General Education courses are recommended for Mechanical Design Technology (DRTC1): Quantitative/Numeracy Skills: MATH 1315

Major Requirements for Mechanical Design Technology
- DRAF 1100 - AutoCAD Fundamentals 9 Credits

Design Classes
Students can take any design class after successful completion of DRAF 1100.

- Design classes include: DRAF 1200, DRAF 1400, DRAF 2200 and DRAF 2400.

Select one course from the following:
- DRAF 1300 - Inventor Fundamentals 9 Credits
- DRAF 2100 - SolidWorks Fundamentals 9 Credits
- DRAF 2300 - Creo (Pro/E) Fundamentals 9 Credits

Select two courses from the following:
- DRAF 1200 - Design for Precision (Measurement) 9 Credits
- DRAF 1400 - Manufacturing Process Design 9 Credits
- DRAF 2200 - Machine Design Principles 9 Credits
- DRAF 2400 - Tool Design Processes 9 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Computer-Aided Design (DCDSD)

Award: Career Certificate
Pathway to Associate Degree: Mechanical Design Technology (DRAS1)
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate enables students to enhance their job-relevant skills in the workplace using CAD software. They are able to apply CAD software in the design of cams, gears, mechanisms, and other machine components.

Requirements for Computer-Aided Design Career Certificate

- DRAF 1100 - AutoCAD Fundamentals 9 Credits

Select two courses from the following:

- DRAF 1200 - Design for Precision (Measurement) 9 Credits
- DRAF 1400 - Manufacturing Process Design 9 Credits
- DRAF 2200 - Machine Design Principles 9 Credits
- DRAF 2400 - Tool Design Processes 9 Credits

Computer-Aided Drafting (DCASD)

Award: Career Certificate
Pathway to Associate Degree: Mechanical Design Technology (DRAS1)
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate enables students to enhance their job-relevant skills in the workplace using CAD software. They are able to use 2-D and a variety of 3-D CAD solids modeling software to complete the drafting details and assemblies.

Requirements for Computer-Aided Drafting Career Certificate

- DRAF 1100 - AutoCAD Fundamentals 9 Credits

Select two courses from the following:

- DRAF 1300 - Inventor Fundamentals 9 Credits
- DRAF 2100 - SolidWorks Fundamentals 9 Credits
- DRAF 2300 - Creo (Pro/E) Fundamentals 9 Credits

Computer-Aided Manufacturing Design (DCMSD)

Award: Career Certificate
Pathway to Associate Degree: Mechanical Design Technology (DRAS1)
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate enables students to enhance their job-relevant skills in the workplace using CAD software. They are able to apply CAD software and 3-D solids modeling in the design of mechanisms and other machine components.

Requirements for Computer-Aided Manufacturing Design Career Certificate

- DRAF 1100 - AutoCAD Fundamentals 9 Credits

Select one course from the following:

- DRAF 1300 - Inventor Fundamentals 9 Credits
- DRAF 2100 - SolidWorks Fundamentals 9 Credits
- DRAF 2300 - Creo (Pro/E) Fundamentals 9 Credits

Select one course from the following:

- DRAF 1200 - Design for Precision (Measurement) 9 Credits
- DRAF 1400 - Manufacturing Process Design 9 Credits
- DRAF 2200 - Machine Design Principles 9 Credits
- DRAF 2400 - Tool Design Processes 9 Credits

Plumbing

Plumbing Fundamentals (PLFCC)

Award: Career Certificate
Program Location: Fort Omaha Campus

Graduation Requirement: 29.0 credit hrs.

Students completing this career certificate learn the knowledge and skills to begin a career in the plumbing industry.

Requirements for Plumbing Fundamentals Career Certificate

- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- PLBG 1010 - Introduction to Plumbing 9 Credits
- PLBG 1020 - Basic Residential Plumbing 9 Credits
- PLBG 1030 - Basic Commercial Plumbing 9 Credits
- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits

(EMSP 1010 is required for those who do not currently hold a valid CPR/first aid card.)

Plumbing Apprenticeship

Plumbing Apprenticeship (ARPAO)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This degree is for students preparing to become licensed plumbers. The courses are offered on an evening schedule only, allowing students to seek employment with plumbing contractors during the day. Students receive college credit for successful completion of coursework and at the same time complete the plumbing apprenticeship classroom hours requirement. For more information about this program, contact the apprenticeship coordinator at 531-622-4756.

The Associate of Applied Science (ARPAO) Plumbing Apprenticeship degree is designed for students preparing to become licensed electricians. Students utilizing VA education benefits may not simultaneously receive benefits for the MCC Plumbing Apprenticeship degree program and an employer-sponsored apprenticeship program. Students utilizing VA education benefits for the Plumbing Apprenticeship degree program at MCC must immediately notify the **Military and Veterans Services' Office** if they enroll in an employer-sponsored apprenticeship program and plan to utilize VA education benefits at such facility. Employment and/or participation in an outside apprenticeship program is not a prerequisite or requirement for graduation from the MCC Plumbing Apprenticeship Program.

Graduation Requirements
Major Requirements: 7.5
Apprenticeship Classes: 71.5
General Education: 22.5
Total credit hours required: 101.5

The following General Education courses are recommended for Plumbing Apprenticeship (ARPAO): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240; Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220 or PSYC 1000

Major Requirements for Plumbing Apprenticeship

- CNST 2100 - Construction Safety (30-Hour) 4.5 Credits
- INCT 2050 - Problem-Solving 3 Credits

Apprenticeship Requirements for Plumbing Apprenticeship

- PLAP 1110 - Plumbing IA 7 Credits
- PLAP 1120 - Plumbing IB 7 Credits
- PLAP 1121 - Plumbing IC 6 Credits
- PLAP 1210 - Plumbing IIA 7 Credits
- PLAP 1220 - Plumbing IIB 7 Credits
- PLAP 1221 - Plumbing IIC 6 Credits
- PLAP 2310 - Plumbing IIIA 7 Credits
- PLAP 2320 - Plumbing IIIB 7 Credits
- PLAP 2330 - Print Reading for Plumbers 3.5 Credits
- PLAP 2410 - Plumbing IVA 7 Credits
- PLAP 2420 - Plumbing IVB 7 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Plumbing Apprenticeship - Pre-Apprenticeship Plumbing (ARPCE)

Award: Certificate of Achievement
Program Location: Fort Omaha Campus

This path is for students interested in learning about the plumbing profession, preparing them for a plumbing apprenticeship, or seeking the skills to find a job in that field.

Graduation Requirements
Major Requirements: 41.0
General Education: 13.5
Total credit hours required: 54.5

The following General Education courses are recommended for Pre-Apprenticeship Plumbing (ARPCE); Communication: ENGL 1010; Quantitative/Numeracy Skills: MATH 1240; Critical Thinking/Creativity & Social/Cultural Awareness: COMS 1220 or PSYC 1000

Major Requirements for Plumbing Pre-Apprenticeship

- CNST 1005 - Introduction to the Construction Industry 4.5 Credits
- CNST 1020 - Blueprint Reading 4.5 Credits
- CNST 1110 - Construction Safety (10-Hour) 1 Credits
- PLBG 1010 - Introduction to Plumbing 9 Credits
- PLBG 1020 - Basic Residential Plumbing 9 Credits
- PLBG 1030 - Basic Commercial Plumbing 9 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits

(EMSP 1010 is required for those who do not currently hold a valid CPR/first aid card.)

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Precision Machine Technology

Precision Machine Technology - CNC and Tool and Die Technology (PMTAS)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

This degree option provides education and training in machine tool operation and related subjects. This degree also prepares students for a career in tool and die-related fields. Students study die theory of blanking and notching dies. The student designs and constructs a basic die.

Graduation Requirements
Major Requirements: 4.0
Option Requirements: 78.0
General Education: 22.5
Total credit hours required: 104.5

The following General Education courses are recommended for CNC & Tool & Die Technology (PMTAS): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240; Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Precision Machine Technology

- PRMA 1400 - Precision Machine Safety/Principles 4 Credits

Option requirements for Precision Machine Technology - Precision Machine CNC and Tool and Die Technology

- PRMA 1050 - Print Reading 3 Credits
- PRMA 1401 - Machine Tool I 9 Credits
- PRMA 1402 - Machine Tool II 9 Credits
- PRMA 1403 - Machine Tool III 9 Credits
- PRMA 1404 - Machine Tool IV 9 Credits
- PRMA 2410 - CNC I 9 Credits
- PRMA 2412 - CNC II 9 Credits
- PRMA 2414 - CNC III 4 Credits
- PRMA 2500 - Tool and Die Technology 4 Credits
- PRMA 2510 - Die Design and Construction 4 Credits

- DRAF 1100 - AutoCAD Fundamentals 9 Credits

OR

- DRAF 2100 - SolidWorks Fundamentals 9 Credits

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.

Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Precision Machine Technology - CNC Technology (PMCAS)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

This degree option provides education and training in machine tool operation and related subjects. Instruction covers bench layout, machine tool operation and metal removal processes, measuring devices, and classifications of materials. Training includes hands-on activity and individualized instruction.

Graduation Requirements
Major Requirements: 4.0
Option Requirements: 70.0
General Education: 22.5
Total credit hours required: 96.5

The following General Education courses are recommended for CNC Technology (PMCAS): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240; Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Precision Machine Technology

- PRMA 1400 - Precision Machine Safety/Principles 4 Credits

Option Requirements for Precision Machine Technology - Precision Machine CNC Technology

- PRMA 1050 - Print Reading 3 Credits
- PRMA 1401 - Machine Tool I 9 Credits
- PRMA 1402 - Machine Tool II 9 Credits
- PRMA 1403 - Machine Tool III 9 Credits
- PRMA 1404 - Machine Tool IV 9 Credits
- PRMA 2410 - CNC I 9 Credits
- PRMA 2412 - CNC II 9 Credits
- PRMA 2414 - CNC III 4 Credits

- DRAF 1100 - AutoCAD Fundamentals 9 Credits

OR

- DRAF 2100 - SolidWorks Fundamentals 9 Credits

*Students may take DRAF 1100 or DRAF 2100.

Note: The degree option is an area of interest within a program. Although students may complete single or multiple options within this program, only the major degree is awarded.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Precision Machine Basics (PMBCC)

Award: Career Certificate
Pathway to Associate Degree: Precision Machine Technology: CNC and Tool and Die Technology (PMTAS); or CNC Technology (PMCAS)
Program Location: South Omaha Campus

Graduation Requirement: 31.0 credit hrs.

This career certificate enhances the skills needed for positions as millwrights, machinists, mechanics, and production workers.

Requirements for Precision Machine Basics Career Certificate

- PRMA 1400 - Precision Machine Safety/Principles 4 Credits
- PRMA 1401 - Machine Tool I 9 Credits
- PRMA 1402 - Machine Tool II 9 Credits
- PRMA 1403 - Machine Tool III 9 Credits

Prototype Design

Prototype Design (PTWAS)

Award: Associate in Applied Science Degree
Program Location: Fort Omaha Campus

This program provides students with a mix of business, design, and prototyping education necessary for prototype development. This program builds participants' skills with technologies for productivity, collaboration, and innovative technology skills that span across industries. Students receive hands-on learning with state-of-the-art digital fabrication technology and internship opportunities.

Graduation Requirements
Major Requirements: 76.5
General Education: 22.5
Total credit hours required: 99.0

The following General Education courses are recommended for Prototype Design (PTWAS): Communication: ENGL 1220; Quantitative/Numeracy: MATH 1240

Major Requirements for Prototype Design

- BSAD 1000 - Introduction to Business 4.5 Credits
- ENTR 1050 - Introduction to Entrepreneurship 4.5 Credits
- INFO 1011 - Project Management 4.5 Credits
- MGMT 2420 - Production and Operations Management 4.5 Credits
- PRMA 1401 - Machine Tool I 9 Credits
- PROT 1020 - Introduction to Process Operations in Manufacturing Technology 4.5 Credits
- WIDX 1000 - Introduction to Prototype Design 4.5 Credits
- WIDX 1105 - Digital Electronics in Prototyping 4.5 Credits
- WIDX 1210 - Prototyping With Solidworks 4.5 Credits
- WIDX 1225 - How to Build Almost Everything 4.5 Credits
- WIDX 1320 - Intermediate SolidWorks 4.5 Credits
- WIDX 2510 - Robotic Concepts in Prototyping 4.5 Credits
- WIDX 2516 - Rapid Prototyping 4.5 Credits
- WIDX 2644 - Prototyping the Internet of Things 4.5 Credits
- WIDX 2900 - Special Topics in Prototyping 4.5 Credits
- WIDX 2980 - Prototype Design Capstone 4.5 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5
Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Prototype Design Career Certificate (PTPCC)

Award: Career Certificate
Pathway to Associate Degree: Prototype Design (PTWAS)
Program Location: Fort Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate provides students with the basics needed to pursue a career in the prototyping field. Students focus on design thinking, 3D design, and applying those skills using a variety of equipment and materials. Students also learn the basics of including electronic components within their prototypes and learn the principles of sensing and motion. Upon completion of the program, potential employment opportunities exist with companies that specialize in prototyping.

Requirements for Prototype Design Career Certificate

- WIDX 1000 - Introduction to Prototype Design 4.5 Credits
- WIDX 1105 - Digital Electronics in Prototyping 4.5 Credits
- WIDX 1210 - Prototyping With Solidworks 4.5 Credits
- WIDX 1225 - How to Build Almost Everything 4.5 Credits
- WIDX 1320 - Intermediate SolidWorks 4.5 Credits
- WIDX 2510 - Robotic Concepts in Prototyping 4.5 Credits

Toyota T-Ten

Toyota T-TEN (TTAAS)

Degree: Associate in Applied Science
Program Location: South Omaha Campus

The goal of the T-TEN program is to train future automotive technicians to work for Toyota dealership service departments. The T-TEN standard requires student technicians to receive 2 years of training that is divided between technical college classroom/lab education and Toyota/Lexus dealership internship education experience. The T-TEN program requires

each student to be sponsored by a Toyota or Lexus dealer before entry into the program. The student works at the dealer in a paid internship position for a minimum of one half of the T-TEN training program. The T-TEN program at MCC consists of four quarter/terms of classroom and hands-on automotive systems instruction and 3 quarter/terms of dealer internship hands-on instruction. Each college quarter (term), the student-technicians alternate between instruction classes at MCC and internships at the sponsoring dealer.

Graduation Requirements
Major Requirements: 75.0
General Education: 22.5
Total credit hours required: 97.5

The following General Education courses are recommended for Toyota T-TEN (TTAAS): Quantitative/Numeracy Skills: MATH 1240

Major Requirements for Toyota T-TEN

- TTEN 1000 - Introduction to Toyota 5 Credits
- TTEN 1010 - Automotive Electrical Systems 1-TOYOTA 6 Credits
- TTEN 1020 - Automotive Electrical Systems 2 - Toyota 6 Credits
- TTEN 1100 - Suspension and Alignment - Toyota 5 Credits
- TTEN 1110 - Automotive Brakes - Toyota 6 Credits
- TTEN 1120 - Internal Combustion Engines - Toyota 6 Credits
- TTEN 2110 - Electronic Engine Controls 1 - Toyota 6 Credits
- TTEN 2120 - Electronic Engine Controls 2 - Toyota 6 Credits
- TTEN 2200 - Automatic Transmissions - Toyota 6 Credits
- TTEN 2210 - Power Trains - Toyota 5 Credits
- TTEN 2220 - Climate Control - Toyota 5 Credits
- TTEN 2230 - Toyota Hybrid Vehicle Systems 5.0 Credits
- TTEN 2981 - Toyota Cooperative Work Experience 4 Credits
- TTEN 2982 - Toyota Cooperative Work Experience 2 4 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Toyota Drivetrain Diagnostic & Repair Specialist (TTDCC)

Award: Career Certificate
Pathway to Associate Degree: Toyota T-TEN (TTAAS)
Program Location: South Omaha Campus

Graduation Requirement: 34.0 credit hrs.

The Drivetrain Diagnostic and Repair Specialist career certificate is designed to provide knowledge and skills that are essential building blocks in the field of Automotive Services Technician.

Requirements for Toyota Drivetrain Diagnostic & Repair Specialist

- TTEN 1120 - Internal Combustion Engines - Toyota 6 Credits
- TTEN 2110 - Electronic Engine Controls 1 - Toyota 6 Credits
- TTEN 2120 - Electronic Engine Controls 2 - Toyota 6 Credits
- TTEN 2200 - Automatic Transmissions - Toyota 6 Credits
- TTEN 2210 - Power Trains - Toyota 5 Credits
- TTEN 2220 - Climate Control - Toyota 5 Credits

Toyota Electrical & Undercar Specialist (TTECC)

Award: Career Certificate
Pathway to Associate Degree: Toyota T-TEN (TTAAS)
Program Location: South Omaha Campus

Graduation Requirement: 28.0 credit hrs.

The technical knowledge required to achieve an entry level position as an Automotive Technician to meet current industry standards requires courses that enhance critical problem solving and advance practical diagnostic skills.

Requirements for Grounds Management Career Certificate

- TTEN 1000 - Introduction to Toyota 5 Credits
- TTEN 1010 - Automotive Electrical Systems 1-TOYOTA 6 Credits
- TTEN 1020 - Automotive Electrical Systems 2 - Toyota 6 Credits
- TTEN 1100 - Suspension and Alignment - Toyota 5 Credits
- TTEN 1110 - Automotive Brakes - Toyota 6 Credits

Utility Line Technician

Utility Line Technician (UTAAS)

Award: Associate in Applied Science Degree
Program Location: Applied Technology Center

This degree prepares students to enter the power utility industry. The coursework instructs students in the theory and practical application to install and repair power lines; climb poles and towers; make transformer connections; and operate digger-derrick equipment, backhoes, trenchers, cable stringing equipment, and basket trucks.

Entrance into the Utility Line Technician program is determined by an application process. Contact an academic advisor or faculty member to acquire an application packet. Applications can also be completed online at https://www.mccneb.edu/Academic-Programs/Programs-of-Study/Applied-Technologies/Utility-Line/Application-Form-for-Admission.aspx

Graduation Requirements
Major Requirements: 74 - 75.5
General Education: 22.5
Total credit hours required: 96.5 - 98

The following General Education courses are recommended for Utility Line Technician (UTAAS): Communication: ENGL 1225; Quantitative/Numeracy Skills: MATH 1240; and Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Utility Line Technician

- UTIL 1010 - Pole Climbing 4.5 Credits
- UTIL 1020 - Electricity I 4.5 Credits
- UTIL 1030 - Ropes, Rigging, and Safety 4.5 Credits
- UTIL 1110 - Line Construction I 5.5 Credits
- UTIL 1240 - Underground Distribution Systems I 4.5 Credits
- UTIL 2020 - Transformer Theory 4.5 Credits
- UTIL 2030 - Secondary Electrical Systems 4.5 Credits
- UTIL 2110 - Line Construction II 4.5 Credits
- UTIL 2210 - Overhead Distribution Systems I 4.5 Credits
- UTIL 2220 - Overhead Distribution Systems II 5.5 Credits
- UTIL 2230 - Distribution Systems Maintenance 4.5 Credits
- UTIL 2240 - Underground Distribution Systems II 4.5 Credits
- DESL 1295 - CDL Laws and Regulations 4.5 Credits
- DESL 1300L - Class A BTW CDL Training 5 Credits

- EMSP 1010 - Heartsaver First Aid with CPR and AED 1 Credits*

*EMSP 1010 is waived for students who currently hold a valid CPR card.

Select a minimum of 7.5 credit hrs. from the following courses:

- ELTR 1210 - Residential Wiring 9 Credits
- ELME 1212 - Motor and Machine Controls 9 Credits
- INCT 1000 - Industrial Safety and Health 4.5 Credits
- INCT 2050 - Problem-Solving 3 Credits
- UTIL 2981 - Internship 8 Credits

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry
1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Welding

Welding Technology (WEAAS)

Award: Associate in Applied Science Degree
Program Location: South Omaha Campus

This degree provides basic to advanced training in the major welding processes. Students completing the program are exposed to standard welding procedures used in construction and industry as well as established safety standards and measures. A fabrication project that requires students to use their welding skills, including the reading of welding blueprints, is required. Students graduating from the Welding Technology program earn the qualification/certification of their choice, which they can transfer from job to job.

Graduation Requirements
Major Requirements: 70.0
Electives: 11.0
General Education: 22.5
Total credit hours required: 103.5

The following General Education courses are recommended for Welding Technology (WEAAS): Communication: ENGL 1220; Quantitative/Numeracy Skills: MATH 1240; Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1000

Major Requirements for Welding Technology
Students can establish their own schedule in many welding courses through MCC's open-entry/open-exit process. Entrance into the program is determined by an Individual Education Plan (IEP) document. Students who are interested need to make an appointment to speak

with an advisor at 531-622-4500 or make an appointment with a full-time instructor at 531-622-4567.

- DRAF 1100 - AutoCAD Fundamentals 9 Credits
- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I 3 Credits
- WELD 1410 - Gas Tungsten Arc Welding (TIG) - Stainless I 3 Credits
- WELD 1420 - Gas Tungsten Arc Welding (TIG) - Aluminum I 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits
- WELD 1510 - Shielded Metal Arc Welding (Stick) - Vertical 3 Credits
- WELD 1700 - Introductory Fabrication 3 Credits
- WELD 2200 - Gas Metal Arc Welding (MIG) - Steel II 3 Credits
- WELD 2220 - Gas Metal Arc Welding (MIG) - Stainless 3 Credits
- WELD 2230 - Gas Metal Arc Welding (MIG) - Aluminum 3 Credits
- WELD 2240 - Flux-Cored Arc Welding I 3 Credits
- WELD 2242 - Submerged Arc and Metal-Cored Welding 3 Credits
- WELD 2400 - Gas Tungsten Arc Welding (TIG) - Steel II 3 Credits
- WELD 2500 - Shielded Metal Arc Welding (Stick) - Horizontal 3 Credits
- WELD 2510 - SMAW (Stick) - Overhead 3 Credits
- WELD 2710 - Industrial Fabrication Project 3 Credits
- WELD 2810 - Welder Pre-Qualification 3 Credits
- WELD 2820 - Welder Qualification (Certification) 1 Credits

Electives for Welding Technology

Select 11.0 credit hours from the following:

- BSAD 1000 - Introduction to Business 4.5 Credits
- ELME 2070 - Hydraulics and Pneumatics 4 Credits
- ELTR 1200 - Basic Electricity 8 Credits
- INCT 1000 - Industrial Safety and Health 4.5 Credits
- MGMT 2610 - Employee Relations 4.5 Credits
- PRMA 1401 - Machine Tool I 9 Credits
- WELD 2241 - Flux-Cored Arc Welding II 3 Credits
- WELD 2410 - Gas Tungsten Arc Welding (TIG) - Stainless II 3 Credits
- WELD 2420 - Gas Tungsten Arc Welding (TIG) - Aluminum II 3 Credits
- WELD 2520 - Shielded Metal Arc Welding (Stick) - Pipe I 3 Credits
- WELD 2530 - Shielded Metal Arc Welding (Stick) - Pipe II 3 Credits
- WELD 2540 - Shielded Metal Arc Welding (Stick) - Pipe III 3 Credits
- WELD 2600 - Gas Shielded Arc Welding - Pipe 3 Credits

*Attendance at the first class session is mandatory for all welding lab sections.

Associate in Applied Sciences General Education Requirements (22.5 credit hours)

The following are General Education requirements for an Associate in Applied Sciences degree (AAS). **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.
Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Scientific Inquiry

1 Course 4.5-6.0 credit hrs.
Select 1 course from list of Natural **or** Social Science General Education courses in the current course catalog.

- Gen Ed Natural Science course options

OR

- Gen Ed Social Science course options

**Students choosing a Social Sciences course to satisfy the Scientific Inquiry requirement should take a Humanities course to satisfy the Critical Thinking/Creativity and Social/Cultural Awareness competency.*

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Welding Technology - Manufacturing (WELMO)

Award: Certificate of Achievement
Pathway to Associate Degree: Welding Technology (WEAAS)
Program Location: South Omaha Campus

This certificate of achievement provides students with basic welding skills needed to work in manufacturing industries. Students completing the program are exposed to print reading with special focus on interpreting welding symbols as well as skill training in plasma cutting; gas metal arc welding (MIG); gas tungsten arc welding (TIG) of steel, stainless steel, and aluminum; and flux-cored arc welding (FCAW).

Graduation Requirements
Major Requirements: 21.0
Option and Elective Requirements: 21.0
General Education: 13.5
Total credit hours required: 55.5

Major Requirements for Welding Technology
- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits
- WELD 2200 - Gas Metal Arc Welding (MIG) - Steel II 3 Credits

Option Requirements for Welding Technology - Manufacturing
- WELD 1410 - Gas Tungsten Arc Welding (TIG) - Stainless I 3 Credits
- WELD 1420 - Gas Tungsten Arc Welding (TIG) - Aluminum I 3 Credits
- WELD 2220 - Gas Metal Arc Welding (MIG) - Stainless 3 Credits
- WELD 2230 - Gas Metal Arc Welding (MIG) - Aluminum 3 Credits
- WELD 2240 - Flux-Cored Arc Welding I 3 Credits

Electives for Welding Technology - Manufacturing
Select 6.0 credit hours from the following:
- WELD 2241 - Flux-Cored Arc Welding II 3 Credits
- WELD 2242 - Submerged Arc and Metal-Cored Welding 3 Credits
- WELD 2400 - Gas Tungsten Arc Welding (TIG) - Steel II 3 Credits
- WELD 2410 - Gas Tungsten Arc Welding (TIG) - Stainless II 3 Credits
- WELD 2420 - Gas Tungsten Arc Welding (TIG) - Aluminum II 3 Credits
- WELD 2600 - Gas Shielded Arc Welding - Pipe 3 Credits
- WELD 2810 - Welder Pre-Qualification 3 Credits
- WELD 2820 - Welder Qualification (Certification) 1 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication
1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy
1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Welding Technology - Pipe (WELPO)

Award: Certificate of Achievement
Pathway to Associate Degree: Welding Technology (WEAAS)
Program Location: South Omaha Campus

This certificate of achievement provides students with basic welding skills needed to work in industries where welding of low-pressure pipe is required. Students who complete the program are exposed to print reading with special focus on interpreting welding symbols as well as skill training in oxy-fuel cutting, shielded metal arc welding (stick), gas metal arc welding (MIG) of steel pipe, and flux-cored arc welding (FCAW) of plate.

Graduation Requirements
Major Requirements: 21.0
Option and Elective Requirements: 21.0
General Education 13.5
Total credit hours required: 55.5

Major Requirements for Welding Technology

- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits
- WELD 2200 - Gas Metal Arc Welding (MIG) - Steel II 3 Credits

Option Requirements for Welding Technology - Pipe

- WELD 1510 - Shielded Metal Arc Welding (Stick) - Vertical 3 Credits
- WELD 2500 - Shielded Metal Arc Welding (Stick) - Horizontal 3 Credits
- WELD 2510 - SMAW (Stick) - Overhead 3 Credits
- WELD 2520 - Shielded Metal Arc Welding (Stick) - Pipe I 3 Credits
- WELD 2530 - Shielded Metal Arc Welding (Stick) - Pipe II 3 Credits

Electives for Welding Technology - Pipe

Select 6.0 credit hours from the following:

- WELD 1410 - Gas Tungsten Arc Welding (TIG) - Stainless I 3 Credits
- WELD 1420 - Gas Tungsten Arc Welding (TIG) - Aluminum I 3 Credits
- WELD 2220 - Gas Metal Arc Welding (MIG) - Stainless 3 Credits
- WELD 2230 - Gas Metal Arc Welding (MIG) - Aluminum 3 Credits
- WELD 2240 - Flux-Cored Arc Welding I 3 Credits
- WELD 2241 - Flux-Cored Arc Welding II 3 Credits
- WELD 2400 - Gas Tungsten Arc Welding (TIG) - Steel II 3 Credits
- WELD 2410 - Gas Tungsten Arc Welding (TIG) - Stainless II 3 Credits
- WELD 2420 - Gas Tungsten Arc Welding (TIG) - Aluminum II 3 Credits
- WELD 2540 - Shielded Metal Arc Welding (Stick) - Pipe III 3 Credits
- WELD 2810 - Welder Pre-Qualification 3 Credits
- WELD 2820 - Welder Qualification (Certification) 1 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Welding Technology - Structural (WELSO)

Award: Certificate of Achievement
Pathway to Associate Degree: Welding Technology (WEAAS)
Program Location: South Omaha Campus

This certificate of achievement provides students with basic welding skills needed to do structural welding either in construction (e.g., as an ironworker) or as a structural steel fabricator. Students completing the program are exposed to print reading with special focus on interpreting welding symbols as well as skill training in oxy-fuel cutting, shielded metal arc welding (stick), gas metal arc welding (MIG), flux-cored arc welding (FCAW), and gas tungsten arc welding (TIG).

Graduation Requirements
Major Requirements: 21.0
Option and Elective Requirements: 21.0
General Education: 13.5
Total credit hours required: 55.5

Major Requirements for Welding Technology

- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits
- WELD 2200 - Gas Metal Arc Welding (MIG) - Steel II 3 Credits

Option Requirements for Welding Technology - Structural

- WELD 1510 - Shielded Metal Arc Welding (Stick) - Vertical 3 Credits
- WELD 2240 - Flux-Cored Arc Welding I 3 Credits
- WELD 2400 - Gas Tungsten Arc Welding (TIG) - Steel II 3 Credits
- WELD 2500 - Shielded Metal Arc Welding (Stick) - Horizontal 3 Credits
- WELD 2510 - SMAW (Stick) - Overhead 3 Credits

Electives for Welding Technology - Structural

Select 6.0 credit hours from the following:

- WELD 1410 - Gas Tungsten Arc Welding (TIG) - Stainless I 3 Credits
- WELD 1420 - Gas Tungsten Arc Welding (TIG) - Aluminum I 3 Credits
- WELD 2241 - Flux-Cored Arc Welding II 3 Credits
- WELD 2242 - Submerged Arc and Metal-Cored Welding 3 Credits
- WELD 2410 - Gas Tungsten Arc Welding (TIG) - Stainless II 3 Credits
- WELD 2420 - Gas Tungsten Arc Welding (TIG) - Aluminum II 3 Credits
- WELD 2520 - Shielded Metal Arc Welding (Stick) - Pipe I 3 Credits
- WELD 2530 - Shielded Metal Arc Welding (Stick) - Pipe II 3 Credits
- WELD 2540 - Shielded Metal Arc Welding (Stick) - Pipe III 3 Credits
- WELD 2810 - Welder Pre-Qualification 3 Credits
- WELD 2820 - Welder Qualification (Certification) 1 Credits

Certificate of Achievement General Education Requirements (13.5 credit hrs.)

The following are General Education requirements for a Certificate of Achievement. **Students may not use the same course to satisfy more than one degree requirement.**

Communication

1 Course 4.5 credit hrs.
Select 1 Level I course from the list of Communication General Education courses in the current course catalog.

- Gen Ed Communication course options

Quantitative/Numeracy

1 Course 4.5 - 5.0 credit hrs.
Please check your degree program for recommended Math course.
Select 1 college level math course from the list of General Education math courses in the current course catalog.

- Gen Ed Math course options

**Based on the Math course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 Course 4.5 credit hrs.

Select 1course from the list of Humanities **or** Social Sciences General Education course options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Science course options

Gas Metal Arc Welding (WGMSD)

Award: Career Certificate
Pathway to Associate Degree: Welding Technology (WEAAS)
Program Location: South Omaha Campus

Graduation Requirement: 27.0 credit hrs.

This career certificate is for students wishing to concentrate their studies on wire-based processes, procedures, and techniques. Students learn to read prints and interpret welding symbols; safely and skillfully use oxy-fuel, plasma, and air carbon arc cutting processes; safely and skillfully use gas metal arc and flux-cored arc welding equipment; produce sound fillet and groove welds in steel, stainless steel, and aluminum in all positions with gas metal arc welding using short-circuit, spray, and pulsed spray modes of metal transfer; and produce sound fillet and groove welds in steel using flux-cored arc welding.

Requirements for Gas Metal Arc Welding Career Certificate

- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I 3 Credits
- WELD 2200 - Gas Metal Arc Welding (MIG) - Steel II 3 Credits
- WELD 2220 - Gas Metal Arc Welding (MIG) - Stainless 3 Credits
- WELD 2230 - Gas Metal Arc Welding (MIG) - Aluminum 3 Credits
- WELD 2240 - Flux-Cored Arc Welding I 3 Credits
- WELD 2241 - Flux-Cored Arc Welding II 3 Credits
- WELD 2242 - Submerged Arc and Metal-Cored Welding 3 Credits

Gas Tungsten Arc Welding (WGTSD)

Award: Career Certificate
Pathway to Associate Degree: Welding Technology (WEAAS)
Program Location: South Omaha Campus
Graduation Requirement: 27.0 credit hrs.

This career certificate is for students wishing to concentrate their studies on gas tungsten arc welding (TIG) processes, procedures, and techniques. Students learn to read prints and interpret welding symbols; safely and skillfully use oxy-fuel, plasma, and air carbon arc cutting processes; safely and skillfully use gas tungsten arc welding equipment; produce sound fillet and groove welds in steel, stainless steel, and aluminum in all positions with gas tungsten arc welding; and produce sound fillet and groove welds using pulsed gas tungsten arc welding.

Requirements for Gas Tungsten Arc Welding Career Certificate

- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I 3 Credits
- WELD 1410 - Gas Tungsten Arc Welding (TIG) - Stainless I 3 Credits
- WELD 1420 - Gas Tungsten Arc Welding (TIG) - Aluminum I 3 Credits
- WELD 2400 - Gas Tungsten Arc Welding (TIG) - Steel II 3 Credits
- WELD 2410 - Gas Tungsten Arc Welding (TIG) - Stainless II 3 Credits
- WELD 2420 - Gas Tungsten Arc Welding (TIG) - Aluminum II 3 Credits

Pipe Welding (WPWSD)

Award: Career Certificate
Pathway to Associate Degree: Welding Technology (WEAAS)
Program Location: South Omaha Campus

Graduation Requirement: 30.0

This career certificate is for students wishing to concentrate their studies on SMAW (stick) - and GTAW (TIG)-based processes, procedures, and techniques as they are applied to pipe welding. Students learn to read prints and interpret welding symbols; safely and skillfully use oxy-fuel, plasma, and air carbon arc cutting processes; safely and skillfully use shielded metal arc welding (stick) equipment; safely and skillfully use gas tungsten arc welding (TIG) equipment; produce sound fillet and groove welds in steel plate and pipe using E6010 and E7018 electrodes and steel plate using GTAW; and produce sound groove welds in pipe using GTAW.

Requirements for Pipe-Welding Career Certificate

- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits
- WELD 1510 - Shielded Metal Arc Welding (Stick) - Vertical 3 Credits
- WELD 2400 - Gas Tungsten Arc Welding (TIG) - Steel II 3 Credits
- WELD 2510 - SMAW (Stick) - Overhead 3 Credits
- WELD 2520 - Shielded Metal Arc Welding (Stick) - Pipe I 3 Credits
- WELD 2530 - Shielded Metal Arc Welding (Stick) - Pipe II 3 Credits

Shielded Metal Arc Welding (WSMSD)

Award: Career Certificate
Pathway to Associate Degree: Welding Technology (WEAAS)
Program Location: South Omaha Campus

Graduation Requirement: 27.0

This career certificate is for students wishing to concentrate their studies on the shielded metal arc welding process, procedures, and techniques. Students learn to read prints and interpret welding symbols; safely and skillfully use oxy-fuel, plasma, and air carbon arc cutting processes; safely and skillfully use shielded metal arc welding (stick) equipment; and produce sound fillet and groove welds in steel plate and pipe using E6010 and E7018 electrodes.

Requirements for Shielded Metal Arc Welding Career Certificate

- WELD 1000 - Print Reading for Welders 3 Credits
- WELD 1100 - Industrial Cutting Processes 3 Credits
- WELD 1300 - Oxy-Acetylene Welding 3 Credits
- WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat 3 Credits
- WELD 1510 - Shielded Metal Arc Welding (Stick) - Vertical 3 Credits
- WELD 2500 - Shielded Metal Arc Welding (Stick) - Horizontal 3 Credits
- WELD 2510 - SMAW (Stick) - Overhead 3 Credits
- WELD 2520 - Shielded Metal Arc Welding (Stick) - Pipe I 3 Credits
- WELD 2530 - Shielded Metal Arc Welding (Stick) - Pipe II 3 Credits

Transfer

The following is a list of associate degree offerings under the Transfer Academic Focus Area. Several of the degrees under the Transfer Academic Focus Area are also listed in this catalog under the specific program Academic Focus Area.

Academic Transfer - Associate in Arts Degrees:

- Liberal Arts/Academic Transfer (LATAA), Associate in Arts Degree
- Liberal Arts/Academic Transfer - Creative Writing (LTCAA), Associate in Arts Degree
- Liberal Arts/Academic Transfer - Language Studies (LTLAA), Associate in Arts Degree

Academic Transfer - Associate in Science Degree:

- Liberal Arts/Academic Transfer (LATAS), Associate in Science Degree

Business – Academic Focus Area: Business

- Business Transfer (BSTAA), Associate in Arts Degree

Computer Technology – Academic Focus Area: Information Technology

- Computer Technology Transfer - Computer Science (CTSAS), Associate in Science Degree
- Computer Technology Transfer - Management Information Systems (CTMAS), Associate in Science Degree

Human Services - Academic Focus Area: Community and Human Services

- Human Services Transfer (HSTAA), Associate in Arts Degree

Academic Transfer - Associate in Arts Degrees

Liberal Arts/Academic Transfer (LATAA)

Award: Associate in Arts Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

This degree strengthens foundation skills, provides broad understanding, and develops thinking skills as students prepare for advanced sequences of courses at four-year institutions. Each transfer institution publishes requirements for admission, general education, and major concentration areas. Students should consult the catalog of the transfer institution of their choice. This degree can be completed online by selecting courses with the online course designation.

Graduation Requirements
General Education: 46.5 - 48.5
Major Requirements: 31.5
Elective Requirements: 13.5
Total credit hours required: 91.5 - 93.5

***Note:** Please check with the institution you plan to transfer to for recommendations of courses that best fit your intended plan of study.

Major Requirements

Social Sciences/Humanities
27.0 credit hours

- Select a total of 27.0 credit hours combined from the Social Sciences and Humanities Transfer Course Options.

Note: Students must take a minimum of 9.0 credit hours in both Social Sciences and in Humanities; the remaining 9.0 credit hours can be any combination of transfer courses listed in Transfer Course Options.

Cultural Studies
1 Course needed - 4.5 credit hours

- Select 4.5 credit hours from the Cultural Studies courses listed in Transfer Course Options.

Electives
13.5 credit hours

- Select 13.5 credit hours. Elective credits may be selected from courses throughout the catalog, but students are strongly advised to consult with the four-year college to which they plan to transfer when choosing particular courses. The degree plan to be followed at a four-year institution should also be followed where possible in choosing elective courses at MCC.

Counselors and advisors are available to provide assistance with the selection of MCC courses that transfer to area four-year institutions.

General Education Requirements

Students should select courses from each of the following categories to meet the required credit hours. Students should consult with an MCC advisor and an advisor at the institution they are planning to transfer to select courses that best meet their transfer needs.

Students may not use the same course to satisfy more than one degree requirement.

Communication
3 Courses needed 13.5 credit hours

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy Skills
2 Courses needed 9.0-9.5 credit hours needed
**Based on the math course you select, pre-requisites may be required.*

- MATH 1315 - College Algebra 4.5 Credits

OR

- MATH 1410 - Statistics 4.5 Credits

And

- Select 1 additional course from the mathematics courses listed in Transfer Course Options.

See your MCC advisor and the advisor at the institution you are planning to transfer to for recommendations of mathematics courses that best fit your intended plan of study. If no additional math is required, select another major requirement.

Critical Thinking/Creativity & Social/Cultural Awareness
2 Courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

AND

- Gen Ed Social Sciences course options

Scientific Inquiry
2 Courses needed 10.5 - 12.0 credit hours

- Select from the Natural Sciences courses listed in Transfer Course Options. At least one course should include a lab.

Professionalism/Life Skills & Information Literacy
1 Course needed 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies 4.5 Credits
- INFO 1001 - Information Systems and Literacy 4.5 Credits
- HMRL 1010 - Human Relations Skills 4.5 Credits

Liberal Arts/Academic Transfer - Creative Writing (LTCAA)

Award: Associate in Arts Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Fremont Center, Sarpy Center, South Omaha Campus, Online

A student completing an Associates of Arts in Creative Writing will recognize, define, and execute core elements of craft across multiple genres, be familiar with the literary canon as well as schools/trends in contemporary literature, participate in and foster writing communities based on the mutual exchange of support and actionable feedback, and confidently present their own work orally and for publication.

Graduation Requirements
General Education: 36.0
Major Requirements: 64.5
Total credit hours required: 100.5

The following General Education courses are recommended for Creative Writing (LTCAA): Critical Thinking/Creativity & Social/Cultural Awareness: Choose 1 of the following for the Humanities option: ARTS 1110, ARTS 1120, HUMS 1000, or HUMS 2310

Major Requirements for Associate in Fine Arts - Creative Writing

Foreign Language
- Complete 15 credit hours in one language. Languages can be found under the Humanities General Education Requirement course list.

Creative Writing
- ENGL 1310 - Creative Writing 4.5 Credits
- ENGL 1311 - Poetry Writing Studio 4.5 Credits
- ENGL 1312 - Fiction Writing Studio 4.5 Credits
- ENGL 1313 - Creative Nonfiction Writing Studio 4.5 Credits

And select one of the following:
- ENGL 1320 - Introduction to Publication 4.5 Credits

OR
- ENGL 2215 - Creative Writing Capstone 4.5 Credits

Literature
Select Three Courses from the Following:
- ENGL 2450 - Introduction to Literature 4.5 Credits
- ENGL 2460 - Introduction to Short Stories 4.5 Credits
- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2480 - Introduction to Drama Literature I 4.5 Credits
- ENGL 2481 - Introduction to Drama Literature II 4.5 Credits
- ENGL 2490 - Introduction to Latin American Literature 4.5 Credits
- ENGL 2510 - American Literature I 4.5 Credits
- ENGL 2520 - American Literature II 4.5 Credits
- ENGL 2530 - Ethnic Literature 4.5 Credits
- ENGL 2610 - British Literature I 4.5 Credits
- ENGL 2620 - British Literature II 4.5 Credits
- ENGL 2900 - Special Topics in Literature Variable Credits

Electives
Select 13.5 credit hours from the following:
- ARTS 1000 - Introduction to the Visual Arts 4.5 Credits
- ENGL 2450 - Introduction to Literature 4.5 Credits
- ENGL 2460 - Introduction to Short Stories 4.5 Credits
- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2480 - Introduction to Drama Literature I 4.5 Credits
- ENGL 2481 - Introduction to Drama Literature II 4.5 Credits
- ENGL 2490 - Introduction to Latin American Literature 4.5 Credits
- ENGL 2510 - American Literature I 4.5 Credits
- ENGL 2520 - American Literature II 4.5 Credits
- ENGL 2530 - Ethnic Literature 4.5 Credits
- ENGL 2610 - British Literature I 4.5 Credits
- ENGL 2620 - British Literature II 4.5 Credits
- ENGL 2900 - Special Topics in Literature Variable Credits
- ENGL 2902 - Special Topics in Creative Writing Studio 4.5 Credits

- THEA 1000 - Introduction to Theatre 4.5 Credits
- THEA 2020 - Fundamentals of Acting I 4.5 Credits
- THEA 2030 - Playwriting I 4.5 Credits
- THEA 2031 - Playwriting II 4.5 Credits
- VACA 1110 - Introduction to Scriptwriting 4.5 Credits
- VACA 2120 - Screenwriting Principles 4.5 Credits
- Or select any course from the Cultural Studies courses on the Transfer Course Options list.

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR
- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

AND
- Gen Ed Social Sciences course options

Scientific Inquiry
1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Liberal Arts/Academic Transfer - Language Studies (LTLAA)

Award: Associate in Arts Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, Sarpy Center, South Omaha Campus

This degree offers a broad-based liberal arts education to students interested in pursuing language studies at a four-year college or university. Students build a solid foundation of knowledge in Spanish, French, Japanese or American Sign Language and cultural studies. This program also prepares students to better communicate with non-English speaking or deaf clients and friends in business and social situations.

Graduation Requirements
General Education: 36.0
Major Requirements: 48.0
Electives: 11.0-13.5
Total credit hours required: 95-97.5

Major Requirements for Liberal Arts/Academic Transfer - Language Studies

Humanities
Select one group:

Group 1:
- FREN 1110 - Elementary French I 7.5 Credits
- FREN 1120 - Elementary French II 7.5 Credits
- FREN 2110 - Intermediate French I 4.5 Credits
- FREN 2120 - Intermediate French II 4.5 Credits
- An additional elective 4.5 Credits

Group 2:
- JAPN 1010 - Beginning Japanese I 7.5 Credits
- JAPN 1020 - Beginning Japanese II 7.5 Credits
- JAPN 2010 - Intermediate Japanese I 4.5 Credits
- JAPN 2020 - Intermediate Japanese II 4.5 Credits
- JAPN 2030 - Intermediate Japanese III 4.5 Credits

Group 3:
- SPAN 1110 - Elementary Spanish I 7.5 Credits
- SPAN 1120 - Elementary Spanish II 7.5 Credits
- SPAN 2110 - Intermediate Spanish I 4.5 Credits
- SPAN 2120 - Intermediate Spanish II 4.5 Credits

- SPAN 2210 - Conversation Skills I 4.5 Credits

Group 4:
- SPAN 1410 - Spanish for High Beginners I 7.5 Credits
- SPAN 1411 - Spanish for High Beginners II 7.5 Credits
- SPAN 2110 - Intermediate Spanish I 4.5 Credits
- SPAN 2120 - Intermediate Spanish II 4.5 Credits
- SPAN 2210 - Conversation Skills I 4.5 Credits

Group 5:
- SLIS 1010 - American Sign Language I 6 Credits
- SLIS 1020 - American Sign Language II 6 Credits
- SLIS 1030 - American Sign Language III 6 Credits
- SLIS 1040 - American Sign Language IV 6 Credits
- SLIS 2201 - History, Psychology and Sociology of Deafness 4.5 Credits

Social Sciences
Select 4.5 credit hours from the social sciences courses listed in Transfer course options.

- HIST 1080 - Traditional and Modern Japan is recommended for Japanese majors.
- HIST 2200 - Latin American History is recommended for Spanish majors.

Quantitative/Numeracy Skills or Major-Related
- Select 4.5 credit hours from the mathematics courses listed in Transfer Course Options that meet a requirement for your chosen major. Refer to the transfer guide for the specific transfer program and college. If no additional math is required, select another major requirement.

Cultural Studies
- Select 4.5 credit hours from the Cultural Studies courses listed in Transfer Course Options.

Natural Sciences
- Select 6.0 credit hours from the Natural Sciences courses listed in Transfer Course Options.

Electives
Select 11.0-13.5 credit hrs. from the following courses:

- FREN 2900 - Special Topics in French Variable Credits
- JAPN 2040 - Intermediate Japanese IV 4.5 Credits
- JAPN 2900 - Special Topics in Japanese Variable Credits
- SPAN 1050 - Spanish for Business I 4.5 Credits
- SPAN 1051 - Spanish for Business II 4.5 Credits
- SPAN 1060 - Spanish for Healthcare I 4.5 Credits
- SPAN 1061 - Spanish for Healthcare II 4.5 Credits
- SPAN 1810 - Spanish Study Abroad 0 Credits
- SPAN 1900 - Special Topics in Spanish I 0 Credits
- SPAN 2050 - Intermediate Spanish for Business I 4.5 Credits
- SPAN 2060 - Intermediate Spanish for Healthcare I 4.5 Credits
- SPAN 2061 - Intermediate Spanish for Healthcare II 4.5 Credits
- SPAN 2220 - Conversation Skills II 4.5 Credits
- SPAN 2480 - Cinematica 4.5 Credits
- SPAN 2490 - Introduction to Latin American Literature 4.5 Credits
- SPAN 2900 - Special Topics in Spanish II Variable Credits
- LANG XXXX - Course of Choice

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education course options in the current course catalog.

- Gen Ed Humanities course options

AND

- Gen Ed Social Sciences course options

Scientific Inquiry
1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Academic Transfer - Associate in Science Degree

Liberal Arts/Academic Transfer (LATAS)

Award: Associate in Science Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus

This degree strengthens foundation skills, provides broad understanding, and develops reasoning skills as students prepare for advanced studies in a natural sciences, mathematics, or science-dependent program. By taking the suggested courses below, students are able to transfer into a baccalaureate degree program at a four-year college upon completion of the associate degree. Each transfer institution publishes requirements for admission, general education, and major concentration areas. Students should consult the catalogs of the transfer institution of their choice.

Graduation Requirements
General Education: 51.0-53.0
Major Requirements: 24.0
Elective Requirements: 18.0
Total credit hours required: 93.0-95.0

***Note:** Please check with the institution you plan to transfer to for recommendations of courses that best fit your intended plan of study.

Major Requirements

Students should select courses from each of the following categories to meet the required credit hours. Students should consult with an advisor or counselor both at MCC and the transfer institution of their choice to select major and elective courses that best meet their transfer needs.

Natural Sciences/Quantitative/Numeracy Skills
- Select 19.5 credit hours from the Natural Sciences/Mathematics courses listed in Transfer Course Options.

Cultural Studies
- Select 4.5 credits from the Cultural Studies courses listed in Transfer Course Options.

Electives
18.0 credit hours needed

- Elective credits may be selected from courses throughout the catalog, but students are strongly advised to consult with the colleges to which they plan to transfer when choosing particular courses.

MCC Counselors and advisors are available to provide assistance with the selection of MCC courses that transfer to area four-year institutions.

General Education Requirements

Communication
3 Courses needed 13.5 credit hours
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy Skills
2 Courses needed 9.0-9.5 credit hours needed
**Based on the math course you select, pre-requisites may be required.*

- MATH 1315 - College Algebra 4.5 Credits

**Take MATH 1315 or higher level MATH course*
OR
- MATH 1410 - Statistics 4.5 Credits

**Take MATH 1410 or higher level MATH course*
AND
- Select 1 additional course from the Mathematics Transfer Course Options.

See your MCC advisor and the advisor at the institution you are planning to transfer to for recommendations of mathematics courses that best fit your intended plan of study. If no additional math is required, select another major requirement.

Critical Thinking/Creativity & Social/Cultural Awareness
3 Courses needed 13.5 credit hours

- Select at least 1 from the Social Science Transfer Course Options and 1 from the Humanities Transfer Course Options.

Scientific Inquiry
2 Courses needed 10.5 - 12.0 credit hours

- Select from the Natural Sciences Transfer Course Options. At least one course should include a lab.

Professionalism/Life Skills & Information Literacy
1 Course needed 4.5 credit hours

Select one of the following courses:
- EXPL 1000 - Exploratory Studies 4.5 Credits
- HMRL 1010 - Human Relations Skills 4.5 Credits
- INFO 1001 - Information Systems and Literacy 4.5 Credits

Business Transfer

Academic Focus Area: Business

Business Transfer (BSTAA)

Award: Associate in Arts Degree
Program Location: Elkhorn Valley Campus, Fort Omaha Campus, South Omaha Campus, Online

This degree provides students with the dual option of seeking entry-level business positions and/or continuing their studies at a four-year institution. Currently, Bellevue University, Midland University, University of Nebraska-Lincoln, Northwest Missouri State, and University of Nebraska at Omaha accept this degree. Areas of emphasis include accounting, economics, management, and marketing.

Graduation Requirements
Major Requirements: 45.0
Additional Requirements: 13.5
General Education: 36.0
Total credit hours required: 94.5

Major Requirements for Business Transfer
- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- BSAD 1000 - Introduction to Business 4.5 Credits
- BSAD 1100 - Business Law I 4.5 Credits
- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits
- MRKT 1010 - Principles of Marketing 4.5 Credits
- MGMT 2100 - Principles of Management 4.5 Credits

Select One Course from the Following:
- BSAD 2700 - Global Business 4.5 Credits
- ECON 2720 - Global Economics 4.5 Credits
- MRKT 2720 - Global Marketing 4.5 Credits

Additional Requirements

Cultural Studies
Select one course from the following:
- ENGL 2530 - Ethnic Literature 4.5 Credits
- HIST 1050 - Introduction to Black History 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- SOCI 2060 - Multicultural Issues 4.5 Credits

Humanities
Select one course from the following:
- ARTS 1110 - Art History - Prehistory to 1400 4.5 Credits
- ARTS 1120 - Art History - 1400 to Present 4.5 Credits
- ENGL 2470 - Introduction to Women's Literature 4.5 Credits
- ENGL 2530 - Ethnic Literature 4.5 Credits
- ENGL 2610 - British Literature I 4.5 Credits
- ENGL 2620 - British Literature II 4.5 Credits
- PHIL 1010 - Introduction to Philosophy 4.5 Credits
- PHIL 1100 - Critical Reasoning 4.5 Credits
- PHIL 2030 - Introduction to Ethics 4.5 Credits
- PHIL 2200 - Introduction to Comparative Religion 4.5 Credits
- THEA 1000 - Introduction to Theatre 4.5 Credits

Social Sciences
Select one course from the following:
- GEOG 1010 - Fundamentals of Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- HIST 1010 - United States History to 1877 4.5 Credits
- HIST 1020 - United States History from 1865 to Present 4.5 Credits
- HIST 1110 - World Civilization from Prehistory to 1500 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HIST 2050 - Modern Europe Since 1789 4.5 Credits
- PSYC 1010 - Introduction to Psychology 4.5 Credits

- SOCI 1010 - Introduction to Sociology 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits

Note: For the most current transfer listings, visit www.mccneb.edu/Prospective-Students/Transfer-Students/Articulation.aspx.
To optimize credit transfer to the business programs within the University of Nebraska system, follow the detailed business transfer guides listed under UNL and UNO as they may have more specific requirements.

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education Course Options in the current course catalog.

- Gen Ed Humanities course options

AND

- Gen Ed Social Sciences course options

Scientific Inquiry
1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Computer Technology Transfer

Academic Focus Area: Information Technology

Computer Technology Transfer - Computer Science (CTSAS)

Award: Associate in Science Degree
Program Location: Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

This degree provides students with the dual option of seeking entry-level programming positions and/or continuing their studies at a four-year institution. Currently, Bellevue University and the University of Nebraska at Omaha accept this degree. Areas of emphasis include Logic, Programming Language, Data Structures, and Ethics.

Graduation Requirements
Major Requirements: 60.5
General Education: 36.0
Total credit hours required: 96.5

Major requirements for Computer Technology Transfer - Computer Science
- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1023 - Networking Essentials 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1499 - Computer Science I 4.5 Credits
- INFO 1500 - Computer Science II 4.5 Credits
- INFO 2100 - Organizations, Applications, & Technology 4.5 Credits

- INFO 2800 - Information Technology Ethics 4.5 Credits

- MATH 1315 - College Algebra 4.5 Credits

OR

- MATH 1410 - Statistics 4.5 Credits

Note: If MATH 1315 is selected for the Quantitative/Numeracy general education course then select MATH 1410. If MATH 1410 is selected for the Quantitative/Numeracy general education course then select MATH 1315.

- MATH 1425 - Pre-Calculus Algebra 5 Credits
- MATH 1430 - Trigonometry 4.5 Credits
- MATH 2410 - Analytic Geometry and Calculus I 7.5 Credits
- MATH 2411 - Calculus II 7.5 Credits

Associate in Science General Education requirements (36.0 credit hrs. minimum)

The following are General Education requirements for an Associate in Science degree (AS). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication

3 Courses needed 13.5 credit hrs.

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy

1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness

1 course needed 4.5 credit hours

Select 1 Humanities or 1 Social Sciences course from the General Education Course Options in the current course catalog.

- Gen Ed Humanities course options

OR

- Gen Ed Social Sciences course options

Scientific Inquiry

2 Courses needed 9.0 credit hours minimum

Select 2 courses from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy

1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Computer Technology Transfer - Management Information Systems (CTMAS)

Award: Associate in Science Degree
Program Location: Fort Omaha Campus, Sarpy Center, South Omaha Campus, Online

This degree provides students with the dual option of seeking entry-level programming positions and/or continuing their studies at a four-year institution. Currently, Bellevue University and the University of Nebraska at Omaha accept this degree.

Graduation Requirements
Major Requirements: 63.0
General Education: 36.0
Total credit hours required: 99.0

Major requirements for Computer Technology Transfer - Management Information Systems

- ACCT 1100 - Accounting I 4.5 Credits
- ACCT 1110 - Accounting II 4.5 Credits
- ACCT 1120 - Accounting III 4.5 Credits
- ECON 1000 - Macroeconomics 4.5 Credits
- ECON 1100 - Microeconomics 4.5 Credits
- INFO 1002 - Introduction to Information Technology 4.5 Credits
- INFO 1003 - Problem Solving and Programming Logic 4.5 Credits
- INFO 1311 - Web Page Creation 4.5 Credits
- INFO 1499 - Computer Science I 4.5 Credits
- INFO 1500 - Computer Science II 4.5 Credits
- INFO 1620 - Introduction to Database Design 4.5 Credits

- INFO 2100 - Organizations, Applications, & Technology 4.5 Credits
- INFO 2630 - Structured Query Language (SQL) 4.5 Credits
- INFO 2800 - Information Technology Ethics 4.5 Credits

Associate in Science General Education requirements (36.0 credit hrs. minimum)

The following are General Education requirements for an Associate in Science degree (AS). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.
- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR
- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
1 course needed 4.5 credit hours
Select 1 Humanities or 1 Social Sciences course from the General Education Course Options in the current course catalog.

- Gen Ed Humanities course options

OR
- Gen Ed Social Sciences course options

Scientific Inquiry
2 Courses needed (9.0 credit hours minimum)
Select 2 courses from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:
- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Human Services Transfer

Academic Focus Area: Community and Human Services

Human Services Transfer (HSTAA)

Award: Associate in Arts Degree
Program Location: Fort Omaha Campus

The Human Services Transfer degree is designed to develop essential knowledge and skills required in the Human Services field and to efficiently accommodate transfer to four year human services-related fields from around the area. Social work programs at some area colleges and universities also accept the human service transfer degree; please check your transfer guides.

Graduation Requirements
Major Requirements: 49.5
Option Requirements: 9.0
General Education: 36.0
Total credit hours required: 94.5

All required classes with a HMSV prefix must have a grade of C or better to graduate in this program.

The following General Education courses are recommended for Human Services Transfer (HSTAA): Critical Thinking/Creativity & Social/Cultural Awareness: PSYC 1010 for the Social Sciences requirement; and Professionalism/Life Skills & Information Literacy: HMRL 1010

Major Requirements for Human Services Transfer
- HMSV 1010 - Introduction to Human Services 4.5 Credits
- HMSV 1120 - Helping Skills and Techniques 4.5 Credits
- HMSV 1130 - Introduction to Counseling Theories 4.5 Credits
- HMSV 1140 - Assessment, Case Planning, and Management 4.5 Credits
- HMSV 1150 - Community Resources 4.5 Credits

- HMSV 2050 - Ethics and Professionalism 4.5 Credits
- HMSV 2110 - Group Counseling 4.5 Credits
- HMSV 2120 - Social Services Policy and Exceptional Populations 4.5 Credits
- HMSV 2150 - Multicultural Counseling 4.5 Credits
- PSYC 1120 - Human Growth and Development 4.5 Credits
- SOCI 1010 - Introduction to Sociology 4.5 Credits

Option Requirements Human Services Transfer

Select 9.0 credit hrs. from the following.
Students may not use the same course to satisfy more than one degree requirement.

- ECON 1000 - Macroeconomics 4.5 Credits

OR

- POLS 2050 - American National Government 4.5 Credits

- GEOG 1010 - Fundamentals of Geography 4.5 Credits
- GEOG 1050 - Introduction to Human Geography 4.5 Credits
- HIST 1010 - United States History to 1877 4.5 Credits
- HIST 1110 - World Civilization from Prehistory to 1500 4.5 Credits
- HIST 1120 - World Civilization from 1500 to Present 4.5 Credits
- HIST 2050 - Modern Europe Since 1789 4.5 Credits
- PSYC 2350 - Fundamentals of Abnormal Psychology 4.5 Credits
- SOCI 1250 - Introduction to Anthropology 4.5 Credits
- SOCI 2050 - Current Social Problems 4.5 Credits
- SOCI 2160 - Marital and Family Relationships 4.5 Credits
- SOWK 1010 - Introduction to Social Work 4.5 Credits

Associate in Arts General Education Requirements (36.0 credit hrs.)

The following are General Education requirements for an Associate in Arts degree (AA). **Students may not use the same course to satisfy more than one degree requirement.**

**To optimize credit transfer, please select general education course options for Critical Thinking/Creativity and Social/Cultural Awareness and Scientific Inquiry from the Transfer Course list and consult with your MCC advisor and an advisor at the institution you are planning to transfer to for more specific requirements.*

Communication
3 Courses needed 13.5 credit hrs.

- ENGL 1010 - English Composition I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- COMS 1110 - Public Speaking 4.5 Credits

Quantitative/Numeracy
1 Course needed 4.5 - 5.0 credit hours

- MATH 1315 - College Algebra or higher

OR

- MATH 1410 - Statistics or higher

**Based on the Math Course you select, pre-requisites may be required.*

Critical Thinking/Creativity & Social/Cultural Awareness
2 courses needed 9.0 credit hours
Select 1 Humanities and 1 Social Sciences course from the General Education Course Options in the current course catalog.

- Gen Ed Humanities course options

AND

- Gen Ed Social Sciences course options

Scientific Inquiry
1 Course needed 4.5 - 6.0 credit hrs.
Select 1 course from the Natural Sciences General Education courses in the current course catalog.

- Gen Ed Natural Sciences course options

Professionalism/Life Skills & Information Literacy
1 Course 4.5

Select one of the following courses:

- EXPL 1000 - Exploratory Studies
- INFO 1001 - Information Systems and Literacy
- HMRL 1010 - Human Relations Skills

Course Descriptions

Below are course descriptions for credit courses offered by MCC. Each course can be identified by a lettered subject and a course number followed by the title and a series of numbers. Those courses with a zero as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements.

BIOS 1010 - General Biology
5.0 - 3.0 - 6.0

Key:
course subject (BIOS)
course number (1010)
course title (General Biology)
Lec: lecture/classroom hours per week (5.0 -)
Lab: lab/clinical hours per week (- 3.0 -)
Cr: credit hours (- 6.0)
course may be offered online
course may be offered in hybrid format

Requisites for a course are detailed as follows:

- Prerequisites – A prerequisite - or its equivalent - must be met before a student can register for a course. A prerequisite may be a specific high school course, another MCC course, a demonstrated proficiency, or acceptance into a certain program. Students must meet the prerequisite in effect for the quarter in which they are taking the course. Prerequisites may be waived on the basis of proficiency testing and/or the recommendation of an appropriate faculty member or academic dean.
- Corequisites – Corequisites are required program courses that must be taken simultaneously, a grouping of courses that must all be taken within the same quarter. In some cases, previous completion of the required course is acceptable.
- Recommended - Certain courses, proficiencies, or conditions may be recommended for the student prior to or at the same time as the course. While these recommendations are suggested for student success in the course, they are not required.

Hybrid courses – A hybrid course is a coordinated approach to learning, using both online technology and classroom interaction with faculty and peers. MCC hybrid courses meet face-to-face 50 percent of the traditional quarter's campus meetings; the other 50 percent of campus meeting time is replaced with online study and learning activities.

Accounting

ACCT 1050 - Survey of Accounting

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the basics of accounting, covering the purpose of accounting, debits and credits, recording transactions, the accounting cycle, financial statements, and basic payroll. Additionally, students apply the basics of accounting through use of QuickBooks software. **Note**: Business and Accounting degree seeking students should enroll in ACCT 1100 rather than ACCT 1050.

ACCT 1100 - Accounting I

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamental principles of accounting in this course, the first of three accounting courses covering principles of accounting. Students explore financial topics through real-world illustrations reflecting current business practices. Topics include the basic accounting cycle, recording transactions and posting to ledger accounts, adjusting and closing processes, inventory, internal control, and financial reporting. **NOTE:** Students should attempt to take ACCT 1100, ACCT 1110, and ACCT 1120 immediately after one another to facilitate understanding and learning. It is helpful to complete the math requirements early in the program of study. Basic arithmetic and reading skills are necessary.

ACCT 1110 - Accounting II

Prerequisites: ACCT 1100 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamental principles of accounting in this course, the second of three accounting courses covering principles of accounting. Students explore financial topics through real-world illustrations reflecting current business practices. Topics include short- and long-term assets, current liabilities, bonds payable, components of stockholders' equity, financial statement analysis, the corporate income statement, and statement of cash flows. **NOTE:** Students should attempt to take ACCT 1100, ACCT 1110, and ACCT 1120 immediately after one another to facilitate understanding and learning. It is helpful to complete the math requirements early in the program of study.

ACCT 1120 - Accounting III

Prerequisites: ACCT 1110 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamental principles of accounting in this course, the third of three accounting courses covering principles of accounting. Students explore financial topics through real-world illustrations reflecting

current business practices. Topics include an introduction to managerial accounting, job order costing, activity-based costing, cost-volume-profit analysis, budgeting, and investment analysis.
NOTE: Students should attempt to take ACCT 1100, ACCT 1110, and ACCT 1120 immediately after one another to facilitate understanding and learning. It is helpful to complete the math requirements early in the program of study.

ACCT 1215 - QuickBooks for Small Business

Prerequisites: ACCT 1100 or ACCT 1050 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn to utilize the QuickBooks software program to record transactions related to sales, sales invoicing, purchases, purchasing invoicing, receipts, payments, and payroll. Using the software, students generate financial statements and reports including downloading financial information into Microsoft Excel.

ACCT 1220 - Spreadsheet Basics for Accounting and Business

Prerequisites: ACCT 1100 with a grade of C or better must be completed prior to this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students learn the basics of data analytics, including how the role of the accountant is changing as a result of computerization and the availability of data. Students learn the AMPS model to perform data analytics and address the questions posed by decision makers.

ACCT 1360 - Payroll Accounting

Prerequisites: ACCT 1110 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students engage in an in-depth study of various payroll systems, including the study of laws and practices related to payroll accounting. Students prepare payroll and compute deductions. Emphasis is placed on actual preparation of payroll, including payroll tax returns and journal entries.

ACCT 1370 - Individual Income Tax

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamental principles of individual income tax. This course introduces students to current tax law, basic filing requirements, includable income, adjustments, itemized deductions, and tax credits. Students engage in an in-depth study of individual income tax including the laws and practices related to calculating and preparing individual income tax. This is one of two courses addressing taxation. ACCT 1371 Business Income Tax explores taxation in business. **NOTE:** Students planning to take both tax classes should attempt to take ACCT 1370 and ACCT 1371 immediately after one another to facilitate understanding and learning.

ACCT 1371 - Business Income Tax

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamental principles of federal business taxation. This course introduces students to basic filing requirements, includable income, adjustments, deductions, and tax credits for various types of business entities. Students engage in a broad study of federal business taxation including the laws and practices related to calculating and preparing business tax returns. This is one of two courses addressing taxation. ACCT 1370 - Individual Income Tax explores taxation of individuals. **NOTE:** Students planning to take both tax classes should attempt to take ACCT 1370 and ACCT 1371 immediately after one another to facilitate understanding and learning.

ACCT 2120 - Intermediate Accounting I

Prerequisites: ACCT 1110 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students engage in an advanced study of financial accounting. This is the first of three courses covering intermediate financial accounting. Students learn basic accounting theory, review of the accounting cycle, financial statement presentation, revenue recognition, time value of money, and reporting related to accounting changes and error corrections. **NOTE:** Students should attempt to take ACCT 2120, ACCT 2130, and ACCT 2140 immediately after one another to facilitate understanding and learning.

ACCT 2130 - Intermediate Accounting II

Prerequisites: ACCT 2120 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students engage in an advanced study of financial accounting. This is the second of three courses covering intermediate financial accounting. Students review and

expand knowledge of basic accounting theory as related to current and long-term assets. Emphasis is on cash and receivables, inventory, and tangible and intangible long-term assets. **NOTE:** Students should attempt to take ACCT 2120, ACCT 2130, and ACCT 2140 immediately after one another to facilitate understanding and learning.

ACCT 2140 - Intermediate Accounting III

Prerequisites: ACCT 2130 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students engage in an advanced study of financial accounting. This is the third of three courses covering intermediate financial accounting. Students review and expand knowledge of basic accounting theory as related to current and long-term liabilities and shareholders' equity. Emphasis is on current liabilities and contingencies, bonds and long-term notes, leases, income taxes, pensions, shareholders' equity, and earnings per share. **NOTE:** Students should attempt to take ACCT 2120, ACCT 2130, and ACCT 2140 immediately after one another to facilitate understanding and learning.

ACCT 2230 - Microcomputer Business Applications

Pre/Corequisite: ACCT 1120 must be completed prior to or at the same time.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course has two segments. In the first segment, students create spreadsheets for analysis, forecasting, problem solving, and decision-making. In the second segment, students use Accounting Software for general ledger, inventory, accounts receivable/payable, and payroll transactions.

ACCT 2330 - Managerial Cost Accounting

Prerequisites: ACCT 1120 with a grade of C or better must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students learn the role of the accountant or manager as decision maker. Topics covered involve a study of relevant costs for decision making; contribution margin approach to decision making; absorption costing vs. direct costing; and the effect on income; ABC Costing; capital projects selection and subsequent evaluation; cost volume profit relationships; decision making and allocation involving joint costs; decentralization, performance measurement.

ACCT 2800 - Ethics in Business

Prerequisites: 9.0 credit hours in either BSAD, ACCT, MRKT, MGMT, FINA, or ENTR must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn the fundamental theories of ethics and their application to business. Students explore ethical and moral issues common in the business and accounting world. Topics include the historical context of ethical theory, important stakeholders, how ethics change over time, ethical issues relating to employers and employees, respecting the rights of others. (Cross-listed as BSAD 2800)

ACCT 2900 - Special Topics in Accounting

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable
Offered: Online

Students learn topics related to special content areas that are not appropriately treated in other accounting courses.

ACCT 2940 - Accounting Capstone

Prerequisites: Completion or concurrent enrollment of required Accounting AAS major course requirements.
Lec: 1.5 **Lab:** 0 **Cr:** 1.5
Offered: Online

Students experience multiple opportunities to apply knowledge and practice skills acquired in the curriculum of an accounting program of study. Students prepare for professional employment opportunities by designing a career development plan. In reflecting on prior course learning experiences, students apply core concepts of the foundational business disciplines: accounting, business law, economics, finance, marketing, and management. A comprehensive exam covering accounting, management, marketing, and general business topics is the final requirement of the course and degree program.

ACCT 2981 - Internship in Accounting

Prerequisites: Completion or concurrent enrollment of at least 24.0 credit hours of the required Accounting AAS major course requirements and instructor approval required.
Lec: Variable **Lab:** 30.0 **Cr:** Variable
Offered: Online

Students apply the principles, procedures and rules learned in financial accounting, cost/managerial accounting, income tax accounting, or payroll accounting in an actual work environment. The work setting for an

internship in accounting is a public accounting office or the accounting department of a business or non-profit organization. Students keep record of the tasks performed to be reviewed periodically with the work supervisor and faculty sponsor to assure that appropriate competencies are developed and/or reinforced. Internship in Accounting is an advanced course that is expected to be taken in the second year of study. It requires that the student has completed at least 24.0 credit hours of the program's major requirements.

Arabic

ARAB 1010 - Introduction to Arabic
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

This course focuses on how to pronounce the Arabic sounds and the Arabic letters. In addition, the course introduces students to common Arabic greetings in standard and colloquial Arabic, common phrases, basic vocabulary, and some Arabic cultural aspects. Interactive DVDs that accompany the textbook can be used outside the classroom to practice listening exercises and writing drills. The textbook also contains images of calligraphic writing to be used as a model to follow as students work through them.

Architectural Design Technology

ARCH 1000 - Appreciation of Architecture
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about the art and language of architecture through a historical and contemporary lens. The architectural design process and community are examined along with building methods and materials. Hands-on projects enable students to explore how form and space are expressed using analog and digital tools. Students discover how architecture reflects the culture for which it is built.

ARCH 1010 - Visual Literacy and Graphic Communication I
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This is a foundation course in visual communication in a black and white format. The hand drawing process employs both art and science to depict the built environment in a way that is pleasant and informative. Students in the course explore 2-D and 3-D visual communication using traditional and digital tools for each topic. Students are introduced to visual dialog strategies within the context of the built environment in historic and contemporary forms. Assignments focus on creative visual problem solving.

ARCH 1015 - Visual Literacy and Graphic Communication II
Prerequisites: ARCH 1010 or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Visual Literacy and Graphic Communication II is a foundation course in visual communication in a digital color format that builds on the digital and analog techniques from Visual Literacy and Graphic Communication I. This course provides professionals and students with a clear guide to understanding the digital representation process for a variety of design drawings. The course highlights specific techniques by examining their role in the digital media representation process through current and emerging methods available in current software. This course provides students and professionals with tangible tools to explore digital media, including Adobe Illustrator, Photoshop, 3ds Max, Sketchup, AutoCAD, and Revit. Students in this course explore 2-D and 3-D visual communication using fixed and mobile digital tools for each topic. Students continue to develop a personal form of expression for visual dialog strategies within the context of the built environment in historic and contemporary forms.

ARCH 1115 - Revit Essentials
Recommended: ARCH 1160
Lec: 9 **Lab:** 0 **Cr:** 9

Through hands-on experience, students learn to navigate and operate Autodesk Revit software. Students employ Revit to represent architecture in 2D and 3D space as a means of producing technical construction documents. This course is focused on learning how to model and annotate building parts while utilizing Revit's ability to organize complex data sets. Students also learn how to generate renderings from Revit projects.

ARCH 1140 - Advanced REVIT Architecture
Prerequisites: ARCH 1115
Recommended: ARCH 1160
Lec: 0 **Lab:** 0 **Cr:** 4.5

Students learn advanced Revit skills which go beyond fundamental technical application of the program to incorporate a collaborative approach to construction document production. Through a series of advanced project-based problems, students apply their architectural knowledge to design and documentation using Revit. Students learn site creation tools, annotation, project phasing, design options, scheduling, detailing, change management, and more.

ARCH 1160 - AutoCAD for Architecture
Lec: 9.0 **Lab:** 0.0 **Cr:** 9.0

Students learn 2D computer-aided drawing techniques and foundational skills in an architectural context. Students identify and use AutoCAD software applications to create drawings, documents and schedules for building projects. Students critically analyze needs and problems presented and demonstrate solutions to classic construction document challenges.

ARCH 1200 - Wood-Frame Architecture
Prerequisites: ARCH 1115 and ARCH 1160 or instructor approval must be completed prior to taking this course.
Recommended: ARCH 1000
Lec: 9 **Lab:** 0 **Cr:** 9

Students learn about the process for designing, documenting and constructing wood frame buildings through reading, lectures, on-site observation and a project. Students explore the properties of building materials, the application of construction methods, and the terminology used by architects, home designers, technicians, and builders. Students generate a cartoon set of construction documents for the schematic design of a single-family house.

ARCH 1800 - Building Systems Fundamentals
Prerequisites: ARCH 1115
Recommended: CNST 1020
Lec: 9 **Lab:** 0 **Cr:** 9

Students learn the fundamental behavior and components of building systems. This course examines basic scientific processes and how they are incorporated into MEP systems design. Fundamentals of operation, coordination, and occupant impacts are discussed. Students explore sustainability topics related to thermal control, lighting systems, and water usage and use Revit software to design building systems for construction documentation.

ARCH 2140 - Virtual & Emerging Design Technology
Prerequisites: ARCH 1140
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn advanced visualization and rendering techniques including augmented and virtual reality to represent their spatial ideas and practical projects. Students gain experience with emerging technology including algorithmic and computational tools related to visual programming for BIM. Students will utilize multiple state-of-the-art hardware and software applications to generate architectural designs for their portfolios.

ARCH 2210 - Capstone Studio I
Prerequisites: ARCH 1115 and ARCH 1200 must be completed prior to taking this course.
Recommended: ARCH 1140
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about schematic and design development processes essential to creating a single-family residence, the Capstone House. Working in analog (hand drawing) and digital (computer software) media, students develop design options which respond to the unique requirements of a real-world owner and site. Students create drawings and other required deliverables which are used to determine the final form of the Capstone House project.

ARCH 2220 - Capstone Studio II
Prerequisites: ARCH 1115 and ARCH 1200 and instructor approval must be completed prior to taking this course.
Pre/Corequisite: ARCH 2700 must be taken prior to or at the same time as this course.
Recommended: ARCH 1140 and ARCH 1800 recommended prior to taking this course, but not required.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to evolve an owner approved design for a real-world single-family residence (the Capstone House) into technical documents used to realize the construction of the house. Working in BIM software as a team, students generate drawings which enable other professionals to engineer and cost estimate the house. Students also take part in the selection of materials and finishes incorporated into the Capstone House.

ARCH 2410 - Commercial Architecture
Prerequisites: ARCH 1115 and ARCH 1200 and instructor approval must be completed prior to taking this course.
Recommended: ARCH 1000 and ARCH 1160 are recommended prior to taking this course, but not required.
Lec: 9 **Lab:** 0 **Cr:** 9

Students learn about the process for designing, documenting, and constructing commercial buildings through reading, lectures, on-site observation and the design of a tenant improvement (TI). Students explore and evaluate building materials, construction assemblies and structural systems within the context of typical commercial architecture. Students learn how codes impact design choices and maintain the health, safety and welfare of buildings.

ARCH 2420 - Renovation Architecture
Prerequisites: ARCH 1200
Lec: 9 **Lab:** 0 **Cr:** 9

Students encounter the problems involved in changing the usage of a building, including antique or dangerous materials, specification writing, ADA and other codes, and cost estimating.

ARCH 2520 - Beginning 3-D Studio Max
Prerequisites: ARCH 1160
Lec: 4 **Lab:** 0 **Cr:** 4

Hands-on experience with this 3-D modeling, rendering, and animation software introduces students to the creation of 3-D models, materials, lighting, and key frame animation.

ARCH 2530 - Intermediate 3-D Studio Max
Prerequisites: ARCH 2520
Lec: 4 **Lab:** 0 **Cr:** 4

Students continue the work they began in ARCH 2520 by designing, developing, and polishing a project that demonstrates their ability to create 3-D models and animations.

ARCH 2610 - Mid-Rise Architecture
Prerequisites: ARCH 2410
Lec: 4.5 Lab: 0 Cr: 4.5

Students learn about the unique requirements for designing and constructing mid-rise (4-10 story) buildings. Code regulations, construction types, and egress along with building materials and structural systems are examined in the context of tall structures. Cladding systems and sustainable design are discussed. Students also learn about vertical circulation for people, services and building systems within a building's core.

ARCH 2700 - Construction Detailing I
Prerequisites: ARCH 1200 or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to generate clear graphic details for critical building assemblies used in construction documents for wood frame, primarily residential, construction. Students create, modify, and annotate both standard and custom details using analog (hand drawn) and digital (computer aided) drawing skills. Prototypical construction techniques, material selection, specifications, and coordination of detail information are discussed.

ARCH 2710 - Construction Detailing II
Prerequisites: ARCH 2410 or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to generate clear graphic details for critical building assemblies used in construction documents for commercial construction. Students create, modify, and annotate both standard and custom details using analog (hand drawn) and digital (computer aided) drawing skills. Prototypical construction techniques, material selection, specifications, and coordination of detail information are discussed.

ARCH 2720 - Construction Detailing III
Prerequisites: ARCH 1160, ARCH 1200, and ARCH 2410 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn critical building assembly details used in the procurement, construction contract negotiations, construction administration, construction observation and close-out phases of commercial projects to produce construction documents, design and develop custom details, coordinate specification information and to revise existing details to conform to current Architecture Engineering and Construction industry standards. Students use traditional and digital tools to prepare clearly drawn graphic details, assemble accurate information for coordination with other parts of the building design, specify materials, and develop prototype details to address unique construction conditions. Students are encouraged to explore personal areas of interest within the course objectives.

ARCH 2810 - Revit for Electrical Building Systems
Prerequisites: ARCH 1115 and ARCH 1800 or instructor approval must be completed prior to taking this course.
Recommended: ARCH 1140
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn advanced Revit skills for electrical building systems. Principles include placing electrical and low voltage systems in three dimensions with advanced coordination. Technical details and schedules for electrical system design and documentation are introduced. Students also learn the impacts of codes on Revit layout and drawings.

ARCH 2820 - Revit for Mechanical Building Systems
Prerequisites: ARCH 1115 and ARCH 1800 or instructor approval must be completed prior to taking this course.
Recommended: ARCH 1140

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn advanced Revit skills for mechanical building systems. Principals include placing HVAC, plumbing, and fire protection systems in three dimensions with advanced coordination. Technical details, schedules, and basic riser diagrams used in mechanical system design and documentation are introduced. Students also learn the impacts of codes on Revit layout and drawings.

ARCH 2900 - Special Topics in Architectural Design Technology

Prerequisites: ARCH 1160 and instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Architectural Design Technology program.

Art

ARTS 1000 - Introduction to the Visual Arts

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

The purpose of this art appreciation course is to foster a broad understanding of the visual arts. The course content deals with understanding why and how artists create and also the important role culture and history play in the purpose and meaning of art. It includes an overview of the creative process, changes in art over time, and the relationship of the arts and society.

ARTS 1010 - Elementary Drawing

Lec: 2.5 **Lab:** 6 **Cr:** 4.5

Elementary Drawing is a foundational course in objective drawing where students use various media, such as charcoal, graphite, conte, and ink. The course focuses on formal elements of line, shape, form, value, texture with the intent of developing dexterity, and perception. Subject matter mainly includes objects, still life, and spatial issues. Students learn about figure/ground relationships, relative position and proportion, linear perspective, and light effects on form and space. Assignments include working from observation, but also visualization and compositional drawing strategies with reference to historic and contemporary drawing issues. Students are encouraged to find personal solutions to set problems, while developing critique skills.

ARTS 1020 - 2-D Design

Lec: 2.5 **Lab:** 6 **Cr:** 4.5

The course 2-D Design is a foundational course that focuses on the elements and principles of design in order to prepare students for advanced study in the visual arts. Students are introduced to 2-D concepts and progress to more complicated problems involving color theory and various media. Emphasis is also placed on visual communication, idea building, and critical analysis in the context of historic and contemporary art and design.

ARTS 1030 - 3-D Design

Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course is an introduction to 3-D design, concentrating on the principles and elements of 3-D form and space. Traditional processes include construction, carving, assembling, and modeling. Computer 3-D modeling programs may be used.

ARTS 1050 - Creative Careers

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Creative Careers introduces students to a wide range of career options for visual arts professionals. The purpose of this course is to destroy the myth of the starving artist by investigating career fields that allow one to generate income through creative endeavors. Students interact with visual arts professionals on a regular basis through field trips and guest speakers.

ARTS 1110 - Art History - Prehistory to 1400

Recommended: ENGL 1020 level of reading and writing
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course surveys the major global developments in painting, sculpture, and architecture from the Paleolithic period through 1400. Students gain an understanding of formal analysis of visual communication and the use of visual arts in social and historical contexts.

ARTS 1120 - Art History - 1400 to Present

Recommended: ENGL 1020 level of reading and writing
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course surveys the major global developments in painting, sculpture, and architecture from 1400 to the present. Students gain an understanding of the formal analysis of visual communication and the use of visual arts in social and historical contexts.

ARTS 2010 - Life Drawing
Prerequisites: ARTS 1010
Recommended: ARTS 2110
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This drawing class emphasizes drawing the human form using a variety of media. Students draw from the model and study the human figure in action and in still poses. The course includes rapid sketching, portraiture, long poses, and memory work using primarily charcoal, Conte crayon, ink, and pastels.

ARTS 2020 - Elementary Painting
Prerequisites: ARTS 1010 and ARTS 1020
Recommended: ARTS 2010 or ARTS 2110
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course introduces students to fundamental painting concepts and techniques. The emphasis is on studio practices, color, paint manipulation, and visual perception. Students explore a variety of subject matter, formal issues, and expression within the context of historical and contemporary painting.

ARTS 2025 - Watercolor
Prerequisites: ARTS 1010 or ARTS 1020
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course introduces water media to beginning students. Students explore color, composition, and a variety of techniques, such as wet-in-wet, dry brush, and mixed media. Students develop an individual approach to painting with an emphasis on technique. The course also covers a variety of subject matter to include objective reality and subjective imagination.

ARTS 2030 - Elementary Sculpture
Prerequisites: ARTS 1030
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This beginning sculpture course emphasizes hands-on studio work that results in finished pieces of sculpture. Most of the activity revolves around researching, designing, constructing, and installing sculpture. Students may work with traditional media of clay, plaster, wood, and metal as well as the expanding contemporary media of installation, video, performance, Internet, and electronics.

ARTS 2040 - Elementary Printmaking
Prerequisites: ARTS 1010 and ARTS 1020
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

Elementary Printmaking teaches the theory and practice of traditional printmaking. Students create multiple printed images on paper, fabric, and other surfaces. This course provides an introduction to relief, intaglio, and screen print processes. Photographic and digital print processes, pronto plate lithography, and monoprinting are also explored.

ARTS 2050 - Elementary Ceramics
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course is an introduction to basic principles, concepts, history, and skills of studio ceramics that also surveys historical and contemporary approaches and concerns. Students fabricate a variety of projects, including vessel-making (hand-built and wheel-thrown) and sculptural techniques. They also observe various firing and finishing processes. Basic health and safety issues are addressed.

ARTS 2060 - Elementary Jewelry
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course introduces students to the art of jewelry design. Students become familiar with jewelry design from the past to contemporary trends. Various techniques, including etching, soldering, casting, piercing, and stone setting, are taught. Students become aware of how to operate tools and machinery in jewelry construction. Emphasis is on design principles including contrast, emphasis, repetition (pattern), and balance. Critical thinking, aesthetics, and craftsmanship are the core of jewelry design.

ARTS 2110 - Intermediate Drawing
Prerequisites: ARTS 1010
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

Intermediate Drawing continues the study of the skills acquired in Elementary Drawing with an emphasis on the use of color and mixed media. Exposure to digital media drawing tools is encouraged but optional. Subject matter includes objects, still life, spatial issues and may include the figure. Emphasis is placed on formal composition, visual communication, and creativity as well as observational drawing. Modern and contemporary drawing strategies are also explored. Critiques and group discussions address form and content as well as methods of visual communication. Students continue to be encouraged to find personal solutions to drawing problems and to develop at least one project of their own design.

ARTS 2120 - Intermediate Painting
Prerequisites: ARTS 2020
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This studio course builds on the technical skills and concepts learned in Elementary Painting. Emphasis is on expanding color and paint manipulation skills with more emphasis on content. Exposure to mixed media and digital media drawing tools is encouraged but

optional. Subject matter may include objects, still life, spatial issues, the figure and non-objective abstraction. Modern and contemporary painting strategies are explored and some projects may be theme based. The purpose of this course is to create an environment where student painters can synthesize ideas from prior learning and problem-solve in ways that more closely resemble the methods of professional studio painters. Critiques and group discussions address form and content as they relate to visual communication. Students are encouraged to find personal solutions to painting problems and to develop at least one project of their own design.

ARTS 2130 - Intermediate Sculpture

Prerequisites: ARTS 2030
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This hands-on studio course is a continuation of ARTS 2030. A wider range of choices are left to the individual within a structured environment of criticism and instruction. Students are encouraged to explore personal areas of interest. They are required to develop a familiarity with the history of sculpture and master chosen sculpture techniques.

ARTS 2140 - Intermediate Printmaking

Prerequisites: ARTS 2040
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course builds on the technical skills and concepts learned in ARTS 2040. Students focus on expanding their understanding of intaglio, relief, screen printing, monoprinting and/or plate lithography to create prints that are both technically and conceptually complex. The instructor assists each member of the class in developing an individual body of printed work that reflects their personal and technical interests. Students continue to develop an understanding of historical and contemporary printmaking as well as equipment maintenance and shop upkeep.

ARTS 2150 - Intermediate Ceramics

Prerequisites: ARTS 2050
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course continues and deepens the exploration of skills, concepts, and history of studio ceramics begun in ARTS 2050. Students are coached in problem-seeking and problem-solving and encouraged to identify and negotiate the path(s) to creation they wish to take forward. In addition to learning to plan and fabricate more complex forms, students participate in loading and firing electric and gas (when available) kilns, discuss material and equipment sourcing, and become aware of opportunities for continuing their studio practice in and out of the academic setting.

ARTS 2160 - Intermediate Jewelry

Prerequisites: ARTS 2060
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course is designed for students who have mastered the techniques and processes taught in Elementary Jewelry. It stresses creative solutions to more advanced design problems.

ARTS 2220 - Art Gallery Management

Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course introduces gallery management, including planning, preparing, installing, and publicizing exhibitions. Students gain practical experience at MCC's Elkhorn Valley Campus Gallery of Art and Design. Periodic field trips to other galleries are required.

ARTS 2230 - Native American Art

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course examines the material culture of various indigenous peoples of North America. Special attention is given to Northern Plains Indians. Students will identify and analyze art created in North America from 1700 to the present day. Students will examine art as visual communication and discuss works of art in social and historical contexts.

ARTS 2240 - Screen Printing

Prerequisites: ARTS 1010 and ARTS 1020
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course provides an introduction to screen printing processes and techniques, including color separation, registration and photographic techniques. Students explore direct and indirect methods of creating stencils to print on paper and fabric, the historical and contemporary context of screen printing, and the expressive potential of screen printing as a fine art process.

ARTS 2560 - Portfolio Development and Professional Practice

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course prepares students to build a comprehensive, professional presentation of their work using skills and concepts developed in earlier visual arts coursework. In addition, the course covers legal, financial, and ethical issues for the self-employed artist and for the artist embarking on a job search.

ARTS 2900 - Special Topics in Art
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other Art courses.

ARTS 2981 - Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

Students apply the principles learned in arts entrepreneurship in a workplace setting. The work setting can be public, private, or nonprofit as long as it is appropriate to arts entrepreneurship. Based on state guidelines, students must complete 40 hours of work for each credit hour earned in this course.

Auto Collision Technology

AUTB 1040 - Auto Collision Repair Welding
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn techniques of oxy-acetylene cutting and welding for automotive applications. Students study and practice the theory and use of metal inert gas (MIG) welding, the plasma-cutting torch, and resistance welding in the repair of high-strength steel structural and nonstructural body components. In addition, this course provides practice in advanced automotive welding skills, including various types of position welds.

AUTB 1100 - Structural Repair I
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn to analyze various types of vehicle damage, interpret dimension specification sheets, and select and set up various types of measuring systems used for damage analysis.

AUTB 1110 - Structural Repair II
Prerequisites: AUTB 1100
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn the techniques of anchoring and pulling a damaged vehicle frame. Students work with high-strength steel and learn full and partial panel replacement.

AUTB 1200 - Nonstructural Repair I
Lec: 4 **Lab:** 6 **Cr:** 6

This course provides the fundamentals of shop safety, tool application, damage repair preparation, metal straightening techniques, and the use of body fillers in the repair of collision-damaged vehicles.

AUTB 1210 - Nonstructural Repair II
Prerequisites: AUTB 1200
Lec: 4 **Lab:** 6 **Cr:** 6

This course continues to build skills acquired in the basic course. Students learn the techniques of door skin replacement and how to work with trim and hardware. Other related subjects are covered.

AUTB 1220 - Nonstructural Repair III
Prerequisites: AUTB 1210 or equivalent and AUTB 1040 must be completed prior to taking this course.
Lec: 4 **Lab:** 6 **Cr:** 6

This course focuses on evaluating major body damage and determining the necessary repairs. The complete job is stressed, from body repair to final refinishing.

AUTB 1300 - Street Rod/Restoration I
Lec: 2 **Lab:** 3 **Cr:** 3

Constructing or restoring a good street rod requires starting with a good classic auto and a good design. This course provides students with the skills needed to do this by providing the fundamentals in research and planning needed to build a street rod or restore a classic car.

AUTB 2120 - Structural Repair III
Prerequisites: AUTB 1110 or equivalent must be completed prior to taking this course.
Lec: 2 **Lab:** 3 **Cr:** 3

Students analyze the damaged vehicle in-depth. They practice major damage repair including alignment and straightening of unitized bodies. Students learn the alignment of door and window openings.

AUTB 2230 - Nonstructural Repair IV
Prerequisites: AUTB 1220
Lec: 4 **Lab:** 6 **Cr:** 6

This class requires students to repair and refinish collision damage equal to 30 flat-rate hours. It stresses MIG welding and suspension damage.

AUTB 2240 - Nonstructural Repair V
Prerequisites: AUTB 2230 and 45.0 credits of AUTB courses must be completed prior to taking this course.
Lec: 4 **Lab:** 6 **Cr:** 6

In this class, students are required to repair collision damage equal to 40 flat-rate hours. It covers restraint systems and glass installation.

AUTB 2241 - Nonstructural Repair VI
Prerequisites: AUTB 2240
Lec: 4 **Lab:** 6 **Cr:** 6

This class requires students to complete 60 flat-rate hours of collision repairs. It covers frame and suspension alignment, electrical systems, heating, and air conditioning.

AUTB 2300 - Automotive Refinishing I
Lec: 2 **Lab:** 3 **Cr:** 3

Students are introduced to EPA, personal health, and safety equipment regulations. It covers introductions to finish systems, metal prep, sealers and primers, and masking techniques. **NOTE:** For this course, there is an additional $30.00 lab fee.

AUTB 2310 - Automotive Refinishing II
Prerequisites: AUTB 2300
Lec: 4 **Lab:** 6 **Cr:** 6

This course is a continuation of Automotive Refinishing I with emphasis placed on solving paint application problems. Students practice paint mixing, matching and application, finish defects, and causes and cures.

AUTB 2340 - Automotive Custom Painting
Prerequisites: AUTB 2310 or any one of the following: Associate in Auto Collision Technology; ASE-certified refinish technician; or five years documented work as a refinish technician must be completed prior to taking this course.
Lec: 2 **Lab:** 3 **Cr:** 3

This course gives advanced students insight and experience in the area of custom painting of automobiles, motorcycles, street rods, and other vehicles. It covers masking, paint types, pin striping, design layout, stencils, and mixing custom colors.

AUTB 2450 - Collision Estimating I
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn the systematic approach to analyzing collision damage and creating a damage report manually. It covers different types of damage, plan for repairs, repair or replace decisions, and use of crash guides.

AUTB 2460 - Collision Estimating II
Prerequisites: AUTB 2450
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn how estimating affects shop sales, production, staffing, facility and profitability in the collision repair field. Students practice documenting collision damage in the repair shop.

AUTB 2550 - Electrical and Mechanical Systems
Lec: 2 **Lab:** 3 **Cr:** 3

This course introduces mechanical and electrical systems of the automobile. It covers steering, brakes, drive line, air bags, and electrical components.

AUTB 2900 - Special Topics in AUTB
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course provides the opportunity for other instruction in special content areas not included in other auto collision courses.

AUTB 2981 - Auto Collision Internship
Prerequisites: AUTB 2230 and instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

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. To develop an internship to meet their academic and career goals, interested students must contact program faculty. Based on state guidelines, students must complete 40 hours of work for each credit hour in this course.

AUTB 2982 - Auto Collision Internship 2
Prerequisites: AUTB 2981 and instructor approval based on a 2.0 grade point average or better, I-CAR training, and an approved work site.
Lec: 0.0 **Lab:** 6.0 **Cr:** 6.0

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. To develop an internship to meet their academic and career goals, interested students must contact program faculty. Based on state guidelines, students must complete 40 hours of documented work for each credit hour in this course. This is the second in

a series of two optional internships for automotive collision students.

Automotive Technology

AUTT 1111 - Auto 1: Automotive Fundamentals Theory

Prerequisites: Valid driver's license
Recommended: AUTT 1112 and INFO 1001 for those with limited computer skills and First Year Experience (FYE) for those new to college
Lec: 4 **Lab:** 0 **Cr:** 4

Students explore the many of the basic elements of the auto repair trade including safety, chemicals, basic tool use, tire repair, TPMS systems, and introduction to electrical repair. Soft skills, such as attitude, ethics, professionalism, and on-the-job communication are encouraged.

AUTT 1112 - Auto 1: Automotive Fundamentals Lab

Prerequisites: Valid Driver's License
Pre/Corequisite: AUTT 1111 and INFO 1001 for those with limited computer skills and First Year Experience (FYE) for those new to college.
Lec: 4 **Lab:** 12 **Cr:** 8

Students apply the basic fundamentals covered by AUTT 1111 to hands-on experience with changing oil, tap and dye, basic electrical, charging and starting systems, use of hand tools, and the basics of tire service. In this course, students gain the skills necessary to obtain an entry-level work position.

AUTT 1121 - Auto 2: Minor Repair Theory

Prerequisites: AUTT 1111 and AUTT 1112 with a grade of C or better must be completed prior to taking this course.
Recommended: AUTT 1122
Lec: 4 **Lab:** 0 **Cr:** 4

Students learn the basic theory and operations of engines, transmissions, and drivetrains including basic ignition systems, hydraulic principles, and related industry-established maintenance. Students also study brake rotor and drum resurfacing, brake system components, and a variety of testing equipment. Students may take this course prior to or concurrently with AUTT 1122.

AUTT 1122 - Auto 2: Minor Repair Lab

Prerequisites: AUTT 1111 and AUTT 1112 with a grade of C or better or instructor approval must be completed prior to taking this course.
Recommended: AUTT 1121 and MATH 1240
Lec: 4 **Lab:** 12 **Cr:** 8

Students apply the fundamentals covered by AUTT 1121 to hands-on experience working with basic ignition systems, hydraulic principles, and related industry-established maintenance. Students perform brake and rotor drum resurfacing and utilize a variety of testing equipment. Students may take this course concurrently with AUTT 1121.

AUTT 1131 - Auto 3: Advanced Repair Theory

Prerequisites: AUTT 1111, AUTT 1112, AUTT 1121, and AUTT 1122 with a grade of C or better or instructor approval must be completed prior to taking this course.
Recommended: AUTT 1132
Lec: 4 **Lab:** 0 **Cr:** 4
Offered: Online

Students gain the necessary knowledge to assist them in developing and mastering the skills that they will apply hands-on in AUTT 1132. The topics covered by this course include automotive computers and the relationship with sensor inputs and actuator outputs, minor engine repair, and the operation, diagnosis, and repair of automotive heating and air conditioning, front and rear suspension, and manual and power steering systems.

AUTT 1132 - Auto 3: Advance Repair Lab

Prerequisites: AUTT 1111, AUTT 1112, AUTT 1121 and AUTT 1122 with a grade of C or better or instructor approval must be completed prior to taking this course.
Recommended: AUTT 1131
Lec: 4 **Lab:** 12 **Cr:** 8

Skills students master include automotive computers and the relationship with sensor inputs and actuator outputs, minor engine repair, and the operation, diagnosis, and repair of automotive heating and air conditioning, front and rear suspension, and manual and power steering systems.

AUTT 2111 - Auto 4: Engine Overhaul Theory

Prerequisites: AUTT 1111, AUTT 1112, AUTT 1121, AUTT 1122, AUTT 1131, and AUTT 1132 with a grade of C or better or instructor approval must be completed prior to taking this course.
Pre/Corequisite: MATH 1240
Recommended: AUTT 2112
Lec: 4 **Lab:** 0 **Cr:** 4

Students are given an overview of engine replace and reinstall, engine overhaul, engine sub-component inspect and repair procedures, engine and air conditioning diagnosis, air conditioning component

replacement and repair procedures. Students may take this course prior to or concurrently with AUTT 2112.

AUTT 2112 - Auto 4: Engine Overhaul Lab

Prerequisites: AUTT 1111, AUTT 1112, AUTT 1121, AUTT 1122, AUTT 1131, and AUTT 1132 with a grade of C or better or instructor approval must be completed prior to taking this course.
Pre/Corequisite: MATH 1240
Recommended: AUTT 2111
Lec: 4 **Lab:** 12 **Cr:** 8

Students apply the fundamentals covered by AUTT 2111 through hands-on experience and master the following skills: engine replace and reinstall, engine overhaul, engine sub-component inspection and repair procedures, engine and air conditioning diagnosis application learned from previous classes, and air conditioning component replacement and repair procedures. Students may take this course concurrently with AUTT 2111.

AUTT 2121 - Auto 5: Transmission Repair Theory

Prerequisites: AUTT 2111 and AUTT 2112 must be completed prior to taking this course.
Pre/Corequisite: MATH 1240
Recommended: AUTT 2122
Lec: 4 **Lab:** 0 **Cr:** 4
Offered: Online

Students are given an overview of the diagnosis and repair of manual and automatic transmissions, clutches, differentials, drive shafts, axle shafts, and driveline vibrations causes and controls. Students may take this course prior to or concurrently with AUTT 2122.

AUTT 2122 - Auto 5: Transmission Repair Lab

Prerequisites: AUTT 2111 and AUTT 2112 with a grade of C or better or instructor approval must be completed prior to taking this course.
Pre/Corequisite: MATH 1240
Recommended: AUTT 2121
Lec: 4 **Lab:** 12 **Cr:** 8

Students apply the fundamentals covered by AUTT 2121 through hands-on experience and master the following skills: diagnosis and repair of manual and automatic transmissions, clutches, differentials, drive shafts, axle shafts, and driveline vibrations causes and controls. Students may take this course concurrently with AUTT 2121.

AUTT 2131 - Auto 6: Driveability Theory

Prerequisites: AUTT 2121 and AUTT 2122 with a grade of C or better in both must be completed prior to taking this course.
Recommended: AUTT 2132
Lec: 4 **Lab:** 0 **Cr:** 4
Offered: Online

Students are given an overview of the diagnosis of electrical systems and engine performance-related problems. Students may take this course prior to or concurrently with AUTT 2232.

AUTT 2132 - Auto 6: Driveability Lab

Prerequisites: AUTT 2121 and AUTT 2122 with a grade of C or better in both must be completed prior to taking this course.
Pre/Corequisite: Graduation tool set
Recommended: AUTT 2131
Lec: 4 **Lab:** 12 **Cr:** 8

Students apply the fundamentals covered by AUTT 2131 through hands-on experience and master the following skills: diagnosis of electrical systems and engine performance-related problems. Students may take this course prior to or concurrently with AUTT 2131.

AUTT 2900 - Special Topics in AUTT

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course is designed to permit instruction in special content areas not included in other courses in the Automotive Technology program.

AUTT 2981 - On-the-Job Training/Work Experience

Prerequisites: All AUTT classes with minimum grades of C; completion of a minimum of 24.0 credits of AUTT coursework; 2.0 or higher GPA; instructor approval; an approved work site; internship and graduation tool sets; and a valid driver's license must be completed prior to taking this course.
Lec: 0 **Lab:** 29.1 **Cr:** 8

Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course. Students must possess all tools on the internship and graduation tool list and have an acceptable completion score on the S/P2 Safety Course for Mechanical Safety and Mechanical Pollution Prevention. **NOTE:** Approved worksites include any site where students can apply the skills learned in the six automotive courses, or the course may be completed at the South Omaha Campus for those who qualify. Special consideration for other worksites is subject to instructor's approval.

AUTT 2982 - OJT/Work Experience I

Prerequisites: A minimum of 12 credit hours of AUTT courses completed with a 2.0 grade point average or better in those courses; program director approval; current acceptable completion score on the S/P2 safety training; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the first in a series of eight internships needed for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course. For this series of eight internships (AUTT 2982 through AUTT 2989), students must possess all tools required by the employer and be working towards completing the purchase of the internship and graduation tool sets by the start of the eighth internship, as well as have an acceptable completion score on the S/P2 Safety Course for Mechanical Safety and Mechanical Pollution Prevention. **NOTE:** Approved worksites include any site where students can apply the skills learned in the six automotive courses, or the course may be completed at the South Omaha Campus for those who qualify. Special consideration for other worksites is subject to instructor's approval.

AUTT 2983 - OJT/Work Experience II

Prerequisites: AUTT 2982; a 2.0 grade point average or better in AUTT courses; program director approval; current acceptable completion score on the S/P2 safety training; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the second in a series of eight internships needed for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

AUTT 2984 - OJT/Work Experience III

Prerequisites: AUTT 2983; a 2.0 grade point average or better in AUTT courses; program director approval; current acceptable completion score on the S/P2 safety training; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the third in a series of eight internships needed for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

AUTT 2985 - OJT/Work Experience IV

Prerequisites: AUTT 2984; a 2.0 grade point average or better in AUTT courses; program director approval; current acceptable completion score on the S/P2 safety training; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the fourth in a series of eight internships needed for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

AUTT 2986 - OJT/Work Experience V

Prerequisites: AUTT 2985; a 2.0 grade point average or better in AUTT courses; program director approval; current acceptable completion score on the S/P2 safety training; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the fifth in a series of eight internships needed for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

AUTT 2987 - OJT Work Experience VI

Prerequisites: AUTT 2986; a 2.0 grade point average or better in AUTT courses; program director approval; current acceptable completion score on the S/P2 safety training; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the sixth in a series of eight internships needed for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and

receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

AUTT 2988 - OJT/Work Experience VII
Prerequisites: AUTT 2987; a 2.0 grade point average or better in AUTT courses; program director approval; current acceptable completion score on the S/P2 safety training; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the seventh in a series of eight internships needed for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

AUTT 2989 - OJT/Work Experience VIII
Prerequisites: AUTT 2988; a 2.0 grade point average or better in AUTT courses; program director approval; current acceptable completion score on the S/P2 safety training; internship and graduation tool sets; and an approved work site must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1
Offered: Hybrid

This is the last in a series of eight internships for the student who wants to complete the required internship in a part-time work environment. Students apply their knowledge, learn new techniques, and get on-the-job training at an automotive dealer or independent garage. Individualized hands-on laboratory training utilizing live work is included in this course.

Biology

BIOS 1010 - General Biology
Lec: 5 **Lab:** 3 **Cr:** 6

Developing a good understanding of the process of life requires students to have a broad background in the basics of biology. Students will gain this background by studying ecology, molecular biology, cell structure and function, genetics, and evolution. This course includes both lecture and lab components.

BIOS 1111 - Biology I
Prerequisites: College-level reading, writing, and math proficiency must be completed prior to taking this course.
Lec: 4 **Lab:** 3 **Cr:** 5

This general biology course is taught in a three-course sequence: BIOS 1111, BIOS 1121, BIOS 1130. All three courses must be successfully completed to transfer as a two semester general biology course. In the first course in the sequence, students study the cellular, molecular, and genetic bases for life process. This course includes both lecture and lab components.

BIOS 1121 - Biology II
Prerequisites: College-level reading, writing, and math proficiency; and BIOS 1111 must be completed prior to taking this course.
Lec: 4 **Lab:** 3 **Cr:** 5

This general biology course is taught as a three-course sequence: BIOS 1111, BIOS 1121, BIOS 1130. All three courses must be successfully completed to transfer as a two-semester general biology course. In this second course in the sequence, students study ecology and evolutionary biology. This course contains both lecture and lab components.

BIOS 1130 - Biology III
Prerequisites: College-level reading, writing, and math proficiency; and BIOS 1121 must be completed prior to taking this course.
Lec: 4 **Lab:** 3 **Cr:** 5

The last in a three-course sequence. Students will study microbiology, and the structure and function of plant and animal organ systems. This course includes both lecture and lab components.

BIOS 1250 - Environmental Biology
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students will focus on ecological issues and learn to identify the causes, propose solutions, and develop/critique environmental action plans. Students will study ecosystems, energy, populations, resources, pollution, sustainability, and stewardship.

BIOS 1310 - Survey of Human Anatomy and Physiology
Lec: 4 **Lab:** 3 **Cr:** 5

In this survey course, students will study all the systems of the human body, emphasizing the relationship between structure and function. It is intended for certificate-seeking students in MCC programs; transfer elsewhere as anatomy/physiology credit is not assured. This course includes both lecture and lab components.

BIOS 1400 - Introduction to Botany
Prerequisites: College-level reading, writing, and math proficiency; HLSM 1010 or BIOS 1010 or MCC biology placement exam must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This is an introductory botany course, in which students study plant morphology and physiology of herbaceous and woody plant divisions within the plant kingdom, as well as other related plant-like organisms (algae and fungi). Topics include plant structure and function, plant growth, transpiration, photosynthesis, evolution, and reproductive life cycles. The course concludes with the diversity of flowers and plant life. This course includes both lecture and lab components.

BIOS 2050 - Genetics
Prerequisites: College-level reading, writing, and math proficiency; BIOS 1010 or BIOS 1111, or equivalent must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn about both classical and modern genetics, gaining an understanding of many of the advances taking place in biology and medicine.

BIOS 2150 - Microbiology
Prerequisites: College-level reading, writing, and math proficiency; BIOS 1010 or BIOS 1111, or equivalent must be completed prior to taking this course.
Recommended: Courses in anatomy and physiology if required in program of study
Lec: 5 **Lab:** 3 **Cr:** 6

Students will study of the structure, physiology, ecology, and human health implications of microorganisms. This course consists of both lecture and lab components.

BIOS 2310 - Human Anatomy and Physiology I
Prerequisites: College-level reading, writing, and math proficiency; BIOS 1010 or BIOS 1111, or equivalent; and CHEM 1010 or CHEM 1212 must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students complete an in-depth study of human anatomy and physiology by examining cell function, tissues, and the skeletal, muscular, and nervous systems. This course includes both lecture and lab components.

BIOS 2320 - Human Anatomy and Physiology II
Prerequisites: College-level reading, writing, and math proficiency; and BIOS 2310 must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

As a continuation of BIOS 2310, in this course students study the structure and function of the circulatory, respiratory, digestive, excretory, endocrine, and reproductive systems. This course includes both lecture and lab components.

BIOS 2900 - Special Topics in Biology
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** Variable **Cr:** Variable

This course allows for instruction in special content areas not included in other biology courses.

Business Administration

BSAD 1000 - Introduction to Business
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn core concepts and common practices in the business environment. Practical learning experiences examine the challenges and opportunities in today's business organizations. Students develop a portfolio in the exploration of business careers and academic planning. Topics include business ownership, ethics and social responsibility, entrepreneurship, marketing, management, human resources, legal and regulatory environment, economics, global business, operations, accounting, and finance.

BSAD 1100 - Business Law I
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn ordinary legal aspects of business transactions involving such topics as legal rights and duties, law of contracts, employment law, basic business organizations, and law of property. Students gain a general understanding of and develop basic legal logic in business situations through the use of legal principles, cases, and information useful in determining the need for professional counsel.

BSAD 1110 - Business Law II
Prerequisites: BSAD 1100
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

As a continuation of Business Law I, students learn legal topics such as agency, labor law, bankruptcy, and the applicability of the Uniform Commercial Code (UCC) to negotiable instruments, to the sale of goods, and to secured transactions.

BSAD 1600 - Organizational Behavior
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn contemporary principles in management and organizational behavior that influence how individuals and groups act within the organizations where they work. Practical learning experiences focus on the translation of management and organizational behavior theory to practices that result in organizational effectiveness and efficiency. Topics include managing individuals, managing groups, power and politics, conflict management, and organizational change.

BSAD 1620 - Business Communications
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn key concepts and common practices in effectively communicating in the organizational environment. Practical learning experiences reflect writing, presentation, and interpersonal communication skills relevant in the business world. Topics include communication style, clarity, conciseness, and impact in using multiple channels of communication to communicate with diverse audiences in the workplace.

BSAD 2410 - Purchasing and Materials Management
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course acquaints students with the theory and applications of purchasing and materials management concepts. The course content includes purchasing organization and administration, quality management, supplier relations, negotiations, legal considerations, logistics, international and governmental procurement, and strategic incentives.

BSAD 2700 - Global Business
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamentals of global business including the globalization of economic, political, legal and cultural systems. Students experience a broad overview of global market systems, global finance and exchange rates calculations. Topics include entry strategies, supply chain dynamics, cultural assimilation and accommodation, and international business plan logistics.

BSAD 2800 - Ethics in Business
Prerequisites: 9.0 credit hours in either BSAD, MGMT, MRKT, ACCT, FINA, or ENTR must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamental theories of ethics and their application to business. Students explore ethical and moral issues common in the business and accounting world. Topics include the historical context of ethical theory, important stakeholders, how ethics change over time, ethical issues relating to employers and employees, respecting the rights of others. (Cross-listed as ACCT 2800)

BSAD 2900 - Special Topics in Business
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable
Offered: Online, Hybrid

This course is designed to permit instruction in special content areas that are not included in other business administration, management, and marketing courses.

BSAD 2940 - Business Capstone
Prerequisites: Completion of 85.0+ quarter hours in the business management or accounting associate degree option must be completed prior to taking this course.
Lec: 1.5 **Lab:** 0 **Cr:** 1.5
Offered: Online

Students experience multiple opportunities to apply knowledge and practice skills acquired in the curriculum of a business program of study. Students prepare for professional employment opportunities by designing a career development plan. In reflecting on prior course learning experiences, students apply core concepts of the foundational business disciplines: accounting, business law, economics, finance, marketing, and management. A comprehensive exam covering accounting, management, marketing, and general business topics is the final requirement of the course and degree program.

BSAD 2981 - Internship in Business
Prerequisites: Completion of at least 24.0 credit hours of the program's major requirements and instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 30 **Cr:** 1.5
Offered: Online, Hybrid

Students apply the principles, procedures and practices learned in business courses in a public, private, or nonprofit work setting. Students record the tasks performed in a professional portfolio which various work supervisors and faculty sponsors review periodically to assure that appropriate competencies are developed or reinforced. Based on state guidelines, students must complete 40 hours of work for each credit hour in this course.

Chemistry

CHEM 1010 - College Chemistry

Prerequisites: College-level reading, writing, and math proficiency; MATH 0931 or MATH 0960 must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

CHEM 1010 covers the principles relevant to a basic understanding of chemistry. The topics include atomic structure, chemical bonding, stoichiometry, gas laws, solutions, acid/base chemistry, and equilibria. This course includes both lecture and lab components. Laboratory activities include atomic structure, chemical bonding, stoichiometry, gas laws, solutions, acid/base chemistry, and equilibria.

CHEM 1212 - General Chemistry I

Prerequisites: College-level reading, writing, and math proficiency; CHEM 1010 or strong high school chemistry course; and MATH 1315 must be completed prior to taking this course.
Pre/Corequisite: MATH 1425 must be completed prior to or at the same time as this course
Lec: 4.5 **Lab:** 4.5 **Cr:** 6

This is the first half of the one-year general chemistry program for students who have some knowledge of chemistry as indicated by assessment testing or who have recently completed college chemistry with a grade of C or better. Topics include naming, atomic structure; chemical reactions; essentials of bonding; periodic properties; VSEPR theory; modern bonding theories; stoichiometry; thermochemistry; and the chemistry of solids, liquids, and gases. This course includes both lecture and lab components.

CHEM 1220 - General Chemistry II

Prerequisites: College-level reading, writing, and math proficiency; CHEM 1212 with a grade of C or better within the past four years; and MATH 1425 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 4.5 **Cr:** 6

The conclusion of the one-year college chemistry program covers solutions, equilibrium, acid-base reactions, thermodynamics, electrochemistry, kinetics, nuclear chemistry, and the chemistry of various specific substances (e.g., metal, non-metals, coordination compounds, etc.). This course includes both lecture and lab components.

CHEM 2310 - Fundamentals of Organic Chemistry

Prerequisites: College-level reading, writing, and math proficiency; and CHEM 1010 (or an equivalent course) with a grade of C or better within the past four years must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

CHEM 2310 provides the student with an overview of the importance of organic molecules and their reactions. Topics include bonding, 3-D structure, and the relationship between structure, and reaction mechanisms as applied to hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids and amines and their derivatives. The relationship of these compounds to biochemical is also discussed. This course includes both lecture and lab components.

CHEM 2320 - Organic Chemistry

Prerequisites: College-level reading, writing, and math proficiency; and CHEM 1220 (or an equivalent general chemistry course) with a grade of C or better within the past four years
Lec: 6 **Lab:** 4.5 **Cr:** 6

Organic Chemistry I is the first course of a two-course sequence. Topics in this course include the structure and properties of carbon compounds, the classification of organic molecules by functional groups, acid-based chemistry as it relates to organic chemistry, the structure, properties, stereochemistry, and reactions of alkanes, alkenes, alkynes, alkyl halides and alcohols; including stereochemical considerations and reaction mechanisms. This course includes both lecture and lab components.

CHEM 2330 - Organic Chemistry II

Prerequisites: College-level reading, writing, and math proficiency; and CHEM 232C or CHEM 2320 (or an equivalent organic chemistry course) with a grade of C or better within the past four years must be completed prior to this course
Lec: 6 **Lab:** 4.5 **Cr:** 6

Organic Chemistry II is the second course in a two-course sequence. Topics in this course include spectroscopy (IR, NMR, MS, UV-Vis), the chemistry of oxygen and sulfur containing organic molecules [e.g., alcohols, thiols, ethers, sulfides, and epoxides], the chemistry of conjugated pi systems and aromatic compounds, the structure and chemistry of carbonyl compounds, aldehydes, and ketones, the structure, properties, and reactions of carboxylic acids and amines including reaction mechanisms, and condensation reactions that occur alpha to a carbonyl group. This course includes both lecture and lab components.

CHEM 2900 - Special Topics in Chemistry

Lec: Variable **Lab:** Variable **Cr:** Variable

Various topics not typically covered in other chemistry courses may be offered depending upon interest, program need, and relevancy to the curriculum.

Chinese

CHIN 1110 - Beginning Chinese I
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

This course provides fundamental knowledge about Chinese language and culture. It emphasizes all four language skills - reading, writing, speaking, and listening. The Pinyin system of phonetic transliteration is used to teach the pronunciation of syllables and words. It introduces the formation of Chinese characters and establishes core vocabulary and grammar.

CHIN 1120 - Beginning Chinese II
Prerequisites: CHIN 1110 or equivalent competency must be completed prior to taking this course.
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

This course helps beginners continue developing their communicative competence in the four basic skills of listening, speaking, reading, and writing while at the same time gaining competence in Chinese culture, exercising their ability to compare aspects of different cultures, making connections to their daily lives, and building links among communities.

Communication Studies

COMS 1000 - Fundamentals of Communication
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain a broad overview of three focus areas of communication: interpersonal (communication between two people), small group communication, and public speaking. Students will practice speaking and writing skills in each focus area, producing speeches, written reports, and multi-media presentations.

COMS 1110 - Public Speaking
Recommended: ENGL 1010 recommended prior to taking the course but not required.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn basic theory and practice speaking effectively in public. Topics include topic selection, audience analysis, speech preparation and organization, support of speeches with credible research, strategic and creative language use, effective listening and delivery skills, and common types of public speeches.

COMS 1120 - Argumentation and Debate
Prerequisites: ENGL 1020 or PHIL 1100 or COMS 1110 or instructor approval must be completed prior to taking this course
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students will experience a practical approach to the rudiments of argumentation and debate. This course tests the students' ability to critically research, listen, speak, think, and argue in intelligent, logical discourse. Students are able to understand and apply the art of debate by the end of the course.

COMS 1220 - Communication In Small Groups
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides students with theories of small group communication and small group decision making, and it provides a non-threatening arena for the practice of these processes within the small group. Students who work or expect to work in small groups or teams in the workplace benefit from this course.

COMS 1300 - Interpersonal Communication
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course introduces theories of communication between two people in a variety of contexts and situations. Students learn how to analyze and understand the communication in interactions and relationships and develop a vocabulary with which to discuss and critique the communication within those relationships. This knowledge is used to improve students' day-to-day communication skills.

COMS 2900 - Special Topics In Communication
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course permits instruction in content areas not included in special content areas not included in other speech courses. Topics include advanced public speaking preparation and presentation, rhetorical criticism, and media analysis.

Construction and Building Science

CNST 1005 - Introduction to the Construction Industry
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students are introduced to the methods and materials used in the construction industry. The course covers construction efficiency and safety in the delivery, handling, and installation of building materials. Building materials, products, systems and procedures are also covered.

CNST 1020 - Blueprint Reading
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to read and interpret residential architectural plans, including terms and definitions, architectural drawings, alphabet of lines, description of lines, and floor plan, electrical, plumbing, section, and mechanical symbols. The course emphasizes reading an architect's scale. It also includes extracting specified information from a set of building specifications and simple sketching procedures.

CNST 1030 - Digital Blueprint Applications
Prerequisites: CNST 1020
Recommended: INFO 1001
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students develop skills needed to interpret plans, both on paper and digitally, for commercial construction. Students obtain print reading experience with elements commonly included on prints for large commercial structures, including site work, mechanical, plumbing, electrical, mechanical systems, structural steel, reinforced concrete, and finish construction.

CNST 1050 - Introduction to Carpentry
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course covers the safe use of hand tools. Students practice the proper set up of tools. They take part in a lab project involving stationary and hand power tools as well as carpentry hand tools.

CNST 1070 - EIFS and Stucco Finish
Lec: 3 **Lab:** 1.5 **Cr:** 3.5

This course teaches students to apply two different exterior finishing systems: stucco, a non-insulated cement plaster wall covering, and EIFS, an exterior insulated finishing system. Students apply both in a practical lab experience.

CNST 1110 - Construction Safety (10-Hour)
Lec: 1 **Lab:** 0 **Cr:** 1

This course provides training outlined by the Occupational Safety and Health Administration (OSHA). This course supplies students with the recommended safety requirements for working in the construction field.

CNST 1110S - Construction Safety (10-Hour) - Spanish Version
Lec: 1 **Lab:** 0 **Cr:** 1

This course provides training outlined by the Occupational Safety and Health Administration (OSHA). This course supplies students with the recommended safety requirements for working in the construction field and is conducted in Spanish.

CNST 1220 - Remodeling and Deconstruction
Prerequisites: CNST 1050 and CNST 1020 or instructor approval must be completed prior to taking this course.
Lec: 6.5 **Lab:** 1.5 **Cr:** 6.5

This course prepares students for many of the unforeseen surprises that may occur in the fields of remodeling, renovation, and deconstruction. Students undertake actual remodeling projects such as floor, wall, ceiling, and roof alterations. Students evaluate existing loads and calculate new structural loads for additions using the latest IRC building code and local amendments.

CNST 1240 - Interior Finish and Cabinetry
Prerequisites: CNST 1020 and CNST 1050 must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students learn interior finish terms and definitions that are used in the construction field. Students learn theory and practical application of various types of floor, wall and ceiling finish, interior door hanging, and various applications of interior trim and cabinets. Students practice estimation of labor and materials in all areas.

CNST 1255 - Commercial Framing
Prerequisites: CNST 1030 and CNST 1050 must be completed prior to taking this course.
Lec: 6.5 **Lab:** 1.5 **Cr:** 6.5

This course gives students a hands-on approach to metal stud framing. It covers proper layout procedures and wall types for interior, exterior, furred, structural, and fire-rated walls. Students learn methods of building headers, columns, soffits, and ceilings along with proper

construction terms, definitions, specifications, and codes.

CNST 1360 - Floor, Wall, Stair and Ceiling Framing

Prerequisites: CNST 1020 and CNST 1050 must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students learn the fundamentals of floor framing, wall parts, wall construction, stair parts, stair construction and installation of ceiling posts. Students construct a full-scale house in the indoor lab.

CNST 1370 - Exterior Finish

Prerequisites: CNST 1020 and CNST 1050 or instructor approval must be completed prior to taking this course.
Lec: 6.5 **Lab:** 1.5 **Cr:** 6.5

This course includes terms and definitions used in the construction field pertaining to exterior finish. It covers theory and practical application of various types of wall covering, roof covering, exterior doors, windows, and trim and emphasizes estimation of labor and materials in all areas. Students install exterior siding, roofing, windows, doors, and roofing materials on a house in the indoor lab.

CNST 1400 - Introduction to Masonry

Lec: 6.5 **Lab:** 1.5 **Cr:** 6.5

This course emphasizes brick and block construction. Students mix mortar and use the trowel, spread mortar, cut brick and concrete blocks, and level and plumb laid-up units. It includes dry bonding techniques and various brick-block patterns.

CNST 1520 - Introduction to Concrete

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students learn vocabulary, methods, and practices of concrete construction. Students perform testing procedures in accordance with the ASTM standards. The students learn how to mix concrete using appropriate proportions and materials including add mixtures and how to prepare different concrete mix designs. Students pour and finish concrete. The students learn how to work safely in a concrete construction environment.

CNST 1530 - Concrete Formwork

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students define, identify, and apply vocabulary, methods, and practices of concrete form construction. Students design and build multiple concrete form systems. The students interpret and apply building and safety codes as required during the course.

CNST 2100 - Construction Safety (30-Hour)

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course provides students with training outlined by the Occupation Safety and Health Administration (OSHA). Many contractors require this course for anyone working in a supervisory capacity.

CNST 2120 - Construction Law and Document Management

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students are introduced to common contracts used in the construction industry, with an emphasis on understanding the functions and interrelationships of documents. A review of law applied, application of the contract, and case studies used by construction professionals are covered. The course primarily focuses on disputes that typically arise in project performance and the options that exist to resolve those potential liabilities. Ethics in construction are covered.

CNST 2130 - Construction Estimating

Prerequisites: CNST 1030
Lec: 7 **Lab:** 0 **Cr:** 7

Estimating cost in construction prepares students for employment in the field of construction estimating. Students are prepared for this fast moving and changing field with training in electronic takeoffs. This course includes the use of spreadsheets Onscreen Takeoff, Quick Bid, and Blue Beam Revu. Quantity takeoffs are performed using these softwares, as well as by hand, to facilitate an understanding of required mathematical operations. Students design a spreadsheet capable of computing quantities, labor, and materials.

CNST 2140 - Job Site Management

Prerequisites: CNST 1030
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students go beyond the physical erection of a project and concentrate on the procedures and methods used by contractors during the construction and post-construction phases of a project: systematic planning, organizing, managing, controlling, and documenting job site activities.

CNST 2160 - Advanced Construction Estimating and Scheduling

Prerequisites: CNST 1030 and CNST 2130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students estimate and schedule a construction project. Students learn to use software to better facilitate the management and expectations of a project. Students design spreadsheets capable of computing quantities, labor and materials, and profitability for projects. A construction schedule is developed utilizing CPM standards.

CNST 2360 - Roof Framing
Prerequisites: CNST 1050 and CNST 1020 or instructor approval must be completed prior to taking this course.
Lec: 6.5 **Lab:** 1.5 **Cr:** 6.5

Students learn the principles, calculations, and cutting of all components of gable, hip, and valley rafters. Students frame an actual roof on a house in the indoor lab.

CNST 2435 - Capstone Completion
Prerequisites: CNST 1050
Lec: 6.5 **Lab:** 1.5 **Cr:** 6.5

Students use their construction and critical thinking skills to deliver a completed capstone house to the community. Students participate in several phases of construction during this course. Students complete the actual punch-list for the capstone house. Items on this list include construction work in framing, siding, roofing, drywall, interior trim work, interior, and finish materials.

CNST 2900 - Special Topics in CNST
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses of the Construction Technology program.

CNST 2981 - Internship
Prerequisites: GPA of 2.5 and career certificate or equivalent in framing, concrete, masonry management, cabinetry, or commercial construction; or instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This internship gives students the opportunity to develop skills in the field and exposes them to established craftspeople. Applications for internships must be made through the program's full-time faculty. Based on state guidelines, students must complete 40 hours of work for each credit hour. **NOTE:** Students with four or more years of experience in the construction field may waive the internship requirement upon instructor approval. Contact a full-time instructor for more information. Credits toward the degree must be made up in other ways.

Criminal Justice

CRIM 1010 - Introduction to Criminal Justice
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an overview of the history, development, and philosophies of crime control within a democratic society. It examines the criminal justice system with emphasis on the police, the prosecution and the defense, the courts, and the correctional agencies.

CRIM 1020 - Introduction to Corrections
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course outlines corrections as a systematic process, showing the evolving changes within institutional and community-based corrections. Topics include 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 and the Judicial Process
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students examine the basic structure of the court system and court process. Students take a comprehensive look at the courts, their personnel, and the context in which they operate.

CRIM 1140 - Reporting Techniques for Criminal Justice
Prerequisites: English level I and CRIM 1010 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This is an interactive course where students will document all aspects of the criminal justice system, from arrival at the scene of an incident to the presentation of the written report in court. Students and will be provided the tools, resources, and practical exercises to master the skill of professional criminal justice report writing.

CRIM 2000 - Criminal Law
Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course outlines the purpose and function of criminal law. Topics include the rights and duties of citizens and police in relation to local, state, and federal law (e.g.,

arrest, search and seizure, confessions), and the development, application, and enforcement of laws, constitutional issues, and sentencing.

CRIM 2010 - Introduction to Probation and Parole

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an overview of the history and philosophical foundation of probation and parole. Students review legal issues and problems of probation and determinate/indeterminate sentencing. Students also examine the various roles of probation/parole officers and special programs as they relate to probation/parole.

CRIM 2020 - Legal Issues in Corrections

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Criminal justice students are introduced to an overview of the critical issues of correction: to include the key correctional issues of changing goals within corrections, working with a diverse group of correctional offenders, and reentry concepts. Students also learn about the legal controversies of managing sex offenders, mental health offenders, and the elderly.

CRIM 2030 - Police and Society

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines the role of the police in relationship to the duties of law enforcement and their policing in a diverse society. Specific topics include key demographic trends related to the growth of multicultural communities. Also covered are key issues associated with immigration and how those issues affect law enforcement officials in their everyday job.

CRIM 2050 - Principles of Interviewing and Interrogation

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines interviews of witnesses, informants, and complainants as a communicative relationship. It includes demonstration, study, and practice of acceptable techniques and procedures in accordance with due process.

CRIM 2120 - Community-Based Corrections

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course outlines a number of community-based corrections programs such as probation, parole, electronic monitoring, and fines designed to meet the level of risk and needs of the offender. The course covers the balanced approach that reflects a strong emphasis on practical and legal matters. It also discusses the historical, philosophical, social, and legal contexts of community-based corrections.

CRIM 2150 - Contemporary Issues in Criminal Justice

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students examine critical issues facing criminal justice professionals in the field. Topics include ethical situations in law enforcement, the courts, and corrections; specifically focusing on one's character, duty, justice, and caring for others. This course will also prepare students for some of the ethical dilemmas and difficult situations they will face once they begin a career in the criminal justice field. A service project is required in this class.

CRIM 2190 - Police Field Services

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an analysis of the duties, extent of authority, and responsibilities of the uniformed patrol officer. It outlines rationales for the patrol philosophy and practices and presents accepted field techniques and their practical applications.

CRIM 2220 - Correctional Client

Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This class offers a unique opportunity to examine the different populations behind bars (e.g. chronically and mentally ill, homosexual, illegal immigrants, veterans, radicalized inmates, etc.), as well as their needs and the corresponding impediments for rehabilitation and reintegration. Also discussed is the legal and ethical issues surrounding the incarceration and treatment of offenders with special needs and how correctional officers have responded to the changing prison population.

CRIM 2260 - Criminal Investigation
Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces criminal investigation procedures and reviews historical development and investigative processes related to law enforcement functions. Topics include proper collection, organization, and preservation of evidence using basic investigative tools; examination of primary sources of information; analysis of the importance of writing skills; and review of the constitutional (legal) limitations of the investigation.

CRIM 2300 - Community Relations
Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines the traditional and current problems that inhibit understanding among all segments of the criminal justice system and the public. It explores methods of creating understanding and confidence by using various means of communication.

CRIM 2310 - Rules of Evidence
Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course emphasizes the concept of evidence and rules governing its admissibility. It covers theoretical and pragmatic considerations of constitutional requirements affecting evidence and procedure.

CRIM 2320 - Correctional Facilities
Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course discusses various case studies and research in an effort to present balanced and comprehensive coverage of prisons and prisoners. The course examines the many purposes of prisons, punishment deterrence, rehabilitation, and incapacitation as well as many controversial issues regarding prisons.

CRIM 2330 - Introduction to Forensic Crime Scene Investigation
Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course provides an overview of the basic concepts of forensic crime scene investigations. The course reviews the basic principles used by crime scene investigators. Topics include protecting the crime scene as a first responder, processing and establishing evidence, and understanding personnel disciplines that aid in the investigation to include special physical evidence handling.

CRIM 2400 - Introduction to Homeland Security
Prerequisites: CRIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course focuses on the impact of the war on terrorism upon individuals, society, and the government. It examines how the war on terrorism affected first responders, how it transformed local and state governmental planning, and how it defined a new relationship between state and federal government. The course explores changes in the American prospective on constitutional rights, the capacity of the government and the criminal justice system to respond to international acts of terrorism, and how to keep America safe.

CRIM 2900 - Special Topics in Criminal Justice
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course permits instruction in special content areas not included in other courses in the Criminal Justice program.

CRIM 2960 - Internship
Prerequisites: Completion of at least 30.0 quarter hours within the program; 3.0 GPA; and instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

The internship is a legal agreement between the College and public or private criminal justice agencies to provide hands-on training for students. Students, the job site supervisor, a faculty monitor, and the academic dean agree to written goals and objectives as well as evaluation criteria. The Criminal Justice program faculty are responsible for providing a list of criminal justice agencies that accept students for internship positions during the academic program year. All initial internship program arrangements between the intern, the College, and the criminal justice agency are coordinated by the criminal justice faculty. Should students elect to use their own jobs as intern sites, they must perform and be evaluated at positions to which they are not regularly assigned. Based on state guidelines, students must complete 160 hours.

Critical Facilities Operations

CFOT 1000 - Introduction to Critical Facilities
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides students with an overview of the function, design, and operation of critical facilities. Students identify the purpose and nature of critical facilities, the functions of various critical systems, and the role of technicians/operators in maintaining, troubleshooting, and optimizing the performance of the interrelated critical systems.

CFOT 2980 - Critical Facilities Capstone
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4
Offered: Online, Hybrid

This course gives students the opportunity to integrate the skills and knowledge acquired throughout the Critical Facilities Operations (CFOAS) program. Students complete a specific hands-on project. This course is the final course students should take for the Critical Facilities Operations (CFOAS) program.

Culinary, Hospitality, Research, and Management

CHRM 1000 - CHRM Orientation
Lec: 1.5 **Lab:** 0 **Cr:** 1.5

This course is an introduction to the culinary, hospitality, research, and management program. Topics include the professional kitchen, an overview of the tremendous career opportunities available in the industry, and portfolio development. This course should be taken during the first quarter of enrollment.

CHRM 1010 - Culinary Math
Lec: 2 **Lab:** 0 **Cr:** 2

This course covers all the basics of culinary math as a foundation to understanding the financial concepts of the food service industry. Topics include conversions, yields, recipe costing, recipe conversion, selling prices, and baking formulas, as well as basic math principles.

CHRM 1020 - Sanitation
Lec: 2 **Lab:** 0 **Cr:** 2
Offered: Online

This course includes the study of safe food handling, identification of food-borne illness and establishment of a food safety system. The study of the flow of food through the operation, as well as safe storage, sanitary facilities, and equipment are included. Other topics include establishment of an integrated pest management system, accident prevention, and crisis handling. There will be an extensive discussion of sanitary regulations, agencies, and employee sanitation training. In order to pass this course, students must successfully pass the National Restaurant Association Education Foundation, ServSafe Food Handler test, and will subsequently receive a certificate of achievement. All further Culinary lab classes require successful completion of this course.

CHRM 1030 - Introduction to Professional Cooking
Pre/Corequisite: CHRM 1000; and CHRM 1020 or current ServSafe certification
Lec: 2 **Lab:** 6 **Cr:** 4

This course guides students through the principles of introductory food handling, preparation, and cooking. Students learn and apply professional techniques common to restaurants and other food-service outlets.

CHRM 1035 - Regional Cuisine
Prerequisites: CHRM 1030
Lec: 1 **Lab:** 6 **Cr:** 3

Students engage in a hands-on exploration of the traditional and contemporary cookery methods used in kitchens around the world.

CHRM 1120 - Soup and Sauce Basics
Prerequisites: CHRM 1020 and CHRM 1030 must be completed prior to taking this course.
Lec: 1 **Lab:** 6 **Cr:** 3

Students learn and apply principles of stock, broth, soup, and sauce production used in commercial food production. Students also learn and practice professionally plating dishes with sauces.

CHRM 1130 - Protein Fabrication
Prerequisites: CHRM 1020 and CHRM 1030 must be completed prior to taking this course.
Lec: 1 **Lab:** 6 **Cr:** 3

Students develop excellence in the identification, handling, storage, fabrication and cookery of animal proteins.

CHRM 1150 - World Cuisine
Prerequisites: CHRM 1020 and CHRM 1030 must be completed prior to taking this course.
Lec: 1 **Lab:** 6 **Cr:** 3

This is a continuation of CHRM 1030 and CHRM 1035 Students practice and refine professional cooking skills in the context of the significant historical, cultural, and religious influences reflected in cuisines outside of the United States. Students expand their experience and palates with global ingredients, flavors, and cooking techniques.

CHRM 1210 - Baking Basics
Pre/Corequisite: CHRM 1000; and CHRM 1020 or current ServSafe manager's certification must be completed prior to or at the same time as this course.
Lec: 2 **Lab:** 6 **Cr:** 4

Students learn to apply fundamental baking skills in preparing yeast breads, quick breads, laminated dough, cookies, pies, pastries, cakes, custards, creams, and sauces.

CHRM 1220 - Pastries
Prerequisites: CHRM 1210
Lec: 1 **Lab:** 6 **Cr:** 3

This course provides an in-depth study of baking emphasizing American and European pastries. Topics include knowledge of different ingredients for fancy cookies, petit fours, laminated pastries, puff pastries, pate a choux, meringues, assorted pastes and tarts, icing, fillings, and glazes.

CHRM 1250 - Artisan Bread
Prerequisites: CHRM 1210
Lec: 2 **Lab:** 6 **Cr:** 4

This course is an in-depth study of artisan bread baking. Students apply old-world techniques with an emphasis on levain, poolish, and sponge bread methods. Students should complete CHRM 1210 prior to CHRM 1250 to obtain the skills necessary for successful completion of CHRM 1250.

CHRM 1260 - Cakes
Prerequisites: CHRM 1210
Lec: 2 **Lab:** 6 **Cr:** 4

This course provides an in-depth study of cake formula and assembly techniques. Topics include knowledge of different cake-making methods, ingredients for icings, fillings, coatings, glazes, and production of finished cakes. It gives attention to production of layered and component cakes using an assortment of creams, including creme patisserie, Bavarians, and mousses.

CHRM 1550 - Customer Service
Lec: 1.5 **Lab:** 4.5 **Cr:** 3

Students are introduced to the power and invaluable tool of incredible customer service. No food service or hospitality establishment is successful unless employees are able to satisfy the customer, so a basic understanding of the key elements of customer service is presented. The lessons of providing high quality customer service is demonstrated, learned, and practiced in a lab environment in the service of A la Carte meals prepared in the Sage Student Bistro.

CHRM 1990 - Practical Baking Exam 1
Prerequisites: All first-year courses for Culinary Arts and Management/baking and pastry option are completed or near completion; and instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 1.5 **Cr:** 0.5

This course is a practical exam to assess a student's readiness to progress into the second year of the Culinary Arts and Management/baking and pastry option. (Formerly Skills Demonstration for Bakers)

CHRM 1999 - Practical Cooking Exam 1
Prerequisites: Completion of all first-year Culinary Arts program option courses (or in progress); and instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 1.5 **Cr:** 0.5

This course is a practical exam to assess a student's readiness to progress into the second year of the culinary arts option.

CHRM 2110 - Catering Production
Prerequisites: CHRM 1999
Lec: 0 **Lab:** 9 **Cr:** 3

Students learn and practice preparing, cooking, and serving food in high-volume food-service restaurant and catering operations utilizing standardized recipes and employing large scale food production techniques and equipment.

CHRM 2120 - Garde Manger
Prerequisites: CHRM 1999
Lec: 0.5 **Lab:** 10.5 **Cr:** 4

Students study traditional upscale pantry preparation. Students practice techniques for artistic displays of hors d'oeuvres, canapes, pates, terrines, and charcuterie. Students also practice artisan food preservation.

CHRM 2125 - Casual Dining
Prerequisites: CHRM 1020 and CHRM 1030 must be completed prior to taking this course.
Lec: 0 **Lab:** 9 **Cr:** 3

Study focuses on the aspects of casual dining and the distinct role it plays within the culinary environment. Students prepare a variety of dishes for service in a guest-centered restaurant utilizing their knowledge and skill sets learned from previous classes. Students also gain proficiency in the areas of kitchen sense, station management and organization, kitchen safety and sanitation, mise-en-place, and hustle. (Formerly A la Carte Cookery: American Regional)

CHRM 2130 - Fine Dining
Prerequisites: CHRM 1999
Lec: 0 **Lab:** 12 **Cr:** 4

Students learn a la carte and fine dining principles. Projects include menu design, research and development of dishes, plate presentation, and line cooking skills for fine dining as well as time budgeting and management. Students work in stations to include salads, broiler, saute, expeditor, and prep. Students plan and prepare up-scale theme menus.

CHRM 2230 - Baking Production
Prerequisites: CHRM 1990
Lec: 0 **Lab:** 12 **Cr:** 4

This class gives practical experience in preparation of retail bakery products to include breads, rolls, breakfast pastries, cookies, pies, tarts, and cakes. Students learn to meet production demands based on needs and customer expectation and satisfaction. It ties theory learned in other courses (e.g., sanitation, nutrition, purchasing) into these experiences in a practical way so that students develop and increase their baking techniques and kitchen sense.

CHRM 2250 - International Breads
Prerequisites: CHRM 1990 or CHRM 1999
Lec: 1 **Lab:** 6 **Cr:** 3

Students study and prepare breads from around the world. They learn how indigenous products, cultural preferences, and available fuel sources influence the development of unique regional and national styles of bread making.

CHRM 2270 - Chocolate, Sugar, and Decorations
Prerequisites: CHRM 1990
Lec: 1 **Lab:** 6 **Cr:** 3

This course covers chocolate and sugar ingredient identification and application. Confectionary skills covered include icing, fondant, piping, buttercream, marzipan, and royal icing decorations; poured, pulled, and blown sugar; chocolate and sugar work and sculptures; pastillage; and assorted sugar and chocolate decorative pieces.

CHRM 2280 - Plated Desserts
Prerequisites: CHRM 2230
Lec: 0 **Lab:** 12 **Cr:** 4

Students apply baking and pastry skills from throughout the curriculum in order to prepare and merchandise restaurant-style desserts. This course includes dessert menu planning, plating, garnishing, and producing component-style desserts.

CHRM 2350 - Nutrition
Prerequisites: CHRM 1030
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course orients students to basic nutrition in the context of a modern food service operation. Emphasis is placed on nutrition guidelines for various population groups and disease states to enable the professional to respond knowledgeably to customers' specific nutrition needs. Students apply nutrition principles in developing menus and preparing various meals reflecting current health and dietary guidelines. Students also explore health-centered cooking techniques and prepare meals suitable for common dietary restrictions.

CHRM 2360 - Physiology of Flavor
Prerequisites: CHRM 1030 and CHRM 1035 must be completed prior to taking this course.
Lec: 2 **Lab:** 3 **Cr:** 3

This course introduces students to the physiology of flavor perception. Students research culinary aromatics that contribute to flavor perception and apply them to the preparation of food with specific flavor profiles in a laboratory setting. Students also study aspects of history, medicinal benefits, growing, marketing, purchasing, and distributing, as well as culinary practices of culinary aromatics in a variety of local and international cuisines.

CHRM 2410 - Marketing and Industry Perspectives
Lec: 2 **Lab:** 3 **Cr:** 3

This course exposes students to a wide variety of operations and broadens perspectives of the hospitality industry through site visits, speakers, and vendor events. An exploration of menu planning and marketing strategies employed by various industry segments is

done in conjunction with the visits. Flexibility of schedule and transportation is essential for student success.

CHRM 2465 - Food Service Financial Management
Prerequisites: CHRM 2480
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students discover the management systems used to report and analyze revenue, expenses, and profits, as well as the overall financial health of a food-related business.

CHRM 2470 - Hospitality Supervision
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course considers approaches for effective culinary or hospitality supervision. It covers methods of recruiting, selecting, training, and evaluating personnel. Students examine team building and conflict management concepts.

CHRM 2475 - Leadership Principles
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course focuses on leadership and decision-making principles as applied to a variety of food operations. It develops skills in communication, empowerment, and planning.

CHRM 2480 - Purchasing & Cost Management
Prerequisites: CHRM 1010 or MATH 1242 must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students will be introduced to menu planning, purchasing, inventory, managing costs, and sustainability through various projects and exams.

CHRM 2550 - Table Service
Prerequisites: CHRM 1550
Lec: 0 **Lab:** 9 **Cr:** 3

Students reinforce and expand knowledge of the dining room to include styles of service, customer service principles, order of service, wine and food affinities, and merchandising the menu in a guest-centered environment. Upon successful completion of this course, students may be awarded the National Restaurant Association ServSafe Alcohol Certificate.

CHRM 2560 - Beverage Management
Lec: 3 **Lab:** 0 **Cr:** 3

Students study types of beverages (both alcoholic and non-alcoholic), purchasing procedures, beverage program development, and legal aspects of the beverage industry.

CHRM 2610 - Event Planning
Prerequisites: CHRM 1030 and CHRM 1550 must be completed prior to taking this course.
Lec: 1.5 **Lab:** 4.5 **Cr:** 3

Students accumulate the skills and knowledge necessary to plan and coordinate all aspects of event management, including front-of-the-house, kitchen operations, and contract services in a client-driven, guest-centered environment. Students must have a flexible schedule to be successful in this course.

CHRM 2650 - Banquet Service
Prerequisites: CHRM 1550
Lec: 0.5 **Lab:** 7.5 **Cr:** 3

Students are introduced to and practice the fundamentals for executing successful events. Students learn the practical skills of buffet and banquet service in a guest-centered environment. Students taking this course must have a flexible schedule.

CHRM 2900 - Special Topics in Culinary Arts
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not included in other culinary arts classes.

CHRM 2930 - Study Abroad
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 9 **Cr:** 3

Students are immersed in cultural and culinary experiences while exploring various worldwide locations. Students experience local, regional, and international cuisines through each country's prism of religious, ethnic, political, and cultural influences. Applying prior skill sets and knowledge, students explore flavor profiles and indigenous ingredients in various representative dishes. Students visit local food markets and cultural, historic, and natural landmarks.

CHRM 2960 - Knowledge Bowl Competition

Recommended: Instructor Approval
Lec: 0 **Lab:** 3 **Cr:** 1

This course is designed for students pursuing excellence through participation on the Knowledge Bowl Team. It is required for all those wishing to participate on Knowledge Bowl Teams at the Institute for the Culinary Arts at MCC. Students are introduced to the rigors of professional culinary competition as sanctioned by various organizations including the American Culinary Federation, the Research Chefs Association, SkillsUSA, and the Retail Baker's Association. Students develop knowledge obtained throughout the culinary arts curriculum, foster team-building skills, and gain exposure to their regional and national contemporaries. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2961 - Advanced Knowledge Bowl Competition

Recommended: Instructor Approval
Lec: 0 **Lab:** 3 **Cr:** 1

This course is designed for students pursuing excellence through participation on the Knowledge Bowl Team and is a continuation of the skills and knowledge introduced in CHRM 2960. It is a required course for all those wishing to participate on Knowledge Bowl Teams at the Institute for the Culinary Arts at MCC. Students are introduced to the rigors of professional culinary competition as sanctioned by various organizations including the American Culinary Federation, the Research Chefs Association, SkillsUSA, and the Retail Baker's Association. Students develop knowledge obtained throughout the culinary arts curriculum, foster team-building skills, and gain exposure to their regional and national contemporaries. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2970 - Culinary Competition

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 9 **Cr:** 3

This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 297A - Competition Training Camp

Lec: 0 **Lab:** 3 **Cr:** 1

In this teamwork-driven, highly-collaborative course, students are introduced to the rigors of professional culinary competition. Students develop the fundamental skills required for success in externally-sanctioned competitions. Students develop menus, refine culinary skills, discover the importance of mise-en-place and foster team-building skills.

CHRM 2971 - Advanced Culinary Competition 1

Prerequisites: CHRM 2970
Lec: 0 **Lab:** 9 **Cr:** 3

This course is a continuation of the skills and knowledge developed in CHRM 2970 Culinary Competition. This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2972 - Advanced Culinary Competition 2

Prerequisites: CHRM 2970
Lec: 0 **Lab:** 9 **Cr:** 3

This course is a continuation of the skills and knowledge developed in CHRM 2970 Culinary Competition. This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2973 - Advanced Culinary Competition 3

Prerequisites: CHRM 2970
Lec: 0 **Lab:** 9 **Cr:** 3

This course is a continuation of the skills and knowledge developed in CHRM 2970 Culinary Competition. This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2974 - Advanced Culinary Competition 4

Prerequisites: CHRM 2970
Lec: 0 **Lab:** 9 **Cr:** 3

This course is a continuation of the skills and knowledge developed in CHRM 2970 Culinary Competition. This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2975 - Advanced Culinary Competition 5

Prerequisites: CHRM 2970
Lec: 0 **Lab:** 9 **Cr:** 3

This course is a continuation of the skills and knowledge developed in CHRM 2970 Culinary Competition. This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2976 - Advanced Culinary Competition 6

Prerequisites: CHRM 2970
Lec: 0 **Lab:** 9 **Cr:** 3

This course is a continuation of the skills and knowledge developed in CHRM 2970 Culinary Competition. This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2977 - Advanced Culinary Competition 7

Prerequisites: CHRM 2970
Lec: 0 **Lab:** 9 **Cr:** 3

This course is a continuation of the skills and knowledge developed in CHRM 2970 Culinary Competition. This teamwork-driven, highly-collaborative course immerses students into the rigorous world of professional culinary competitions. This class develops the fundamental skills required for success in externally-sanctioned competitions. Culinary Competition is dedicated to developing menus, refining culinary skills, discovering the importance of mise-en-place, and fostering team-building skills. Completion of this course requires participation in an extracurricular sanctioned culinary event that may require additional fundraising and membership in outside organizations.

CHRM 2980 - Student Manager

Prerequisites: CHRM 2125 and CHRM 1550 or CHRM 2550 must be completed prior to taking this course.
Lec: 0 **Lab:** 9 **Cr:** 3

Students gain practical experience through the management of a scheduled classroom 'shift' in the lab environment of the Sage Student Bistro. Students develop and use industry tools/reports to facilitate and meet operational requirements. Students model professional behavior and communication practices with instructors, students, and Bistro guests. These duties tie into prior classroom and lab work (Sanitation, Customer Service, Nutrition, Cost Management, Purchasing, Hospitality Supervision, and Culinary/Baking courses.)

CHRM 2981 - Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 10.9 **Cr:** 3

Through goal-directed practice in a food-related establishment, students apply classroom knowledge and skills. Based on state guidelines, students must complete 40 hours of work for each credit hour in this course.

CHRM 2982 - Bakery Student Manager
Prerequisites: CHRM 2280
Lec: 0 **Lab:** 9 **Cr:** 3

This course provides practical experience in the operation of a restaurant kitchen and retail bakery from the perspective of a student manager. This experience is gained through training and supervising work related to the Bistro plated dessert station, planning menus, developing recipes, facilitating and assisting in bakery production requests, evaluating staff, determining and controlling costs, merchandising, and providing quality customer service. These duties tie into prior classroom work (sanitation, nutrition, purchasing, cost management, and supervision) in a practical way.

CHRM 2989 - Hospitality Management Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 10.9 **Cr:** 3

The internship allows for integration of course requirements, classroom knowledge, and skills into managerial and leadership practice in a hospitality industry setting. Based on state guidelines, students must complete 40 hours of work for each credit hour in this course.

CHRM 2990 - Practical Baking Exam 2
Prerequisites: All required second year courses for the Culinary Arts and Management/baking and pastry option are completed or near completion; and instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 1.5 **Cr:** 0.5

This course is a practical exam to assess a student's readiness to complete the Culinary Arts and Management/baking and pastry option. (Formerly Portfolio Development for Bakers)

CHRM 2999 - Practical Cooking Exam 2
Prerequisites: All culinary program option courses are completed or in progress; and instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 1.5 **Cr:** 0.5

This course is a practical exam to assess a student's readiness to complete the second year of the culinary arts option with an emphasis on the necessary speed and efficiency required in a restaurant or food service establishment.

Diesel Technology

DESL 1000 - Diesel Preventive Maintenance
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course is the study of truck and equipment preventive maintenance and inspection. Focus is on shop tools, equipment, and practices to start a career in diesel technology. Note: This course must be completed with a C or above to progress further with many other Diesel Technology courses.

DESL 1040 - Generator Theory
Prerequisites: UTIL 1020, DESL 1000 and DESL 1210 all with a grade of C or better must be completed prior to taking this course.
Lec: 4 **Lab:** 6 **Cr:** 6
Offered: Hybrid

Students study permanent magnet induction and synchronous ac generators while learning diagnosis and troubleshooting skills. (Formerly UTIL 1040)

DESL 1200 - Fundamentals of Hydraulics
Prerequisites: DESL 1000 with a grade of C or better
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course is the study of basic principles relating to hydraulic systems and component identification. Activities involving schematic usage and symbol identification enhance students' diagnostic skills.

DESL 1210 - Electricity and Electronics
Prerequisites: DESL 1000 with a grade of C or better must be completed prior to taking this course.
Pre/Corequisite: DESL 1200 with a grade of C or better
Recommended: MATH 1240 with a grade of C or better
Lec: 4 **Lab:** 6 **Cr:** 6
Offered: Hybrid

This course presents electrical principles and basic introductory electronics used in the diesel technology career field for service of medium-duty truck, heavy-duty truck, heavy equipment, and power generation applications. Theory, operation, and testing of common systems are investigated with MCC hands-on trainers and live work.

DESL 1220 - Advanced Diesel Hydraulics

Prerequisites: DESL 1000 and DESL 1200 both with a C or better must be completed prior to taking this course.
Lec: 4 **Lab:** 6 **Cr:** 6
Offered: Hybrid

Students study hydraulic systems that are used on heavy equipment that relates closely to systems used on medium- and light-duty construction and utility equipment.

DESL 1230 - Diesel Engine Fundamentals

Pre/Corequisite: DESL 1000 with a grade of C or better
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course is the study of diesel engine principles and component identification. Students gain knowledge through lecture and entry-level hands-on engine assembly and disassembly.

DESL 1290 - CDL Pre-Permit

Prerequisites: Students must hold a valid driver's license. Non-native English speakers must demonstrate English proficiency. Students taking the ESL Accuplacer test must obtain a score of 70 or above in Reading and 86 or above in Listening prior to taking this course.
Lec: 1.0 **Lab:** 0.0 **Cr:** 1.0

Students prepare for state official exams for a Commercial Learner's Permit (CLP). Students explore the various areas of the general knowledge, air brakes, and combination vehicle portions of the exam. Students must pass these tests in order to obtain the Commercial Learner's Permits: Class A or Class B. Students are introduced to commercial vehicles, safety regulations, and vehicle inspections and will identify the license that fits with their desired job goal.

DESL 1295 - CDL Laws and Regulations

Prerequisites: Commercial Learner's Permit, DOT Physical, DOT Drug screen must be taken within thirty days prior to the first day of class. Non-native English speakers must demonstrate English proficiency. Students taking the ESL Accuplacer test must obtain a score of 70 or above in Reading and 86 or above in Listening must be completed prior to taking this course.
Recommended: DESL 1300L, DESL 1304L, or DESL 1305L
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students comprehend laws and regulations used to operate Commercial Motor Vehicles (CMV). When students successfully complete this course, students have completed one-half of the requirements to take the Skills Test for a Commercial Driver's License (CDL).

DESL 1300L - Class A BTW CDL Training

Prerequisites: Commercial Learner's Permit, DOT Physical, DOT Drug screen must be taken within thirty days prior to the first day of class. Non-native English speakers must demonstrate English proficiency. Students taking the ESL Accuplacer test must obtain a score of 70 or above in Reading and 86 or above in Listening must be completed prior to taking this course.
Pre/Corequisite: DESL 1295 must be taken prior to or at the same time as this course.
Lec: 0 **Lab:** 15 **Cr:** 5

Students learn to identify basic Commercial Motor Vehicle instruments and controls and how to properly perform vehicle inspections, control the motion of CMV's under various road and traffic conditions and shifting and backing techniques, and couple and uncouple combination vehicles. During the off-street driving exercises, students familiarize themselves with the basic operating characteristics of a CMV. Students must be able to perform the skills to a level of competency required to permit safe on-street driving. When students successfully complete this course, students have completed one-half of the requirements to take the Skills Test for a Commercial Driver's License (CDL).

DESL 1304L - Class A w/E Restriction BTW CDL Training

Prerequisites: Commercial Learner's Permit, DOT Physical, DOT Drug screen must be taken within thirty days prior to the first day of class. Non-native English speakers must demonstrate English proficiency. Students taking the ESL Accuplacer test must obtain a score of 70 or above in Reading and 86 or above in Listening must be completed prior to taking this course
Recommended: DESL 1295 recommended at the same time as this course.
Lec: 0 **Lab:** 12 **Cr:** 4

Students learn to identify basic Commercial Motor Vehicle instruments and controls and how to properly perform vehicle inspections, control the motion of CMV's under various road and traffic conditions, backing techniques, and couple and uncouple combination vehicles. During the off-street driving exercises, students familiarize themselves with the basic operating characteristics of a CMV. Students must be able to perform the skills to a level of competency required to permit safe on-street driving. When students successfully complete this course, students have completed one-half of the requirements to take the Skills Test for a Commercial Driver's License (CDL).

DESL 1305L - Class B BTW CDL Training

Prerequisites: Commercial Learner's Permit, DOT Physical, DOT Drug screen must be taken within thirty days prior to the first day of class. Non-native English speakers must demonstrate English proficiency.

Students taking the ESL Accuplacer test must obtain a score of 70 or above in Reading and 86 or above in Listening - must be completed prior to taking this course.
Recommended: DESL 1295 recommended at the same time as this course.
Lec: 0 **Lab:** 9 **Cr:** 3

Students learn to identify basic Commercial Motor Vehicle instruments and controls and how to properly perform vehicle inspections, control the motion of CMV's under various road and traffic conditions and shifting and backing techniques. During the off-street driving exercises, students familiarize themselves with the basic operating characteristics of a CMV. Students must be able to perform the skills to a level of competency required to permit safe on-street driving. When students successfully complete this course, students have completed one-half of the requirements to take the Skills Test for a Commercial Driver's License (CDL).

DESL 1620 - Climate Control/Heating and Air Conditioning

Prerequisites: DESL 1210
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course is the study of diesel heating, air conditioning, and support systems in-depth. Students troubleshoot and make repairs in the shop with a variety of trucks and equipment.

DESL 2040 - Power Generator Applications

Prerequisites: DESL 1000, DESL 1040, DESL 1210 and UTIL 1020 all must be completed with a C or better prior to taking this course.
Lec: 4 **Lab:** 6 **Cr:** 6

Students study the specific application of stand-by and emergency power generation. This course covers theory and diagnostic applications.

DESL 2100 - Heavy Duty Drivetrain

Pre/Corequisite: DESL 1000 with a grade of C or better
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course is the study of medium- and heavy-duty truck clutches, transmissions, drivelines, and differentials. Focus is on operation, repair, and maintenance of these systems.

DESL 2110 - Heavy Equipment Drivetrain

Prerequisites: DESL 1000 with a grade of C or better
Lec: 4 **Lab:** 6 **Cr:** 6
Offered: Hybrid

Students study heavy equipment traction drives, brake systems, differentials, and their steering systems along with track and suspension systems.

DESL 2120 - Automatic and Automated Drivetrains

Prerequisites: DESL 1000, DESL 1210 and DESL 2100 for Truck Option students or DESL 2110 for Heavy Equipment Option students all with a C or better must be completed prior to taking this course.
Lec: 1 **Lab:** 6 **Cr:** 3
Offered: Hybrid

Students learn to analyze codes, diagnose problems, rebuild, repair, and properly maintain Allison automatic and other automated shift truck drivetrains in a professional setting.

DESL 2150 - Truck ABS and Brakes

Pre/Corequisite: DESL 1000, DESL 1200 with a grade of C or better
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course with professional lab presentations studies, analyzes, and repairs ABS systems on both medium- and heavy-duty trucks. Students learn to repair, rebuild, and maintain air brake systems through lab experiences in wheel-end repair and maintenance.

DESL 2200 - Steering and Suspension

Prerequisites: DESL 1000 with a grade of C or better must be completed prior to taking this course.
Pre/Corequisite: Take DESL 1200 with a grade of C or better
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course is a study of heavy-duty truck steering and suspension systems. Students learn to repair, align, and maintain these systems.

DESL 2211 - Fuel Operating Systems

Prerequisites: DESL 1000, DESL 1200, DESL 1210, and DESL 1230 with a C or better must be completed prior to taking this course.
Lec: 2 **Lab:** 6 **Cr:** 4

Students gain hands-on experience and understanding of hydromechanical injection and electronic control of diesel fuel systems used in modern diesel engines. This course provides the students with professional vocabulary terms and skills needed to repair sophisticated electronics and computerized circuits on diesel engine components.

DESL 2215 - Diesel Generator Controls

Prerequisites: DESL 1000, DESL 1040, DESL 1210, and DESL 1230 must be completed prior to taking this course.
Pre/Corequisite: DESL 2211
Lec: 2 **Lab:** 3 **Cr:** 3
Offered: Hybrid

Students study the electronic and mechanical governor controllers and their inputs for both diesel and alternative fueled generator engines.

DESL 2220 - Diesel Engine Diagnostics

Prerequisites: DESL 1230 and DESL 2211 must be completed prior to taking this course.
Lec: 2 **Lab:** 6 **Cr:** 4
Offered: Hybrid

This course focuses on diagnosing and troubleshooting electronic diesel engines. Students gain knowledge through the use of the latest diagnostic equipment and hands-on practice.

DESL 2230 - Diesel Engine Rebuild

Prerequisites: DESL 1230 with a grade of C or better or verifiable experience must be completed prior to taking this course.
Pre/Corequisite: DESL 2211 with a grade of C or better or verifiable experience
Lec: 1 **Lab:** 9 **Cr:** 4

Students learn to do both in-chassis and out-of-chassis diesel engine rebuilds.

DESL 2240 - Emissions and Maintenance

Prerequisites: DESL 2220 with a grade of C or better must be completed prior to taking this course.
Lec: 1 **Lab:** 6 **Cr:** 3
Offered: Hybrid

This course is the study of today's newest emission control systems and engine maintenance. Focus is on how to tune-up and maintain the latest diesel engine after-treatment systems.

DESL 2250 - Field Service Maintenance

Prerequisites: DESL 1220, DESL 2110 and valid Class B or A CDL must be completed prior to taking this course.
Lec: 4 **Lab:** 6 **Cr:** 6
Offered: Hybrid

This course refines the safety, productivity, and situational awareness that is required of professional technicians doing field service in the heavy equipment, power generation, and construction utility trades.

DESL 2900 - Special Topics in Diesel Technology

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Diesel Technology program.

DESL 2980 - On-the-Job Training/Work Externship

Prerequisites: DESL 1300L and application approved by program faculty must be completed prior to taking this course.
Lec: 0 **Lab:** 21.8 **Cr:** 6

This course gives students an opportunity to review with a CDL instructor the driving skills learned during the students' first weeks of employment. This also allows for additional instruction by a CDL instructor if required. Students must complete at least 240 hours of instruction with a mentor in order to receive credit for this course. Application for On-the-Job Training/Work Externship must be approved by the program faculty.

DESL 2981 - Diesel Internship I

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 29.1 **Cr:** 8

This internship gives students the needed experience to advance their skills while working with a qualified mentor in a diesel repair shop or dealership. The experience provides students with the opportunity to practice their skills in real-life work situations. Applications for internships must be approved by program faculty.

DESL 2982 - Diesel Internship II

Prerequisites: DESL 2981 and instructor approval must be completed prior to taking this course.
Pre/Corequisite: DESL 2230
Lec: 0 **Lab:** 29.1 **Cr:** 8

This second internship gives advanced students the experience necessary to acquire and be successful in a job in a diesel repair shop or dealership. Applications for this internship must be approved by program faculty.

DESL 2983 - Diesel Internship III

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 14.5 **Cr:** 4

This internship gives students a real experience in the diesel trade and solidly instills previously learned college

classroom material while opening future employment opportunities.

DESL 2984 - Diesel Internship IV
Prerequisites: Current Class B CDL with air brake endorsement or Class A CDL with no restrictions must be completed prior to taking this course.
Lec: 0 **Lab:** 14.5 **Cr:** 4

This internship is used to complete diesel technology students' degrees by providing a second level of hands-on learning in the real-work environment.

DESL 2985 - Heavy Equipment Internship
Prerequisites: DESL 1200; successful completion of 20 credit hours of Diesel Technology; and instructor approval must be completed prior to taking this course.
Pre/Corequisite: DESL 1302 or a current CDL license; and DESL 2230
Lec: 0 **Lab:** 29.1 **Cr:** 8

This internship gives advanced students the experience necessary to acquire and be successful in a job in a heavy equipment diesel repair shop or dealership. Applications for this internship must be approved by program faculty.

Design, Interactivity, and Media Arts

DIMA 1110 - Digital Design: Raster
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course explores the visual and technical aspects of digital drawing and design using raster (resolution dependent) applications. Students acquire a basic understanding of computer graphics tools, menu functions and technical vocabulary through a series of exercises that explore the process of creative problem-solving and the theories and principles of drawing and design.

DIMA 1120 - Digital Design: Vector
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course focuses on the visual and technical processes of digital design using vector (resolution independent) applications and includes experience with raster/bitmap software. Students learn a vector software application through a series of exercises and projects that explore creative problem-solving while applying graphic design theory and principles.

DIMA 1200 - Illustration I
Prerequisites: ARTS 1010; ARTS 1020; DIMA 1110; and DIMA 1120 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course covers the major movements in illustration. It also emphasizes media variety and techniques related to technical and pictorial illustration.

DIMA 1220 - Character, Narrative, and Storyboard Development
Prerequisites: ARTS 1010
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course explores the basic principles of film structure and animation through observation, concept, narrative development, character design, and storyboard creation. It emphasizes the practice of drawing as a communication process to visualize stories that work as strong animation. Central activities include collaboration, brainstorming, oral presentation, and critiques.

DIMA 1230 - Drawing for Electronic Media
Prerequisites: DIMA 1110 and DIMA 1120 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course emphasizes the concepts and processes involved with drawing directly into the computer. Using a digitizing pen and interactive LCD display as the primary tool and bitmap and vector applications as the primary medium, students explore form and space through direct and indirect observation. Areas of emphasis include perspective, the human figure and motion. Drawing the human form in space and motion prepares the students for sequential art and animation and further develops essential drawing and design skills. Traditional drawing tools, materials, and practices are incorporated.

DIMA 1240 - Character Design 1
Prerequisites: ARTS 1010; DIMA 1110; and DIMA 1120 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5
Offered: Hybrid

This course is designed to teach the techniques for producing character designs through the creative process of drawing. Students develop the understanding of the basic principles of character design including clarity, shape variation, expression, contrast, and story.

DIMA 1305 - Concept Development
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course provides a basic introduction to graphic design. It emphasizes creative problem-solving through the use of thumbnail and rough sketches.

DIMA 1310 - Typography I
Prerequisites: DIMA 1120
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course introduces type history, terminology, specifications, and design. Students apply fundamental criteria to select and use typefaces and fonts.

DIMA 1315 - Graphic Design Basics
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course focuses on using raster, vector and layout programs according to graphic design professional standards. Students learn basic design and compositional principles necessary for all graphic design classes.

DIMA 1320 - History of Graphic Design
Prerequisites: DIMA 1310
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course covers the major developments and advancements in graphic design from the mid-15th century to the 21st century.

DIMA 1325 - Layout
Prerequisites: DIMA 1305; DIMA 1310; and DIMA 1315 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students combine typography and imagery to create one-page, multi-panel, basic multi-page, and large-format layouts.

DIMA 1400 - Game Design Fundamentals
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course explores the practice and theory of interactive art. Students study the history of both analog and digital games and pursue the creative possibilities of interaction and play-based systems.

DIMA 1410 - 2-D Animation and Compositing I
Prerequisites: DIMA 1220 and ARTS 1010 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students explore animation compositing software and techniques as they create 2-D animation using traditional cell techniques and computer-based 2-D animation programs. This course strengthens drawing skills, provides experience with collaborative production, and increases knowledge of animation concepts.

DIMA 1411 - History of Animation
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course surveys the major developments in film animation from its beginnings to the present day. Students acquire an understanding of the different styles and evolution of animation as an art form and as a means of visual communication that reflects both social and historical contexts.

DIMA 1450 - Design for Motion Graphics I
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students explore visual design concepts related to motion graphics. Adobe After Effects is the primary software and Photoshop introduced to compose still images, live-action video, and animation for television, film, web, and mobile devices. This course provides the student with the necessary technical software applications to produce title sequences, station identification, key-frame animation, and info-graphics.

DIMA 1455 - Introduction to Stop-Motion Animation
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course explores the art of movement and visual art concepts through the techniques of stop-motion animation and provides a thorough understanding of stop-motion fundamentals. Students produce all animations using a DSLR camera, stop-motion, and basic audio software. The course addresses lighting techniques, including Claymation, puppet-model-making, cut-out animation, lip-syncing, and backgrounds/environments. Recommended readings, lectures, and demonstrations provide the critical skills to study a variety of stop-motion films screened in the course. Students produce a stop-motion short for their final project.

DIMA 1500 - Web Design
Prerequisites: DIMA 1310 and DIMA 1315 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students learn the skills necessary to create original web graphics, media, and page designs using industry standard web design software applications and languages such as HTML and CSS. Students apply creative problem-solving skills and web design

processes to plan, design and construct websites with emphasis on aesthetics, organization, client goals and audience expectations.

DIMA 1510 - Interactive 2-D Design I
Prerequisites: DIMA 1120
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course teaches the concepts and techniques necessary to design and produce interactive projects that include computer graphics and animation and desktop video. Students apply design elements and principles, animation, and interactive objects using interactive software.

DIMA 1520 - UI/UX
Prerequisites: DIMA 1500
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students learn user research and design techniques so they can create an optimal web presence for a wide array of industries and customers. Utilizing these techniques and the application of user interface fundamentals, students will create industry standard UX design deliverables, a component library, and final responsive website mockups.

DIMA 1530 - Designing with WordPress
Prerequisites: DIMA 1500 and DIMA 1520 or DIMA 1325 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students learn to apply design and visual communication principles as they create websites using a Content Management System (CMS) known as WordPress. Students learn how this CMS fits into a larger visual communication strategy, and learn how to create a visual web presence for a company, product or brand.

DIMA 1540 - Mobile App Design
Prerequisites: DIMA 1520
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students learn the concepts and skills necessary to design mobile apps. Topics include the benefits and unique functionality that a highly graphical, task-oriented and feature-rich mobile app brings to the user experience. Students create app concepts based on user profiles, and ideate and refine by using interactive prototypes, group usability studies, and knowledge of popular mobile OS design guidelines.

DIMA 1600 - Introduction to the Game Industry
Lec: 3.5 **Lab:** 3.0 **Cr:** 4.5

This course surveys the video game industry from its beginnings to the present day. Students acquire an understanding of the evolution of games in our culture, as well as introductory knowledge of the wide variety of career options available in the video game industry through hands-on projects and learning.

DIMA 1620 - Introduction to 3-D Modeling and Animation
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is an introduction to the production of motion picture graphics using 3-D modeling and animation software. Students' study and practice techniques of 3-D model execution and scene design with light and camera placement.

DIMA 2200 - Illustration II
Prerequisites: DIMA 1200
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course covers pictorial problem-solving with emphasis on art direction and personal style of expression.

DIMA 2210 - Electronic Illustration
Prerequisites: DIMA 1110 and DIMA 1120 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course explores advanced illustration concepts and techniques through vector software combined with raster software. The course emphasizes concept development and personal style along with demonstrations of computer techniques. Output is both print form and animation.

DIMA 2220 - Dimensional Illustration
Prerequisites: DIMA 1110, DIMA 1120, ARTS 1010 and ARTS 1020 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students create a body of work that explores dimensional solutions to Illustration problems. Students work with non-traditional materials to create low-relief, sculptural, kinetic, and package illustrations.

DIMA 2300 - Logo Design and Branding
Prerequisites: DIMA 1325
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course covers branding and identity design. It emphasizes symbolism, conveying ideas through abstract imagery, and creating elements of a brand identity.

DIMA 2310 - Information Design
Prerequisites: DIMA 2300
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course covers information design. It emphasizes analyzing verbal and statistical data and best approaches to translating data into graphic formats that are both functional and aesthetically engaging. The course also covers wayfinding and usability.

DIMA 2350 - Typography II
Prerequisites: DIMA 1310 and DIMA 1325 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This advanced course explores typographic concepts that integrate advanced design philosophies. Students examine type as both an analytical and structured medium as well as a metaphorical element.

DIMA 2351 - Package Design
Prerequisites: DIMA 1310
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course presents challenges in the design of packages and the 3-D graphic design process. It emphasizes material selection, fabrication, and structural design.

DIMA 2352 - Publication Design
Prerequisites: DIMA 1325
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course covers the design and production of multi-page printed publications. It covers a variety of formats, ranging from mass media to special interest.

DIMA 2410 - 2-D Animation and Compositing II
Prerequisites: DIMA 1410
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students create original 2-D animation focusing on character and story development. Building on skills acquired in DIMA 1410, students produce a segment of a group project and an individual project. This course strengthens animation design and problem-solving, collaborative production abilities, and personal vision. Students further explore compositing and animation software.

DIMA 2450 - Design for Motion Graphics II
Prerequisites: DIMA 1450
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is a continuation of DIMA 1450 Design for Motion Graphics I with an intense focus on design, advanced techniques, and high-end concept creation for broadcast. Students continue to explore design concepts as they relate to motion graphics design, incorporating additional current industry-standard software as design tools. Topics include kinetic text, masking, expressions, motion tracking, 3-D layers, cameras, rotoscoping and paint tools, and compositing. Projects are fewer and more in-depth than DIMA 1450 with emphasis on creative solutions.

DIMA 2500 - Web Design Partnership Project
Prerequisites: DIMA 1520; DIMA 1530; and INFO 1311 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is a partnership between a DIMA web design student and an INFO web development student. Students complete an independent project designing and publishing a website for an entrepreneur, small business, or nonprofit organization.

DIMA 2510 - Interactive 2-D Design II
Prerequisites: DIMA 1510
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is a continuation of DIMA 1510 with more complex interactive projects that present new challenges such as scripting and variable-driven dynamic applications.

DIMA 2620 - 3-D Character Development
Prerequisites: DIMA 1620
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course builds on the introductory topics presented in DIMA 1620 with further exploration of the techniques of modeling, material definition, and animation that are the foundation of 3-D graphics for motion pictures and games. It emphasizes the development of 3-D characters, materials, and motion control. Students present an animated character at the conclusion of the course.

DIMA 2625 - 3-D Modeling for Animation and Games
Prerequisites: DIMA 1620
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course builds on the topics presented in DIMA 1620 with further explorations of the techniques of modeling, material definition, and animation. It emphasizes the development of 3-D models with techniques that are particularly suitable for games.

DIMA 2640 - 3-D Lab
Prerequisites: DIMA 2620 or DIMA 2625 or DIMA 2700 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course requires an animation or game project that offers students an opportunity to build upon and integrate existing technical skills, share ideas with students from diverse animation disciplines, and produce a more complex product. Students present an animation or game at the conclusion of the course.

DIMA 2700 - 3-D Game Development
Prerequisites: DIMA 1620
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is an introduction to the production of motion picture graphics using 3-D modeling and animation software. Techniques of 3-D model execution and scene design with light and camera placement are practiced and refined.

DIMA 2810 - Portfolio Development
Prerequisites: DIMA 2310
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This is the DIMA graphic design capstone course. Students create a comprehensive final portfolio by revising projects from previous courses and/or creating new work. The course also covers job-seeking skills specific to the profession and requires students to create an identity suitable for job seeking.

DIMA 2820 - Web Design Portfolio Development
Prerequisites: DIMA 1520 and DIMA 1530 must be completed prior to taking this course.
Recommended: DIMA 1540
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is a capstone experience for students completing the DIMA Web Design degree. Students reflect upon, critique, and evaluate their skills, performance, and competencies. Students then use that knowledge, combined with instructor guidance, to plan and create a comprehensive portfolio that represents their technical and aesthetic web design skills. The course also covers job-seeking skills and tools specific to the profession.

DIMA 2840 - Projects Development
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is a capstone experience for the students completing the Design and Interactive Media Arts program. The primary activity of the course is the students' amalgamations of technical and aesthetic accomplishment into projects that are representative of individual achievement and principal to the students' portfolio.

DIMA 2900 - Special Topics in DIMA
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course is designed to permit instruction in special content areas not included in other courses of the Design and Interactive Media Arts program.

DIMA 2981 - Internship
Prerequisites: 54.0 credit hours in DIMA and instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 15 **Cr:** 4.5

This 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. Based on state guidelines, students must complete 40 hours of work for each credit hour. Students must have completed 54.0 credit hours in their discipline to be eligible for an internship. Interested students must contact program faculty to develop an internship to meet their academic and career goals. **NOTE:** Previous on-the-job training or work experience may not be applied to fulfill the requirements of this course.

Mechanical Drafting Technology

DRAF 1050 - CAD for Fabrication
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn basic computer-aided design methods using CAD software. Topics include drawing techniques and terminology using ANSI standards, text creation and editing, dimensioning, CAD menus, file management, plotting, and drawing and display commands. Other AutoCAD commands include model space and layout, viewports, polylines, and use of attributes.

DRAF 1100 - AutoCAD Fundamentals
Lec: 9 **Lab:** 0 **Cr:** 9

This course introduces computer-aided design methods using AutoCAD software. It covers drawing techniques and terminology using ANSI standards, text creation and editing, dimensioning, AutoCAD menus, file management, plotting, and drawing and display commands. Other AutoCAD commands include model space and layout, viewports, polylines, and use of attributes. **NOTE:** Students can take any design course after successful completion of AutoCAD Fundamentals. Design courses are DRAF 1200, DRAF 1400, DRAF 2200, and DRAF 2400.

DRAF 1200 - Design for Precision (Measurement)
Prerequisites: DRAF 1100
Lec: 9 **Lab:** 0 **Cr:** 9

This course presents dimensioning techniques that apply to manufactured products. It introduces geometric dimensioning and tolerancing used in the selection and application of dimensions. Students use the micrometer, caliper, and other precise measuring instruments to measure actual manufactured products. They examine fits and allowances and current ANSI standards. Students complete lab assignments using CAD software.

DRAF 1300 - Inventor Fundamentals
Lec: 9 **Lab:** 0 **Cr:** 9

This course provides an understanding of the features and functions of Inventor software. It examines principles of solids modeling and parametric design and covers complex part modeling techniques, drawing view creating and editing, and assembly modeling. Students also learn annotations, dimensions, tables, and bills of material. This is a hands-on, project-based course.

DRAF 1400 - Manufacturing Process Design
Prerequisites: DRAF 1100
Lec: 9 **Lab:** 0 **Cr:** 9

This course examines the design process as it relates to manufactured products. Students also examine the materials and processes found in the manufacturing industry. They study the properties and processing of metals, including machining, welding, forging, casting, and forming. Working with prototypes is emphasized as well. Drawings are completed using the CAD system.

DRAF 2100 - SolidWorks Fundamentals
Lec: 9 **Lab:** 0 **Cr:** 9

Students use SolidWorks, a parametric solid modeling and rendering software, to model parts, drawings, and assemblies. Topics include sweep, loft, extrude, and revolve. The course also features top-down assembly modeling. This is a hands-on, project-based course.

DRAF 2200 - Machine Design Principles
Prerequisites: DRAF 1100
Lec: 9 **Lab:** 0 **Cr:** 9

Students complete detail and assembly drawings on the CAD system with regard to the numerous design considerations found in machine controls, power transmissions, seals, gears, and mechanical linkages. They look at design considerations as they pertain to mechanisms that change speed and movement of various industrial machines. Students use CAD software to draw, design, and analyze the mechanisms.

DRAF 2300 - Creo (Pro/E) Fundamentals
Lec: 9 **Lab:** 0 **Cr:** 9

This course examines the principles of solids modeling and parametric design using Creo (Pro/ENGINEER) software. It also covers the understanding of part modeling, assembling modeling, management, and troubleshooting. The course includes views, assembly drawings, dimension and notes, tables, symbols, bills of material, and drawings of complex assemblies. This is a hands-on, project-based course.

DRAF 2400 - Tool Design Processes
Prerequisites: DRAF 1100
Lec: 9 **Lab:** 0 **Cr:** 9

This course is a comprehensive study of the principles of the design for jigs and fixtures, dies and gages. It examines the study of tool steel and other materials. Students explore use of standard components, vendor catalogs, handbooks, and the CAD system.

DRAF 2900 - Special Topics in Mechanical Design Technology
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Mechanical Design Technology program.

DRAF 2981 - Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This internship provides students the opportunity to apply their knowledge, learn new techniques, and get on-the-job training at an approved work site. To develop an internship to meet their academic and career goals, interested students must contact program faculty or the appropriate academic dean. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Early Childhood Education

ECED 1050 - Expressive Arts
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course covers selection, construction, and use of materials, activities, and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum is for three to eight years of age. This course requires field experience contact hours within early childhood education settings.

ECED 1060 - Observation, Assessment, and Guidance
Recommended: ENGL 1010 or ENGL 1220 or ENGL 1230. For students planning to transfer, ENGL 1010 is the better choice.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces a variety of observation, assessment, and guidance strategies used in early childhood education settings for birth through age eight. This course requires field experience contact hours within early childhood education settings.

ECED 1110 - Infant and Toddler Development
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course focuses on typical and atypical development of children in the prenatal period of development through 36 months of age. It examines planning curriculum in the domains of physical growth and motor skills, cognition, language, and social and emotional development. This course requires field experience contact hours within early childhood education settings.

ECED 1120 - Preschool Child Development
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course focuses on typical and atypical development of the child ages three to five years in the seven domains of development in accordance with the Nebraska Early Learning Guidelines 3 to 5 years. This course requires field experience contact hours within early childhood education settings.

ECED 1150 - Introduction to Early Childhood Education
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an overview of early childhood education, history, and trends. It examines the philosophies of various programs, diversity, inclusion, licensing standards, current legislation, professionalism, and advocacy. This course requires field experience contact hours within early childhood education settings.

ECED 1160 - Early Language and Literacy
Prerequisites: Take two courses from ECED 1110, ECED 1120, or ECED 1230 must be completed prior to taking this course.
Recommended: Select one of the following English Level 1 courses: ENGL 1010, ENGL 1220, or ENGL 1230
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course focuses on the development of literacy and language skills from birth to age eight. Students plan and prepare developmentally appropriate literacy and language activities. This course requires field experience contact hours within early childhood education settings.

ECED 1220 - Prepracticum
Lec: 1.5 **Lab:** 0 **Cr:** 1.5

This course provides an orientation to practicum experiences in the Early Childhood Education program. Students study child care licensing requirements for their state, obtain a current health report, and have their names cleared through appropriate background checks. Students understand practicum expectations and responsibilities, methods of evaluation, and the importance of professionalism in the work place. Prepracticum should be taken the quarter prior to the student's first anticipated practicum.

ECED 1221 - Infant Practicum
Prerequisites: A practicum application must be completed, reviewed and approved by the Early Childhood Program practicum instructors prior to taking

this course.
Lec: 1.5 **Lab:** 4.5 **Cr:** 3

Students work with infants (six weeks through 12 months of age) on a weekly basis and become familiar with the daily routine of programs serving these ages. Basic skills include developmentally appropriate interactions, supporting caregiver plans, and fostering children's development. Students spend 45 hours with infants and plan experiences appropriate for this age group. Students are required to attend bi-monthly one-hour seminar sessions. Students enrolling in the ECED practica should follow the procedures on the early childhood practicum website at https://www.mccneb.edu/Academics/Programs-of-Study/Community-and-Human-Services/Early-Childhood-Education.

ECED 1222 - Toddler Practicum

Prerequisites: ECED Practicum Coordinator Permission must be completed prior to taking this course.
Lec: 1.5 **Lab:** 4.5 **Cr:** 3.0

Students work with toddlers (12-36 months) on a weekly basis and become familiar with the daily routine of programs serving these ages. Basic skills include developmentally appropriate interactions, supporting caregiver plans, and fostering children's development. Students spend 45 hours with toddlers and plan experiences appropriate for this age group. Students are required to attend bi-monthly one-hour seminar sessions. Students enrolling in the ECED practica should follow the procedures on the early childhood practicum website at https://www.mccneb.edu/Academics/Programs-of-Study/Community-and-Human-Services/Early-Childhood-Education.

ECED 1230 - School-Age Child Development and Programming

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course focuses on typical and atypical development of the child ages five through 12 years. This course examines program design in school setting that addresses the Nebraska Kindergarten and school-age guidelines. This course requires field experience contact hours within early childhood education settings.

ECED 1240 - Preschool-Age Practicum

Prerequisites: ECED Practicum Coordinator Permission must be completed prior to taking this course.
Lec: 1.5 **Lab:** 4.5 **Cr:** 3

Students work with preschool-age children on a weekly basis and become familiar with the daily routine of programs serving these ages. Basic skills include developmentally appropriate interactions, supporting caregiver plans, and fostering development. Students spend 45 hours with the preschool-age children and plan a few experiences appropriate for this age group. Students are required to attend a one-hour seminar sessions with the assigned instructor.

ECED 1241 - School-Age Practicum

Prerequisites: ECED Practicum Coordinator Permission must be completed prior to taking this course.
Lec: 1.5 **Lab:** 4.5 **Cr:** 3.0

Students work with school age children (5- 8 years of age) on a weekly basis and become familiar with the daily routine of programs serving these ages. Basic skills include developmentally appropriate interactions, supporting teacher plans, and fostering development. Students spend 45 hours with school-age children plan a few experiences appropriate for this age group.

ECED 1260 - Children's Health and Nutrition

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students focus on best practices to gain an understanding of the inter-relatedness of health, safety, and nutrition in the life of a young child, birth through age eight. Students learn about health appraisals and appropriate assessment tools. They make an in-depth analysis of the infectious process and effective control of communicable diseases and acute illness found in the early childhood years and settings. The course examines safety management and the handling of child abuse and neglect. Students learn appropriate nutritional guidelines and practices for planning meals and snacks in the classroom. This course requires a minimum of four field experience contact hours within early childhood education settings.

ECED 2050 - Children with Exceptionalities

Prerequisites: ECED 1110, ECED 1120, or ECED 1230 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students become aware of the theory, development, and philosophy or early childhood education programs serving children with exceptionalities. Topics include planning working with families, Communities, legislation, role of the interventionist, interdisciplinary teams, and inclusion of children with special needs in natural environments. This course requires field experience contact hours within early childhood education settings.

ECED 2060 - Early Childhood Education Curriculum Planning

Prerequisites: ECED 1240; ECED 1150; and ECED 1160 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course prepares students to plan implement and deliver a developmentally appropriate curriculum and environments for children three to eight years of age. Topics include Methodogic and teaching pedagodgy of teaching young children in various Early Childhood settings. This course requires field experience contact hours within early childhood education settings.

ECED 2061 - Child Guidance Techniques

Prerequisites: ECED 1060
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course focuses on the techniques teachers can use to help children between birth and eight years of age develop pro-social behaviors. Emphasis is placed on the foundation of guidance coming through the understanding of child development and observational skills. Indirect and direct guidance techniques are examined. The indoor and outdoor environments along with developmentally appropriate curriculum are emphasized. Focus is placed on prevention rather than discipline within the family and cultural context. Finally, students also explore techniques for dealing with challenging behaviors that can be exhibited in the classroom. Outcomes for this course emphasize application of the techniques studied. This course requires field experience contact hours within early childhood education settings.

ECED 2070 - Family and Community Relationships

Prerequisites: Completion of all first-year courses as stated in the college catalog must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course focuses on the development of skills, techniques, attitudes and cultural sensitivities needed to form successful collaborations with diverse families and communities. This course requires field experience contact hours within early childhood education settings.

ECED 2090 - Early Childhood Student Teaching Practicum

Prerequisites: ECED Practicum Coordinator approval must be completed prior to taking this course.
Lec: 0 **Lab:** 18 **Cr:** 6

Students work closely with a supervising teacher to develop skills in management, environmental planning, and curriculum development. Students may select the age group with whom to specialize. Students are expected to select and develop materials for interest centers and develop and implement daily lesson plans. Students are required to attend bi-monthly one-hour seminar sessions with the assigned instructor. Students enrolling in the ECED practica should register through the Early Childhood Practicum website at https://www.mccneb.edu/Academics/Programs-of-Study/Community-and-Human-Services/Early-Childhood-Education.

ECED 2091 - Early Childhood Administrative Practicum

Prerequisites: A practicum application must be completed, reviewed and approved by the Early Childhood Program practicum instructors prior to taking this course.
Lec: 0 **Lab:** 18 **Cr:** 6

Students work closely with a director/administrator of an early childhood education program. Students gain experiences in policy review, record keeping, staff management and training, staff supervision, budgeting, and hiring. Other experiences can include program management of spatial resources, health and safety programs, foodservice operations, parent relations, and utilization of technology in the operation of an early childhood program.

ECED 2900 - Special Topics in Child Care

Lec: Variable **Lab:** 0 **Cr:** Variable

This course allows the Early Childhood Education program to design courses to meet the specific needs of an agency, organization, education program, or group.

Economics

ECON 1000 - Macroeconomics

Recommended: BSAD 1000 and math requirements
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students study the "big ideas" of macroeconomics such as GDP, inflation, unemployment, labor, and international trade. A look at public-policy decision making using macro theories such as: monetary policy, fiscal policy and other economic-stabilization theories, and the advantages and drawbacks of using them to address the economic challenges facing our economy is also examined by the students.

ECON 1050 - Survey of Economics

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students develop a basic understanding of economics to apply in daily living. Students learn the predominate economic principles of western economic thought and how these principles permeate through the fundamental concepts governing our economic interactions, institutions, and policies. With this new understanding, students develop an analytical framework with which to view the functioning of market and mixed economic systems.

ECON 1100 - Microeconomics

Recommended: BSAD 1000 and math requirements
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students examine the theory and application of the four market structures; pure competition, monopolistic competition, oligopoly, and monopoly. Students determine the revenue, costs, output, and prices for each market structure along with the social implications of each market form. In addition, the students analyze various social issues such as consumer choice, pollution, health care, public works projects, and poverty transfer programs using the microeconomic principles of elasticity, benefit and cost, and diminishing returns analysis.

ECON 2700 - Emergent Economics

Prerequisites: ECON 1050 or ECON 1000 and ECON 1100 must be completed prior to this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students examine economic development within the context of a major set of problems, such as poverty, inequality, population growth, the impact of very rapid urbanization and expansion of megacities, persistent public health challenges, environmental decay, and regions experiencing rural stagnation, along with the challenges of government and market failure. Students apply the models and concepts presented to real-world development problems.

ECON 2710 - Comparative Economics

Prerequisites: ECON 1050 or ECON 1000 and ECON 1100
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students review major economic systems in theory and practice and compare them through an examination of the systems of various countries/regions, including the former Soviet Union, Cuba, China, Japan, Europe, Pacific Rim, multiple South American and other economies. Students examine market-oriented systems versus planned economic systems, the concepts of economic freedom and economic order, and the perceived trade-off between efficiency and equity.

ECON 2720 - Global Economics

Prerequisites: ECON 1050 or ECON 1000 and ECON 1100 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students examine a broad overview of the fundamentals of international business and trade, and get familiar with the basic terminology, key concepts and issues relative to the subject. Students study the global economy including international trade, investments and the business environment. In addition, students analyze the management of multi-national firms in the context of the international financial system.

ECON 2730 - Economic Geography

Prerequisites: ECON 1050 or ECON 1000 and ECON 1100 must be completed prior to this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn economic geography by exploring the driving spatial patterns of economic activity at the global, national, regional, and local levels. Topics include economic globalization, spatial distribution of industrial sectors, multinational corporations, international trade, regional economic development, and illegal economic activities. Students examine a historic and contemporary perspective, focusing on the global marketplace in both the developed and developing world.

ECON 2900 - Special Topics in Economics

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other economics courses.

Education

EDUC 0090 - Math Praxis CORE Academic Skills for Educators Test

Lec: 1 **Lab:** 0 **Cr:** 1
Offered: Online

This course prepares students for the Praxis CORE Academic Skills for Educators Test for students entering a teacher education program. Students conduct self-paced practice tests and learning activities in the area of math.

EDUC 0091 - Reading Praxis CORE Academic Skills for Educators Test

Lec: 1 **Lab:** 0 **Cr:** 1
Offered: Online

This course prepares students for the Praxis CORE Academic Skills for Educators Test for students entering a teacher education program. Students conduct self-paced practice tests and learning activities in the area of reading.

EDUC 0092 - Writing Praxis CORE Academic Skills for Educators Test
Lec: 1 **Lab:** 0 **Cr:** 1
Offered: Online

This course prepares students for the Praxis CORE Academic Skills for Educators Test for students entering a teacher education program. Students conduct self-paced practice tests and learning activities in the area of writing.

EDUC 1110 - Introduction to Professional Education
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

An overview of education in the United States viewed in terms of history, philosophy, finance and governance, this course encourages critical thought regarding the role of education in our multicultural society, the role of the teacher, and educational practices in schools. The course is designed to help students explore education as a prospective career.

EDUC 2000 - Educational Psychology
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

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 with emphasis on development, learning, motivation, evaluation, adjustment, and educational techniques and innovations.

EDUC 2020 - Educational Foundations
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

This course provides the philosophical, historical, and social foundations background that enables teacher candidates to understand their roles as teachers and as orchestrators of the learning environment. The content is based on a study of the driving social forces as they relate to different time periods and philosophic positions and the impact these forces have in shaping the role of education. Teacher candidates study and understand the national and state standards relevant to K-12 education and teacher preparation in the United States. They acquire competency in using education technologies such as Internet-based course delivery systems, database software, and digital portfolios. Teacher candidates develop dispositions for ethics in teaching and a high-level commitment for the teaching profession.

EDUC 2030 - Human Relations in Education
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

This course is designed to increase multicultural knowledge and positively impact the diversity disposition of pre-service teachers. It is designed to help pre-service teachers become more aware of ways to motivate and positively impact the youth they encounter in their future classrooms. High value is placed on the discussion of human understanding, tolerance, and the acceptance of multiple worldviews. Teacher candidates examine existing attitudes toward various minority groups, such as race, ethnicity, age, sex, and mental and physical disabilities, and explore the ways in which these attitudes influence the assessment of learner needs and prescribed learning activities. Teacher candidates also examine the role of attitudes in implementing and assessing learning experiences. The course places special emphasis on skill development and the training of pre-service teachers to be effective orchestrators of the learning environment, which helps to ensure the performance assessment of teacher candidates.

EDUC 2040 - Human Growth and Learning
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students examine human growth and learning from conception through adolescence. Students learn about current educational practices and how theories of development and learning impact and influence each other. Students participate in field-based learning opportunities.

EDUC 2590 - Instructional Technology
Recommended: EDUC 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to a variety of technologies and strategies for use in the instructional process to accommodate all learners. The focus is also on the social, ethical, legal, and human issues surrounding the use of technology.

Electrical Apprenticeship

ELAP 1110 - Electrical IA
Lec: 7 **Lab:** 0 **Cr:** 7

Students learn basic electrical theory and principles. Through classroom instruction, students explore and gain an understanding of what electricity is, how it works

and how it is used. Students become competent in the understanding of electrical circuitry and performing electrical calculations.

ELAP 1120 - Electrical IB
Prerequisites: ELAP 1110
Lec: 7 **Lab:** 0 **Cr:** 7

Students explore and learn about the National Electric Code (N.E.C.). Through classroom instruction, students gain an understanding of the purpose, scope, and arrangement of the N.E.C., as well as how it is enforced in the electrical industry. Students learn how to navigate and comprehend the requirements for electrical installations of the N.E.C. Students also learn and demonstrate basic conduit bending skills.

ELAP 1210 - Electrical IIA
Prerequisites: ELAP 1120
Lec: 7 **Lab:** 0 **Cr:** 7

Students learn the layout and construction of residential electrical systems with emphasis on the National Electric Code (N.E.C.). Through classroom instruction and projects, they gain an understanding of residential blueprints, branch circuits, conductor sizing, protective devices and wiring methods.

ELAP 1220 - Electrical IIB
Prerequisites: ELAP 1210
Lec: 7 **Lab:** 0 **Cr:** 7

Students learn the design and installation of complete residential electrical systems with emphasis on the National Electric Code (N.E.C.). Through classroom instruction and projects, they gain an understanding of how to layout the electrical system for a residential occupancy. Students learn the requirements for low voltage wiring, detection systems, appliances and swimming pools and spas.

ELAP 2310 - Electrical IIIA
Prerequisites: ELAP 1220
Lec: 7 **Lab:** 0 **Cr:** 7

Students learn the layout and construction of commercial electrical systems with emphasis on the National Electric Code (N.E.C.). Through classroom instruction and projects, they gain an understanding of commercial blueprints, conductor selection, general purpose, motor and appliance branch circuits, wiring methods and feeder load calculations and installation.

ELAP 2320 - Electrical IIIB
Prerequisites: ELAP 2310
Lec: 7 **Lab:** 0 **Cr:** 7

Students learn three-phase systems, commercial electrical services, lighting and special systems with emphasis on the requirements of the National Electric Code (N.E.C.). Through classroom lecture and projects, they gain an understanding of the components, wiring methods and calculations used in commercial applications.

ELAP 2410 - Electrical IVA
Prerequisites: ELAP 2320
Lec: 7 **Lab:** 0 **Cr:** 7

Students learn single phase and three phase wye and delta transformers and power systems. Through classroom instruction, they gain an understanding of transformer theory, calculations and sizing and the effects of induction, capacitance and power factor. Students are introduced to the basics of fire alarm systems.

ELAP 2420 - Electrical IVB
Prerequisites: ELAP 2410
Lec: 7 **Lab:** 0 **Cr:** 7

Students learn basic motor controls. Through classroom instruction and hands-on projects they gain an understanding of electric motors and motor controls. Students are introduced to the basics of automation systems and to the National Electric Code (N.E.C.) requirements for hazardous locations.

ELAP 2550 - Journeyman Test Prep Course
Lec: 3 **Lab:** 0 **Cr:** 3

Students learn relevant parts of the National Electric Code (N.E.C.) and electrical calculations, to prepare for successful completion of the journeyman electrician test.

Electrical Mechanical Maintenance Technology

ELME 1050 - Mechanical Print Reading
Lec: 4 **Lab:** 0 **Cr:** 4

Students learn the skills required for visualizing and interpreting industrial prints and freehand technical sketching. Topics include identifying prints, drafting and print-reading procedures, machining specifications, geometric dimensioning, and applied mathematics.

ELME 1210 - Introduction to Motors
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an overview of the operation of electric motors. Topics include magnetism, identification of motor types, and connecting to power sources. The

course covers DC motors, AC motors, capacitor motors, stepper and servo motors. An introduction to encoders is included.

ELME 1212 - Motor and Machine Controls

Prerequisites: PROT 1250 or ELTR 1200 or ELAP 1220 with a grade of C or better must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

This course introduces state-of-the-art motor control components and provides students with a basic knowledge of control circuitry. Students build on their experiences from basic electricity courses by designing, building, and troubleshooting more complex circuits. The designed circuits control live, three-phase, line voltage equipment. Students use devices such as contactors, motor-starters, relays, timers, mechanical, and proximity switches. They also learn about and utilize electronic motor controls and programmable devices such as variable frequency drives.

ELME 2060 - Mechanical Power Systems

Lec: 4 **Lab:** 0 **Cr:** 4

This course covers mechanical power system essentials. Topics include belts, pulleys, sheaves, lubrication, gears, sprockets, gear reducers, bearings, couplings, and chain drives.

ELME 2070 - Hydraulics and Pneumatics

Lec: 4 **Lab:** 0 **Cr:** 4

This course covers the basics of fluid power, both hydraulic and pneumatic. It also covers transmission of fluid energy, identification of components, and controls.

ELME 2231 - Programmable Logic Controllers I

Prerequisites: ELME 1212 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces programmable logic controllers. It covers various programmable control devices. It covers system components, installation, and introductory programming terms. Students learn to monitor, upload, and download programs to processors. NOTE: Students registering for this class and planning to go on to ELME 2232 Programmable Logic Controllers II must register for both classes. ELME 2231 and ELME 2232 run 5.5 weeks consecutively during the same quarter.

ELME 2232 - Programmable Logic Controllers II

Prerequisites: ELME 2231 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course focuses on troubleshooting machine problems using the programmable logic controller. It covers search functions, timers, counters, and editing of existing programs. Students learn to diagnose machine failures through the processor program.

ELME 2235 - Programmable Logic Controllers Applications

Prerequisites: ELME 2232 with a grade of C or better
Recommended: ELME 1050, ELME 2060, and ELME 2070
Lec: 9 **Lab:** 0 **Cr:** 9

This course builds on the knowledge and skills learned in previous programmable logic controller courses. It covers programming analog devices and the integration and programming of operator interfaces, such as digital displays and touch screens. Students study and practice the creation of machine files and documentation as well as the process of working from the rules of operation and creating a program. The course challenges students to write a program, test and de-bug the program, and commission a machine into final operation.

ELME 2981 - Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 21.8 **Cr:** 6

The internship provides students the opportunity to apply their knowledge, learn new techniques, and get on-the-job training at an approved work site. To develop an internship to meet their academic and career goals, interested students must contact their program faculty. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Electrical Technology

ELTR 1200 - Basic Electricity

Lec: 8 **Lab:** 0 **Cr:** 8

This course is an introduction to the electrical field. Students are exposed to electrical fundamentals of safety, theory, electrical circuit calculations, and electrical device installations. This course includes hands-on training of basic wiring circuits, the usage of a meter, and simple troubleshooting skills. **NOTE:** Completion of ELTR 1200 with a grade of C or better is required to advance to the next level class.

ELTR 1210 - Residential Wiring

Prerequisites: ELTR 1200 with a grade of C or better
Lec: 9 **Lab:** 0 **Cr:** 9

Students gain basic knowledge of the electrical circuitry found in residential wiring. Students learn to apply the

National Electrical Code (NEC) standards. Students participate in hands-on training to learn wiring of residential dwellings and safe wiring practices.

ELTR 1220 - Commercial Wiring I
Prerequisites: ELTR 1210 and ELTR 2240 with grade of C or better
Lec: 9 **Lab:** 0 **Cr:** 9

Students gain a basic knowledge of circuits used in commercial wiring applications. Fundamentals of pipe bending, complete raceway installations, and calculations are introduced. As a team, students build a small office setting following National Electrical Code guidelines.

ELTR 1250 - Electric Equipment Controls
Prerequisites: ELTR 1220 with a grade of C or better
Lec: 6 **Lab:** 0 **Cr:** 6

Students learn the electric controls for general motor controllers, such as, time clock lighting controls, AC and DC controls, and heat pumps among others. Students learn the allowable ampacities for various circuits and the NEC code regulations that define each. Troubleshooting procedures are explained and practiced.

ELTR 2100 - Project Leadership
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students experience multiple opportunities to apply Nebraska Career Readiness Standards including developing interpersonal skills, working in teams, practicing effective communication skills, and utilizing problem-solving techniques. Students gain knowledge in establishing a personal brand, skills in networking, and developing a professional career portfolio including an industry-specific resume, work projects, and accomplishments. Students learn construction industry work expectations and job search strategies.

ELTR 2240 - National Electrical Code
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn to effectively use the National Electrical Code.

ELTR 2250 - Commercial Wiring II
Prerequisites: ELTR 1220 with a grade of C or better
Lec: 6 **Lab:** 0 **Cr:** 6

This course is a continuation of Commercial Wiring I. Students focus on advanced devices, equipment installations, troubleshooting, and repairs. Further study of calculations for equipment and National Electrical Code are included.

ELTR 2331 - Electric Services and Transformers
Prerequisites: ELTR 1220 with a grade of C or better
Lec: 6 **Lab:** 0 **Cr:** 6

Students learn electric service fundamentals, system transformers, and principals of grounding and bonding electrical systems. Students gain basic knowledge of National Electrical Code Articles 230 and 250.

ELTR 2900 - Special Topics in Electrical Technology
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Electrical Technology program.

ELTR 2981 - Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 36.4 **Cr:** 4

The internship provides students with the opportunity to apply their knowledge, learn new techniques, and get on-the-job training at an approved work site. To develop an internship to meet their academic and career goals, interested students must contact their program faculty. Based on Nebraska State Electrical Board guidelines, students must complete 400 hours of work related to the electrical trade. **NOTE:** Completion of ELTR 2981 with a grade of C or better is required to complete program.

Emergency Medical Services Program

EMSP 1000 - Cardiopulmonary Resuscitation for Healthcare Providers
Lec: 1 **Lab:** 0 **Cr:** 1

This course will teach the participant how to recognize and respond to life-threatening emergencies such as cardiac arrest, respiratory arrest, and foreign-body airway obstruction (choking). The student will learn to recognize heart attack and stroke symptoms in adults and breathing difficulty in children. This course teaches the skills needed to respond to emergencies identified. The participant will learn the skills of CPR for victims of all ages (including ventilation with barrier devices and bag-mask devices), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

EMSP 1005 - CPR Refresher
Prerequisites: Current Healthcare Provider card must be completed prior to taking this course.
Lec: 0.5 **Lab:** 0 **Cr:** 0.5

This course will review with the participant how to recognize and respond to life-threatening emergencies such as cardiac arrest, respiratory arrest, and foreign-body airway obstruction (choking). The student will review when to recognize heart attack and stroke symptoms in adults and breathing difficulty in children. This course teaches the skills needed to respond to the emergencies identified. The participant will review the skills of CPR for victims of all ages (including ventilation with barrier devices and bag-mask devices), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

EMSP 1010 - Heartsaver First Aid with CPR and AED
Lec: 1 **Lab:** 0 **Cr:** 1

This course teaches rescuers to effectively identify and treat adult emergencies in the critical first minutes of injury or illness until emergency medical service personnel arrive. The course provides basic training solutions for first aid, adult CPR, and use of an automated external defibrillator.

EMSP 1012 - Community Emergency Response Team
Prerequisites: EMSP 1000
Lec: 1 **Lab:** 0 **Cr:** 1

The community emergency response team (CERT) program educates students about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach that professional responders can rely on during disaster situations. Through CERT the capabilities to prepare for, respond to and recover from disasters is built and enhanced.

EMSP 1020 - Emergency Medical Responder
Prerequisites: EMSP 1000
Lec: 4 **Lab:** 4.5 **Cr:** 5.5

This course is designed to instruct a student to the level of Emergency Medical Responder, who serves as a vital link in the chain of the health care team. This curriculum includes skills necessary for the individual to provide emergency medical care with a limited amount of equipment. Successful completion of the program will allow the student to sit for the certifying exam.

EMSP 1100 - Emergency Medical Technician
Lec: 10 **Lab:** 6 **Cr:** 12

This Emergency Medical Technician course provides an introduction to Emergency Medical Care. Modules of training will include medical-legal, roles and responsibilities of the EMT, documentation and communication, human body anatomy and physiology of the major human systems, medical terminology, lifting and moving, airway management basic and advanced, patient assessment, medical and trauma, medical emergencies, treatment, and use of assisted medications and IV maintenance, bleeding control and shock, trauma emergencies, use of immobilization devices, obstetrical emergencies, childbirth, pediatrics and children emergencies, ambulance operations, hazardous materials, mass casualty, and triage. This course consists of 110 didactic hours, 55 hours of lab, and 15 hours of patient contact.

EMSP 1105 - EMT Refresher
Lec: 3 **Lab:** 0 **Cr:** 3

This course reviews material previously learned by the participant. The intent of this course is to maintain a provider's competence in knowledge and skill performance. EMSP 1105 is designed to meet the hours to renew certification as well as for those who may need remediation to gain initial certification.

EMSP 1110 - Advanced EMT
Prerequisites: Must be an EMT prior to taking this course.
Lec: 10 **Lab:** 6 **Cr:** 12

This course is part 1 of a sequence of 2 courses in the Advanced EMT (AEMT) program that must be completed consecutively. This course provides the AEMT's role and the unique aspects of the profession, such as an overview of EMS systems, the importance of personal well-being, and introduction to ethics and medical/legal issues. The module also provides the understanding of general principles of anatomy and physiology, pharmacology, medication administration, intravenous access, airway management basic and advanced, patient assessment, and introduction to respiratory emergencies and management.

EMSP 1112 - Advanced EMT Part 2 of 2
Prerequisites: EMSP 1110
Pre/Corequisite: EMSP 1113
Lec: 10 **Lab:** 6 **Cr:** 12

This course is part 2 of a sequence of 2 in the Advanced EMT program that must be completed consecutively.

This course provides an introduction to cardiac, neurological, endocrine, urological, and lymphatic emergencies. This course will provide the understanding of anatomy and physiology, signs and symptoms, and medical care of the above-mentioned medical emergencies. In conjunction with this course, the students will also be required to successfully complete (C or above) EMSP 1113.

EMSP 1113 - Advanced EMT Clinical/Field Component

Prerequisites: EMSP 1110
Pre/Corequisite: EMSP 1112
Lec: 0 **Lab:** 10.5 **Cr:** 3.5

The clinical/field component of the Advanced EMT (AEMT) program allows the student to synthesize cognitive psychomotor skills. The clinical/field corequisite integrates and reinforces the didactic and skills laboratory component of the AEMT curriculum. The student will follow sound educational principles that will be logically sequenced to proceed from simple to complex tasks, being closely supervised and evaluated by experienced preceptors. This course must be taken concurrently with EMSP 1112.

EMSP 1120 - Paramedic Part 1 of 4

Prerequisites: Acceptance into the Paramedic program must be completed prior to taking this course.
Lec: 10 **Lab:** 6 **Cr:** 12

The Paramedic Part 1 of 4 course is the first in a sequence of four courses that provides an introduction to emergency medical care. The modules in the first session provide knowledge of EMS systems, roles, responsibility and well-being of paramedic, medical, legal and ethical issues, anatomy and physiology, pathophysiology of the normal cell, respiratory system and acid base balance, general principles of pharmacology, IV access and medication administration, airway management and ventilation, therapeutic communication, patient assessment, communication and documentation, and understanding of respiratory emergencies. NOTE: All paramedic courses must be taken consecutively, completed with a C or above, and taken concurrently with their respective corequisite clinical/field component in order to sit for the Paramedic certification exam.

EMSP 1122 - Paramedic Part 2 of 4

Prerequisites: EMSP 1120
Pre/Corequisite: EMSP 1123
Lec: 10 **Lab:** 6 **Cr:** 12

This course provides an introduction to medical emergencies. Modules provide the understanding of anatomy and physiology, signs and symptoms and medical care of the cardiac, neurological, endocrine, gastrointestinal, allergies and anaphylaxis, and urological systems. NOTE: All paramedic courses must be taken consecutively, completed with a C or above, and taken concurrently with their respective corequisite clinical/field component in order to sit for the Paramedic certification exam.

EMSP 1123 - Paramedic Clinical/Field Component Part 1 of 3

Prerequisites: EMSP 1120
Pre/Corequisite: EMSP 1122
Lec: 0 **Lab:** 11 **Cr:** 3.5

The clinical/field component of the paramedic program allows the student to synthesize cognitive and psychomotor skills. As the clinical/field corequisite of EMSP 1122 Paramedic Part 2 of 4, this course integrates and reinforces the didactic and skills laboratory component of the paramedic curriculum. The student will follow sound educational principles that will be logically sequenced to proceed from simple to complex tasks, being closely supervised and evaluated by experienced preceptors. This course must be taken concurrently with EMSP 1122.

EMSP 1124 - Paramedic Part 3 of 4

Prerequisites: EMSP 1120; EMSP 1122; and EMSP 1123 must be completed prior to taking this course.
Pre/Corequisite: EMSP 1125
Lec: 10 **Lab:** 6 **Cr:** 12

This course provides an introduction to hematological, environmental, toxicological, behavioral, trauma, obstetrical, pediatrics, geriatric emergencies, hazardous materials, and weapons of mass destruction. Modules provide the understanding of anatomy and physiology, signs and symptoms, and medical care of the above-mentioned emergencies. NOTE: All paramedic courses must be taken consecutively, completed with a C or above, and taken concurrently with their respective co-requisite clinical/field component in order to sit for the Paramedic certification exam.

EMSP 1125 - Paramedic Clinical/Field Part 2 of 3

Prerequisites: EMSP 1122 and EMSP 1123
Pre/Corequisite: EMSP 1124
Lec: 0 **Lab:** 11 **Cr:** 3.5

The clinical/field component of the paramedic program allows the student to synthesize cognitive and psychomotor skills. This course EMSP 1125 is the clinical/field corequisite of EMSP 1124 that integrates and reinforces the didactic and skills laboratory component of the paramedic curriculum. The student will follow sound educational principles that are logically sequenced to proceed from simple to complex tasks,

being closely supervised and evaluated by experienced preceptors.

EMSP 1126 - Paramedic Part 4 of 4

Prerequisites: EMSP 1124 and EMSP 1125
Pre/Corequisite: EMSP 1127
Lec: 10 **Lab:** 6 **Cr:** 12

This course is a part 4 in a sequence of 4 courses in the paramedic program that must be completed consecutively. This course provides an introduction to Bleeding/Shock, Trauma Systems/MIO, Soft Tissue Trauma, Burns, Face/Head/Neck/Spine/Chest, ABD/GU/GI Trauma, Orthopaedic Trauma, Ambulance Operations, Rescue Operations and Extrication, Hazardous and Weapons of Mass Destruction, Mass Casualty Incidence and Crime Scene Awareness. In conjunction with this course, the paramedic students will also be required to successfully complete the clinical/field co-requisite, EMSP 1127 Clinical/Field Part 3 of 3.

EMSP 1127 - Paramedic Clinical/Field Part 3 of 3

Prerequisites: EMSP 1124 and EMSP 1125
Pre/Corequisite: EMSP 1126
Lec: 0 **Lab:** 11 **Cr:** 4

The clinical/field component of the paramedic program allows the student to synthesize cognitive and psychomotor skills. This course EMSP 1127 is the clinical/field corequisite of EMSP 1126 that integrates and reinforces the didactic and skills laboratory component of the paramedic curriculum. The student will follow sound educational principles that will be logically sequenced to proceed from simple to complex tasks, being closely supervised and evaluated by experienced preceptors.

EMSP 1128 - Extended Paramedic Clinical/Field Rotation

Prerequisites: EMSP 1127
Lec: 0 **Lab:** 6 **Cr:** 2

This additional clinical/field component of the paramedic program allows the student to develop a level of mastery in cognitive and psychomotor skills. This course EMSP 1128 is the elective clinical/field course that integrates and reinforces the didactic and skills laboratory component of the paramedic curriculum with an emphasis on critical thinking and team leadership. The student will follow sound educational principles that will be logically sequenced to proceed from simple to complex tasks, being closely supervised and evaluated by experienced preceptors. This course may be taken upon successful completion of EMSP 1127 as an additional elective for the student who has otherwise not been able to complete the Department of Transportation clinical/field requirements in EMSP 1127. EMSP 1128 is not necessary for degree completion.

EMSP 1129 - Advanced Provider Renewal

Prerequisites: Completion of an Advanced EMT or Paramedic course must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course EMSP 1129 reviews material already known by the participant. The intent of this course is to maintain a provider's competence in knowledge and skill performance. EMSP 1129 is designed to meet the hours to renew certification as well as those who may need remediation to gain certification. EMSP 1129 meets the standards of the National Registry of Emergency Medical Technician Continued Competency.

EMSP 1130 - Emergency Medical Services Instructor

Prerequisites: National Registered EMS Provider and Healthcare Provider Instructor must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6

This course is designed for the EMS Provider to become an educator who understands how the adult student learns, and to provide learning opportunities that support their intellectual, professional, and personal development.

EMSP 1131 - Critical Care Paramedic

Prerequisites: Current certification as a paramedic must be completed prior to taking this course.
Lec: 6.5 **Lab:** 0 **Cr:** 6.5

This course is designed to give the paramedic the increased knowledge and skills to manage the critically injured/ill patient while being transported from one healthcare facility to another by critical care transport services.

EMSP 1400 - Advanced Medical Life Support

Prerequisites: Emergency field-experienced EMT; or paramedic or RN; or RN student or paramedic student with emergency care experience must be completed prior to taking this course.
Lec: 2 **Lab:** 0 **Cr:** 2

Advanced Medical Life Support is an in-depth study of medical emergencies for the adult patient. The provider course emphasizes a pragmatic approach and systematic format to patient care. This course is designed to combine interactive case study-based lectures with hands-on physical assessment of patients.

EMSP 1410 - Pre-Hospital Trauma Life Support

Lec: 2 **Lab:** 0 **Cr:** 2

The Pre-Hospital Trauma Life Support course is designed to provide the practicing pre-hospital care provider with a specific body of knowledge related to the pre-hospital assessment and care of the trauma patient. It is stressed that this is a continuing education program and contains information that may be a review for some or all participants. The uniqueness of this program rests not with an entirely new body of knowledge but instead with advances in pre-hospital trauma intervention techniques. New combinations and applications of existing skills and knowledge are being used to better the patient's chances at surviving traumatic events.

EMSP 1420 - Advanced Cardiac Life Support

Prerequisites: EMSP 1000; advanced healthcare provider; and instructor approval must be completed prior to taking this course.
Lec: 2 **Lab:** 0 **Cr:** 2

This course will teach the participant how to recognize and respond to life-threatening emergencies such as cardiac arrest, respiratory arrest, stroke, and hypothermic adult patient. The student will review rhythm recognition and how to use the heart monitor in the various modes of electrical therapy. The student will learn to recognize the signs and symptoms along with the management algorithm associated with the individual life threatening rhythm. The Advanced provider will learn and practice the various forms of advanced airway management along with a review of CPR for victims of all ages (including ventilation with barrier devices and bag-mask devices), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

EMSP 1421 - Advanced Cardiac Life Support (ACLS) Renewal

Prerequisites: EMSP 1000; must be advanced healthcare provider; instructor approval; and current ACLS provider card must be completed prior to taking this course.
Lec: 1 **Lab:** 0 **Cr:** 1

This course will review with the participant how to recognize and respond to life-threatening emergencies, such as cardiac arrest, respiratory arrest, stroke, and the hypothermic adult patient. The student will review rhythm recognition and how to use the heart monitor. The participant will review the signs and symptoms along with the management algorithm associated with the individual life threatening rhythm. The advanced provider will review and practice the various forms of advanced airway management along with a review of CPR for victims of all ages (including ventilation with barrier devices and bag-mask devices), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

EMSP 1430 - Pediatric Advanced Life Support (PALS)

Prerequisites: EMSP 1000; must be an advanced healthcare provider; and instructor approval must be completed prior to taking this course.
Lec: 2 **Lab:** 0 **Cr:** 2

This course will review with the participant how to recognize and respond to life-threatening emergencies such as cardiac arrest and respiratory arrest in the pediatric patient. The student will review rhythm recognition and how to use the heart monitor in the various modes of electrical therapy in the pediatric mode. The student will review the signs and symptoms along with the management algorithm associated with pediatric life threatening rhythms. The advanced provider will review and practice the various forms of advanced airway management along with a review of CPR for victims of all pediatric patients (including ventilation with barrier devices and bag-mask devices), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

EMSP 1431 - PALS Renewal

Prerequisites: EMSP 1000; must be an advanced healthcare provider; instructor approval; current PALS provider card must be completed prior to taking this course.
Lec: 1 **Lab:** 0 **Cr:** 1

This course will review with the participant how to recognize and respond to life-threatening emergencies such as cardiac arrest and respiratory arrest in the pediatric patient. The student will review rhythm recognition and how to use the heart monitor in the various modes of electrical therapy in the pediatric mode. The student will review the signs and symptoms along with the management algorithm associated with pediatric life threatening rhythms. The advanced provider will review and practice the various forms of advanced airway management along with a review of CPR for victims of all pediatric patients (including ventilation with barrier devices and bag-mask devices), use of an automated external defibrillator (ED), and relief of foreign-body airway obstruction (FBAO).

EMSP 1440 - Anatomy and Physiology for EMS
Lec: 5 **Lab:** 0 **Cr:** 5

This course is designed to give the EMS provider an understanding of A&P and its correlation with pre-hospital emergency medicine.

EMSP 1450 - Trauma First Response
Lec: 1 **Lab:** 0 **Cr:** 1

This course prepares the student for the role of the first responder: to care for the trauma patient prior to the arrival of the EMS personnel. The curriculum includes airway control, breathing assistance, control of bleeding and shock, understanding closed and open head and spine injury, as well as a variety of other skills. Previous EMS training not required.

EMSP 1460 - Tactical Combat Casualty Care TECC/TCCC
Prerequisites: EMSP 1410
Lec: 2 **Lab:** 0 **Cr:** 2

This is the Department of Defense Tactical Combat Casualty Care (TCCC/TC/3) course as taught to Combat Medics/Corpsmen. This course takes the materials to the civilian setting for those SWAT team members, hostage rescue teams, emergency services units, and special operations units who find themselves caring for casualties in any number of combat situations. The class consists of Introduction to TCCC, Pretest, Care Under Fire, Tactical Field Care, Tactical Evacuation Care, Lessons Learned and Updates.

EMSP 1470 - EMS Safety Course
Lec: 1 **Lab:** 0 **Cr:** 1

This course will identify and address the safety issues facing today's EMS providers and create a culture of safety within the EMS profession and the agencies that provide emergency medical care.

EMSP 1471 - Candidate Physical Ability Test
Prerequisites: Proof of 18 years of age; high school diploma or GED; and signed waivers for participation in CPAT must be completed prior to taking this course.
Lec: 2 **Lab:** 4.5 **Cr:** 3.5

The job of a firefighter is a physically demanding job. It requires high levels of cardiopulmonary endurance, muscular strength, and muscular endurance. This test is designed to allow the candidate to prove the physical ability required to perform the duties of a firefighter. Upon completion of a successful test, the candidate has the certification that fire departments require to hire and train the candidate.

EMSP 1480 - Open Water Scuba Diver
Prerequisites: The student must have mastered the ability to swim prior to taking this course.
Lec: 3 **Lab:** 7.5 **Cr:** 5.5

This course is designed to develop safe and confident open water scuba divers. It provides the student with an intellectual challenge in the areas of physics, biology, and environmental awareness as related to scuba diving. It instills a principle of discipline while achieving the goal of becoming a certified open water scuba diver. The lifestyle aspects of scuba diving, to include exercise and mental activity, provide lifetime benefits of stress management and physical activity. The course introduces and instills an interest in upper-level educational programs in several disciplines. It provides a lifetime certification from an internationally recognized certifying agency, Scuba Schools International (SSI).

EMSP 2900 - Selected Topics in Emergency Medical Services
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the EMSP program.

English

ENGL 0950 - Reading and Responding
Prerequisites: Assessment testing must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore strategies for reading and writing, including analyzing, questioning, discussing, summarizing, and responding to a variety of thematically related texts. Students use the writing process to compose logical, complete summaries and responses.

ENGL 0960 - Fundamentals of College Writing
Prerequisites: Assessment testing or ENGL 0950 must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students practice writing clearly and effectively for different audiences and purposes, exploring the fundamentals of effective essay-writing processes including invention, organization, revision, and editing. This course includes a hybrid lab component with half of the material delivered in class and half delivered via LMS.

ENGL 0990 - Composition Studio

Prerequisites: Placement Testing must be completed prior to taking this course.
Lec: 1.5 **Lab:** 0 **Cr:** 1.5

Students receive supplemental instruction that aligns with their paired section of ENGL 1010. The course focuses on rhetorical awareness, critical reading, writing, and thinking; the writing process; and conventions through workshops, conferences, discussions, and individualized instruction.

ENGL 0995 - Applied Communications Studio

Prerequisites: Placement testing must be completed prior to taking this course.
Lec: 1.5 **Lab:** 0 **Cr:** 1.5

Students receive supplemental instruction that aligns with their paired section of ENGL 1225. Skills learned include writing clearly and concisely; collecting and organizing information and graphics; applying the writing process to a variety of workplace documents; and communicating effectively, verbally and nonverbally.

ENGL 1010 - English Composition I

Prerequisites: 1000-Level Writing Assessment Test Score or ENGL 0960 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students cultivate the critical thinking, analytical reading, and systematic writing practices that are foundational to college-level academic writing. Students are expected to expand their own knowledge, openly engaging with new and challenging ideas through reflection, analysis, and critique. Students practice expressing these complex ideas in multiple genres, focusing on expository and persuasive writing. Using writing as a process that includes planning, drafting, instructor and peer feedback, revision, and reflection, students compose 3 major thesis-driven essays and produce 15-18 pages of polished prose. Students will become self-aware, independent, confident writers who take ownership of their own writing process.

ENGL 1020 - English Composition II

Prerequisites: ENGL 1010 or ENGL 1220 or ENGL 1225 or ENGL 1230 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students build on Level-1 English skills by becoming better critical readers, researchers, and writers. Students design, draft, revise, and edit arguments for specific audiences and purposes. Using research, analysis, and integration of primary and secondary sources, students compose 18-25 pages of polished prose, including one paper of 10-12 pages, with an emphasis on thesis-driven argumentative writing.

ENGL 1220 - Technical Writing

Prerequisites: 1000 Level Writing Assessment Test Score or ENGL 0960 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students develop rhetorical knowledge; practice critical reading, thinking, and writing; and use a writing process to draft, revise, and edit technical documents.

ENGL 1225 - Applied Communications I

Prerequisites: College-level reading and writing proficiency or assessment testing or ENGL 0960 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This innovative course prepares students for the communication challenges of today's often technology-based workplace by surveying business and technical communication principles in a field-specific environment. Skills learned include writing clearly and concisely; reading and analyzing contextualized workplace documents; applying the writing process to a variety of contextualized workplace documents; and communicating effectively, verbally and nonverbally, in typical workplace situations.

ENGL 1230 - Business Writing

Prerequisites: 1000 Level Writing Assessment Test Score or ENGL 0960 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students develop rhetorical knowledge; practice critical reading, thinking, and writing; and use a writing process to draft, revise, and edit workplace documents.

ENGL 1240 - Oral and Written Reports

Prerequisites: English Level 1 course must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students building on Level-1 English skills by becoming better critical readers, researchers, writers, and speakers. Students design, draft, revise, and edit oral and written reports, both informative and argumentative, for specific audiences and purposes. They research, analyze and integrate primary and secondary sources of

information through oral and written technical and workplace reports.

ENGL 1245 - Applied Communications II

Prerequisites: Level I English course must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students build on the skills learned in their Level I English course and further develop industry-specific rhetorical knowledge through contextualized writing and presentation assignments. Students practice critical reading strategies using field-specific texts (work orders, requests for proposals, etc.). Students learn field-specific research strategies and resources. Students practice various forms of workplace writing and oral presentation including action plans and project proposals; and use a writing process to draft, revise and edit documents. This is a Level II class.

ENGL 1310 - Creative Writing

Prerequisites: 1000-Level Writing assessment test score or ENGL 0960 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students will learn and practice the core elements of craft (Imagery, Genre, Musicality, Dialogue, Characterization, Conflict/Tension, and Point of View) that are used to create successful stories and poems and discuss and respond to the use of these elements in published work and the work of other students.

ENGL 1311 - Poetry Writing Studio

Prerequisites: ENGL 1310
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the elements and styles of poetry, practicing form, musicality, imagery, and metaphor. Students read and write lyric and narrative poems in both traditional forms and free verse. In addition to writing their own poems, students critically read, discuss, and respond to published poetry and the poems of other students.

ENGL 1312 - Fiction Writing Studio

Prerequisites: ENGL 1310
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the elements of fiction, learning to develop voice, character, narrative tension, and dialogue, and continuing to explore such elements of POV and imagery. Students read and work in multiple genres, such as speculative fiction, contemporary realism, mystery, and romance. In addition to writing their own fiction, students critically read, discuss, and respond to published fiction and the fiction of other students.

ENGL 1313 - Creative Nonfiction Writing Studio

Prerequisites: ENGL 1310
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the elements of creative nonfiction, such as narrative, lyricism, imagery, symbolism, and theme. Students read and work in a range of creative nonfiction styles, such as memoir, narrative journalism, travel writing, nature writing, and cultural criticism. In addition to writing their own creative nonfiction, the students critically read, discuss, and respond to published creative nonfiction and the nonfiction of other students.

ENGL 1320 - Introduction to Publication

Prerequisites: Level I English must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

To introduce students to processes and resources for professional publication of writing, this course places students into the complementary roles of editors and writers, and guides them through two instructive publishing projects. As editors, students participate in the process of producing a college literary magazine or other publication. As writers, students employ standard writing and research techniques and their knowledge of the editorial process to prepare their own works for submission to reputable publications. This course, along with various graphic arts courses, also prepares students to plan layout for various in-house business publications and publishing houses. (See certificate for Publication Writing and Design under the Design, Interactivity, and Media Arts program)

ENGL 2210 - Grant Writing

Prerequisites: Level II English or ENTR 2050 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the non-profit environment, recognize community/organizational needs, identify effective grant-writing practices, and use rhetorical knowledge as well as research and writing processes to create a proposal.

ENGL 2215 - Creative Writing Capstone

Prerequisites: ENGL 1311, ENGL 1312, ENGL 1313 and Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Offered: Online

Students propose, execute, and evaluate their own original creative writing project such as a chapbook of poems, a short story, a play, or a lyric essay. In addition to presenting the work in publishable form, the student gives a public reading of the creative project.

ENGL 2450 - Introduction to Literature

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the genres, elements, and themes of literature by critically reading, discussing, and responding in writing to a culturally diverse selection of works. Fiction, poetry, and drama are emphasized. Students learn to appreciate literature as essential to understanding self and society.

ENGL 2460 - Introduction to Short Stories

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the elements of the short story and the history of its development by critically reading, discussing, and responding in writing to a selection of culturally diverse works.

ENGL 2470 - Introduction to Women's Literature

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces students to writings by and about women. Students read a variety of writings (fiction, poetry, essays, plays) while studying the social, cultural, economic and political influences that have impacted women throughout literary history. Students respond to these writings analytically, creatively, and personally.

ENGL 2480 - Introduction to Drama Literature I

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students examine the elements of drama, notable dramatic works, and the major dramatic genres from antiquity through the 17th century. (Cross-listed as THEA 2480)

ENGL 2481 - Introduction to Drama Literature II

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students examine the elements of drama, notable dramatic works, and the major dramatic genres from the 18th century through contemporary times. (Cross-listed as THEA 2481)

ENGL 2490 - Introduction to Latin American Literature

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course provides an overview of major influential Latin American writers and the contemporary and historical issues raised by their works.

ENGL 2510 - American Literature I

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

The America we know today came into existence during the tumultuous years of 1600-1865. The literature written during that period brings to life the social, cultural, artistic, religious, and political climate of the time. By critically reading, discussing, and responding in writing to a variety of early American texts, students explore themes such as origins, community, freedom, and identity.

ENGL 2520 - American Literature II

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

The United States has experienced radical changes since 1865. The literature written during this period brings to life the social, cultural, artistic, and political climate of the time. By critically reading, discussing, and responding in writing to a variety of American texts written since 1865, students explore themes such as the conflict between the urban and rural, migration, industrialization, progress, globalization, language, freedom, and identity.

ENGL 2530 - Ethnic Literature

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the genres, mediums, elements, and

themes of U.S. ethnic literature through critical reading, discussion, and written responses. Students read a selection of works by authors who reflect diverse ethnic/cultural backgrounds. Students internalize new perspectives and learn to appreciate literature as essential to understanding self and society.

ENGL 2610 - British Literature I

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore literature from the 7th to the 18th centuries and study the ways in which Britain developed its literary identity over the course of this period. The literature written during this period brings to life the religious, social, and political climate of the time. By critically reading, discussing, and responding in writing to a variety of early British texts, students explore themes such as origins, faith, freedom, and identity.

ENGL 2620 - British Literature II

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore British literature from the late 18th century to the present and study the ways in which Britain developed its literary identity over the course of this period. The literature written during this period brings to life the social, cultural, and political climate of the time. By critically reading, discussing, and responding in writing to a variety of British texts written since 1785, students explore themes such as the conflict between nature and industrialization, progress, faith, freedom, and identity.

ENGL 2900 - Special Topics in Literature

Prerequisites: Level I English or instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

Literary studies not covered by other courses may be offered, depending upon interest. Past topics have included dramatic literature, detective fiction, African-American literature, and the writings of a particular author or genre.

ENGL 2901 - Special Topics in Writing

Prerequisites: Varies based on topic of course; instructor approval also accepted must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course permits instruction in advanced writing not included in other English courses, depending on interest. Writing may include advanced composition, advanced poetry writing, or advanced fiction writing, among others.

ENGL 2902 - Special Topics in Creative Writing Studio

Prerequisites: ENGL 1310
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore a specific sub-genre as instructor expertise and student interest permit. Examples might be true-crime nonfiction, young adult fiction, blogging as memoir, or song lyrics. Students study the essential elements of the sub-genre, and read and write deeply in that style. In addition to composing their own creative writing, students critically read, discuss, and respond to published creative writing in the sub-genre and the writing of other students.

Pre-Engineering

ENGR 1010 - Introduction to Engineering Design

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to the engineering profession, engineering problem solving, and engineering design with an emphasis on current topics. Students learn using projects and group learning activities. It is recommended that students have high school math (trigonometry and pre-calculus) and high school science before taking this course.

ENGR 1020 - MATLAB Programming

Prerequisites: College-level reading, writing and math proficiency; MATH 1420; and fluency with Windows commands, word processing software, and the tools used to create PDF files must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a freshman engineering course that introduces students to computer programming for engineers using MATLAB. The course includes manipulation of functions that range from general math operations, string manipulation, and scientific plotting to domain-specific toolboxes, such as statistics, signal and image processing, efficient matrix, and array computations. The course also includes easy creation of scientific and engineering graphics, which make the course particularly useful for engineering students.

ENGR 2010 - Elements of Electrical Engineering I

Prerequisites: College-level reading, writing, and math proficiency; MATH 2411; and PHYS 211C must be

completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a sophomore engineering course that introduces students to the basic elements of electrical engineering. The course teaches the fundamental concepts of dc and ac circuit analysis using basic concepts, basic methods and circuits to filter and amplify signals, basic methods of digital signals, and accompanying mathematics associated with transformers, motors, and power systems.

ENGR 2020 - Engineering Statics

Prerequisites: College-level reading, writing, and math proficiency; MATH 2411; and PHYS 210C must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a sophomore engineering course that introduces students to the basic principles of statics. Topics include an introduction to the fundamental principles of statics; strength of materials; translational and rotational equilibrium problems; moments of inertia; vector product of forces; centroids; simple structures, frames, and trusses; and wedges, screws, bearings, and belts.

Entrepreneurship

ENTR 1050 - Introduction to Entrepreneurship

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. Students understand the role of entrepreneurial business in the United States and the impact on national and global economy. Students prepare a realistic foundational business plan appropriate to the launch of a small business.

ENTR 2040 - Entrepreneurship Feasibility Study

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students assess the viability of a business idea to determine if the concept is feasible for business start-up, expansion, or long-term growth. Students 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 students 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

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students develop an understanding of traditional and non-traditional entrepreneurial marketing strategies and prepare marketing strategies with associated tactics to launch and sustain an entrepreneurial venture.

ENTR 2060 - Entrepreneurship Legal Issues

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore legal issues related to business entities. Students will review contract law, articles of incorporations 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

Recommended: INFO 1001
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course covers financial topics for small businesses. Financial topics include budgeting, creation of financial statements, and learning how to work with an accounting professional. Other topics covered are income tax, sales and use tax, payroll tax, unemployment tax, employee benefits, and retirement planning.

ENTR 2090 - Entrepreneurship Business Plan

Prerequisites: ENTR 2040
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students evaluate business concepts and create a business plan. Students 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 identify and evaluate various resources available for funding small businesses.

ENTR 2900 - Special Topics in Entrepreneurship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other entrepreneurship courses.

English as a Second Language

ESLX 0712 - Listening and Speaking 2

Prerequisites: ESLX 0711 or assessment testing must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students identify and address their English pronunciation challenges in order to develop their conversational speaking and listening skills. Students learn the basics of English pronunciation which are key to comprehensible speech including vowels and consonants, speech rhythm, intonation, and stress patterns.

ESLX 0713 - Listening and Speaking 3

Prerequisites: ESLX 0712 or assessment testing must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to plan, organize and deliver effective presentations individually and in small groups on simplified academic topics. Students watch and take notes on short video presentations and use their notes on assignments and in discussions. Students participate in classroom discussions and develop academic vocabulary related to content.

ESLX 0714 - Listening and Speaking 4

Prerequisites: ESLX 0713 or assessment testing must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to take effective notes on lectures presented by college faculty from a variety of disciplines. Students practice asking questions and participating in classroom discussions. Students apply strategies for learning new vocabulary and using the vocabulary in their speaking. Students assess their own readiness for the oral communication demands of college coursework and create a plan to address those challenges.

ESLX 0721 - Writing and Grammar 1

Prerequisites: Assessment testing must be completed prior to taking this course.
Recommended: ESLX 0731
Lec: 6 **Lab:** 0 **Cr:** 6

Students learn basic English grammar to write clear, meaningful, and grammatically correct simple and compound sentences with target grammar. Students also learn high frequency vocabulary that is used with the target grammar.

ESLX 0722 - Writing and Grammar 2

Prerequisites: ESLX 0721 or assessment testing must be completed prior to taking this course.
Recommended: ESLX 0732
Lec: 6 **Lab:** 0 **Cr:** 6

Students learn to use the target grammar to write clear, meaningful, and grammatically correct simple and compound sentences and short paragraphs. Students will also learn high frequency vocabulary terms that occur with the target grammar.

ESLX 0723 - Writing and Grammar 3

Recommended: ESLX 0733
Lec: 6 **Lab:** 0 **Cr:** 6

Students learn to use the target grammar to write clear, meaningful, and grammatically correct simple, compound and complex sentences for paragraph and multiple-paragraph compositions. Students learn to develop and edit compositions using the process approach and instructor feedback.

ESLX 0724 - Writing and Grammar 4

Prerequisites: ESLX 0723 or assessment testing must be completed prior to taking this course.
Recommended: ESLX 0724
Lec: 6 **Lab:** 0 **Cr:** 6

Students learn advanced English grammar and how to apply that knowledge to the common types of writing assignments they will receive in their degree programs. Students will also learn to use MCC's email and computer system to produce documents and share them with instructors.

ESLX 0731 - Reading and Vocabulary 1

Prerequisites: MCC Assessment Testing must be completed prior to taking this course.
Recommended: ESLX 0721
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

In this course, students read a variety of texts to begin developing the foundational reading skills necessary for success at the college level. Students learn to paraphrase ideas and summarize short texts. Students also expand their academic vocabulary and knowledge of prefixes and suffixes through learning to use a monolingual English dictionary.

ESLX 0732 - Reading and Vocabulary 2
Prerequisites: Take ESLX 0731 or MCC assessment testing must be completed prior to taking this course.
Recommended: ESLX 0722
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

In this course, students read a variety of texts to continue developing the foundational reading skills necessary for success at the college level. Students strengthen the paraphrasing and summarizing skills learned in ESLX 0731. Additionally, students learn to make predictions and inferences about class readings and expand their academic vocabulary and distinguish multiple meanings of relevant vocabulary.

ESLX 0733 - Reading and Vocabulary 3
Prerequisites: ESLX 0722 or ESLX 0723 or assessment testing must be completed prior to taking this course.
Recommended: ESLX 0723
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students gain reading comprehension skills and acquire target academic vocabulary by reading excerpts from level-appropriate fiction and nonfiction texts. Students paraphrase and summarize level-appropriate fiction and nonfiction texts. Students also read and respond to an assigned novel.

ESLX 0734 - Reading and Vocabulary 4
Prerequisites: ESLX 0731, ESLX 0732 and ESLX 0733 or Assessment Testing must be completed prior to taking this course.
Recommended: ESLX 0724
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

In this course, students read a variety of texts to continue developing the foundational reading skills necessary for success at the college level. Students continue to develop paraphrasing and summarizing skills. Students also respond to class readings in short, opinion based essays. Additionally, students learn to distinguish features of different genres of texts and infer the meanings of words through context. Students expand their academic vocabulary through integrating relevant vocabulary into their own writing.

ESLX 1000 - Medical English for ESL Healthcare Professionals
Prerequisites: Certificate or diploma in healthcare-related field, or enrollment in courses leading to a certificate or diploma in a healthcare-related field; ESLX 0815, ESLX 0835, and advisor recommendation; or assessment testing in lieu of ESLX courses must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course prepares students to communicate in English in academic and professional environments in the healthcare fields. The focus of the course is language; the context is healthcare delivery in North America. Students read, write, speak, and listen in order to build a comprehensive repertoire of linguistic and cultural knowledge within the context of their health careers.

Exploratory Studies

EXPL 1000 - Exploratory Studies
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Through a variety of methods, students learn introductory concepts and practices of interdisciplinary study, including use of inquiry, critical thinking and problem-solving. Students apply techniques for analyzing information, solving problems, and communicating results while learning about academic and personal self-discovery and applying academic strategies. Students explore and choose a specific career pathway, identify how it aligns with their personal goals, and examine how various disciplines address a societal need or challenge. Students also develop purpose and connection, positive social and academic behaviors, and engagement with the college and community.

Fashion Design

FASH 1000 - Fashion Design Principles
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to basic design fundamentals of fashion. Areas of emphasis include the study of basic principles and elements of design as applied to fashion design, fashion terminology, the design process, and the structure of the industry.

FASH 1400 - History of Fashion
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a survey of the evolution of costume and fashion design from ancient Egypt to modern times. Students become familiar with and learn to recognize characteristics of various historic fashion silhouettes and their application to current design trends.

FASH 2100 - Fashion Illustration
Prerequisites: FASH 1400
Lec: 3 **Lab:** 4.5 **Cr:** 4.5

This course explores the use and techniques of free-hand sketching using a variety of media to communicate

ideas, concepts, details, and embellishments. Portfolio-ready projects explore sources of inspiration, drawing the fashion figure, rendering techniques of various fabrics and materials, and garment detailing.

FASH 2200 - Digital Design Principles for Fashion Designers

Prerequisites: FASH 2100
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This class teaches students how to create a digital portfolio from existing projects. Basic principles of image capture and manipulation and layout design are presented.

FASH 2900 - Special Topics in Fashion Design

Prerequisites: Completion of 30.0 or more credit hours in the Fashion Design program must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in independent study of special content areas not included in other courses in the Fashion Design program.

FASH 2920 - Fashion Practicum

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students earn credit for completing an accumulation of fashion design-related courses offered through the MCC Non-Credit Program in conjunction with FIM (Fashion Institute Midwest). The student must complete at least four (4) courses equaling a total of 40 hours of class time.

FASH 2981 - Fashion Apprenticeship I

Prerequisites: Completion of 30 or more credit hours in the Fashion Design program must be completed prior to taking this course.
Lec: 0 **Lab:** 12 **Cr:** 3

This course is the first in a series of apprenticeship courses in fashion design. Students are given the opportunity to observe/take part in the process of fashion design through a local fashion-oriented organization. Based on state guidelines, students must complete 40 hours of work for each credit hour in this course.

FASH 2982 - Fashion Apprenticeship II

Prerequisites: Completion of 30 or more credit hours in the Fashion Design program must be completed prior to taking this course.
Lec: 0 **Lab:** 12 **Cr:** 3

This course is the second in a series of apprenticeship courses in fashion design. Students are given the opportunity to observe/take part in the process of fashion design through a local fashion-oriented organization. Based on state guidelines, students must complete 40 hours of work for each credit hour in this course.

FASH 2983 - Fashion Apprenticeship III

Prerequisites: Completion of 30 or more credit hours in the Fashion Design program must be completed prior to taking this course.
Lec: 0 **Lab:** 12 **Cr:** 3

This course is the third in a series of apprenticeship courses in fashion design. Students are given the opportunity to observe/take part in the process of fashion design through a local fashion-oriented organization. Based on state guidelines, students must complete 40 hours of work for each credit hour in this course.

Finance

FINA 1000 - Financial Literacy

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course reviews the most critical financial literacy concepts needed by consumers in today's marketplace including issues specific to income, taxes, purchasing power, financial planning, banking, risk management, buying decisions, credit management, savings, and investment.

FINA 1100 - Principles of Property and Casualty Insurance

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an introduction to the field of property and casualty insurance and is registered with the Nebraska Department of Insurance as satisfying pre-licensing standards. The needs of individuals or organizations for various categories of protection are discussed and the course covers fire, accident, theft, property damage, and liability insurance, as well as the legal environment of insurance products. The course also introduces the basic concepts of product design, underwriting, pricing, marketing, and claim administration. **NOTE:** Lab fee covers course completion and documentation fees required by Nebraska Department of Insurance. Students are required to schedule their own licensure exams and satisfy other licensing requirements. (Cross-listed as INSU 1100)

FINA 1200 - Personal Finance

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students engage in the analyzing and directing his/her

family and/or self's financial affairs. Emphasis is placed on the basic information needed to choose between financial alternatives and on comparison of consequences of decisions. Included are topics such as budgeting, consumer credit, insurance, taxes, record keeping, saving and investing.

FINA 1300 - Introduction to Investments

Recommended: FINA 1000 or FINA 1200
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This beginning course in investments presents a review of introductory concepts specific to risk and return, stocks, mutual funds, bonds, and personal portfolio construction and management.

FINA 1320 - Financial Calculator Applications

Lec: 1 **Lab:** 0 **Cr:** 1
Offered: Online

This course teaches the skills necessary to utilize a financial calculator. Applications include time value concepts, bond value calculations, statistical applications, interest rate computations, profit margin determinations, and break-even analysis.

FINA 1600 - Behavior Finance

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students engage in and describe how individuals and firms make financial decisions, and how those decisions might deviate from those predicted by traditional financial or economic theory. Student also explore psychological biases in financial decision making and examine the impacts of these biases in financial markets and other financial settings.

FINA 2100 - Investment Analysis and Portfolio Management

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students engage in the examination and valuation of the major investment vehicles and strategies popular today. Students will consider how investors allocate their financial assets by forming, managing, and evaluating portfolios containing instruments such as stocks, bonds, futures, and option contracts, and mutual funds. Students will develop a conceptual and theoretical background that is practically oriented.

FINA 2200 - Investment Planning

Prerequisites: FINA 2230 or Instructor Approval
Recommended: FINA 1200
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn basic investment concepts, such as investment markets and transactions, investment planning and information, and investment risk and return. Students also explore the investment environment by examining the role and scope of various investment vehicles including, common stock, fixed-income securities, derivative securities, and mutual funds. **NOTE:** Lab fee covers assessment curriculum required by CFP board-certified courses.

FINA 2209 - Risk Management and Insurance

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students engage in the study of Risk Management and Insurance as required for the education component of the CFP Board. Students analyze financial risk and the preservation of personal assets. Emphasis is on the risk management process with a primary focus on various lines of insurance (life, health, disability, long-term care, homeowners, auto, and liability). **NOTE:** Lab fee covers assessment curriculum required by CFP board-certified courses.

FINA 2210 - Financial Planning Principles

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is the first in the series of the financial planning courses (Risk Management and Insurance, Income Tax Planning, Retirement Planning, and Estate Planning). Students are provided an overview of the financial planning process including concepts related to the accumulation, preservation and transference of wealth.

FINA 2230 - Business Finance

Recommended: ACCT 1100, ACCT 1110, and ACCT 1120
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course presents the basics of financial analysis: forecasting, operating and financial leverage, working capital, current asset management, short-term financing, divided policy, convertible bonds, warrants, and options - all areas primarily oriented toward corporate financial management. **NOTE:** It is strongly recommended that ECON 1100 and FINA 2230 be taken late in the program of study.

FINA 2240 - Financial Statement Analysis
Prerequisites: ACCT 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course presents the characteristics of financial statements and procedures for analysis. It covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivables, inventories, and balance sheets; relationship of balance sheet accounts to sales; and projected statements of cash budgets.

FINA 2310 - Income Tax Planning
Prerequisites: FINA 2200 and FINA 2210; or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course acquaints students with tax planning strategies as they relate to investment goals. It emphasizes discretionary income and net worth. Students learn to evaluate specific investment decisions based on current and relevant tax implications. **NOTE:** Lab fee covers assessment curriculum required by CFP board-certified courses.

FINA 2320 - Retirement Planning and Employee Benefits
Prerequisites: FINA 2200 and FINA 2210; or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course emphasizes pertinent issues faced by those preparing for retirement. Such issues include income planning, Social Security, Medicare, long-term care insurance, distributions from retirement plans, housing and residence concerns, guardianships, conservatorships, durable powers of attorney, and living trusts. The course reviews employee benefits as they relate to the retirement planning process. **NOTE:** Lab fee covers assessment curriculum required by CFP board-certified courses.

FINA 2330 - Estate Planning
Prerequisites: FINA 2200 and FINA 2210; or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course provides a comprehensive review of estate planning topics, such as estate and gift taxes, various issues related to trusts planning and administration, property ownership issues, life insurance, private annuities, postmortem tax planning, and charitable giving. **NOTE:** Lab fee covers assessment curriculum required by CFP board-certified courses.

FINA 2400 - Financial Counseling
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course explores the foundations of financial counseling, including the communication and listening processes, decision making and problem solving, and various strategies and tactics utilized in effective counseling relationships.

FINA 2410 - Consumer Credit
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course reviews the most critical consumer credit issues, including consumer rights, secured and unsecured debt, credit card debt, student loan debt, debt collection, foreclosures and repossessions, evictions, credit restructuring, and bankruptcy-related issues.

FINA 2900 - Special Topics in Finance
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not appropriately treated in other finance courses.

FINA 2940 - Financial Plan Development and Case Analysis
Prerequisites: FINA 2200, FINA 2210, FINA 2310, FINA 2320, and FINA 2330; or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course serves as the capstone course in the Financial Planning program. This case-based class provides students with an opportunity to demonstrate competencies in financial planning and insurance principles, income tax planning, retirement planning, and estate planning. **NOTE:** Lab fee covers assessment curriculum required by CFP board-certified courses.

Fire Science Technology

FIST 1000 - Principles of Emergency Services
Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire

departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives. (Formerly Introduction to Fire Protection Principles)

FIST 1020 - Fire Behavior and Combustion

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes. (Formerly Chemistry and Dynamics of Fire)

FIST 1030 - Hazardous Materials Chemistry

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course provides basic chemistry relating to the categories of hazardous materials, including problems of recognition, reactivity, and health encountered by firefighters. NOTE: Upon successful completion of this course, students are able to apply for certification as a Technician Level Hazardous Material Responder.

FIST 1040 - Principles of Property and Casualty Insurance

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3
Offered: Online

This course serves as an introduction to the field of property and casualty insurance and the needs of individuals or organizations for various categories of protection. Areas of emphasis include fire, accident, theft, property damage, liability insurance, and the legal environment of insurance products. Students are also introduced to the basic concepts of product design, underwriting, pricing, marketing, and claim administration.

FIST 1050 - Building Construction for Fire Protection

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course provides a basic understanding of how the construction type, alternative design, and materials influence a building's reaction to fire. This course provides recognition of relevant information about a building before a fire, as well as fire ground 'reading' of the building that provides the ability to assess building stability and resistance to fire and determine likely paths of fire extension. Students become familiar with the materials and types of construction used for the various parts of buildings in this class. This course covers building code requirements; steel, timber, and masonry construction; structures of the common form; lift-slab and tilt-up construction; and developments in the building construction field. This course teaches building construction as it relates to the firefighter and life safety. (Formerly Building Construction Related to Fire Science)

FIST 1060 - Occupational Safety and Health for Emergency Services

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk and hazard evaluation and control procedures for emergency service organizations. (Formerly Fire Science Professional: Health and Welfare)

FIST 1070 - Fire Protection Systems

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3
Offered: Online

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.

FIST 1080 - Fire Protection Hydraulics and Water Supply

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems. (Formerly Hydraulics and Water Supply)

FIST 1090 - Firefighter I

Prerequisites: Medical screening compliant with NFPA 1582 must be completed prior to taking this course.
Pre/Corequisite: FIST 2070
Lec: 7 **Lab:** 8 **Cr:** 10

This course includes the information and skills to perform basic firefighting functions on the fire ground. Upon completion, students can take the Nebraska State Firefighter I Certification Test. This course prepares students to meet the requirements of Firefighter I per NFPA 1001 Standard for Firefighter Professional Qualifications and Hazardous Materials Awareness per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

FIST 1480 - Physical Training for the Firefighter/ EMS Professional

Lec: 3.5 **Lab:** 0 **Cr:** 3.5

The job of a firefighter is one of the most physically demanding jobs in North America. It requires high levels of cardiopulmonary endurance, muscular strength and muscular endurance. Physical fitness is the ability to perform physical activities, such as job tasks, with enough reserve for emergency situations dealing with multiple variables. This course prepares the firefighter and emergency management services candidates with specific physical fitness training to prepare them for the Candidate Physical Ability Test.

FIST 2000 - Incident Command System

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course provides an introduction to the basic principles of the Incident Command System within the National Incident Management System (NIMS) compliant framework. The course covers the Department of Homeland Security Incident Command courses 100, 200, and 700. These are the minimum Federal ICS requirements for first responders within the United States. In addition to the course reading material and lecture, the course relies heavily on a final group activity and an understanding of inter-agency dynamics. Personnel accountability, safety at the scene, planning for the continuity of operations, and logistical requirements for incidents of all risks and sizes are only a few of the major components that are covered.

FIST 2010 - Fire Investigation I

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course provides students with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire-setter, and types of fire causes. (Formerly Incendiary Fire Analysis and Investigation)

FIST 2011 - Fire Investigation II

Prerequisites: FIST 2010; and acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 1 **Cr:** 3

This course is intended to provide the student with advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation, and testifying.

FIST 2020 - Fire Prevention, Inspection and Codes

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4
Offered: Online

This course is an examination and evaluation of the techniques, procedures, programs, and agencies involved with fire prevention. It gives consideration to related governmental inspection and education procedures. (Formerly Fire Prevention, Building Inspection, and Codes)

FIST 2030 - Legal Aspects of Emergency Services

Prerequisites: Acceptance into Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course is an introductory course that addresses the federal, state, and local laws that regulate emergency services and includes a review of national standards, regulations, and consensus standards.

FIST 2040 - Principles of Fire & Emergency Services Safety & Survival

Prerequisites: Acceptance into Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services.

FIST 2050 - Introduction to Fire and Emergency Services Administration

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3
Offered: Online

This course introduces students 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 service, ethics, and leadership from the perspective of the company officer.

FIST 2060 - Strategy and Tactics

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

FIST 2069 - Hazardous Materials Awareness

Lec: 1 **Lab:** 0 **Cr:** 1

This course provides first responders with the knowledge and skills to understand hazardous substances and the risks associated with them in an incident; recognize the presence of hazardous substances in an emergency; understand the role of the emergency responder at the Awareness level, including site security and control; have understanding of the U.S. Department of Transportation Emergency Guidebook, realize the need for additional resources, call for appropriate assistance, and make appropriate notifications to the community.

FIST 2070 - Hazardous Materials Operations

Prerequisites: Acceptance into the Fire Science Technology (FSAAS) program must be completed prior to taking this course.
Lec: 3 **Lab:** 2 **Cr:** 3.5

This course introduces the basic skills necessary to safely and effectively manage on-scene operations involving the uncontrolled release of dangerous chemicals. It focuses on those individuals in local jurisdictions who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. Those individuals respond in a defensive fashion without actually trying to stop the release. Upon successful completion, students are able to apply for certification at the Hazardous Materials Operations Level, as per OSHA regulation 29 CFR 1910.120, their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

FIST 2071 - Hazwoper for the Industry

Lec: 3 **Lab:** 1 **Cr:** 3.5

This course provides students with entry-level education for students entering the remediation trade where hazardous and/or toxic materials are involved.

FIST 2080 - Hazardous Materials Technician

Prerequisites: Successful completion of FIST 1090 and FIST 2070 with a grade of C or better; acceptance into the Fire Science Technology (FSAAS) Program must be completed prior to taking this course.
Lec: 5 **Lab:** 9 **Cr:** 8

This specialized training utilizes a modular format where a fire department may analyze its current level of competency and choose course modules that provide the skills needed by its hazardous materials team. Training includes offensive procedures for mitigation of hazardous materials spills, leaks, and exposures. Topics include chemistry, detection devices, advanced recognition and identification, pre-incident planning, incident management, scene evaluation and termination, terrorism, toxicology, medical surveillance, emergency care, PPE usage and limitations, and decontamination.

FIST 2090 - Firefighter II

Prerequisites: FIST 1090; FIST 2070; acceptance into the Fire Science Technology (FSAAS) program; and medical screening compliant with NFPA 1582 must be completed prior to taking this course.
Lec: 4 **Lab:** 4.5 **Cr:** 5.5

This course is the continuation of Firefighter I, and upon successful completion of the course individuals shall function on emergency scenes with general supervision. Firefighter II begins the entry-level education requirements for leading a team in emergency mitigation and/or hazardous materials response. Firefighter II is a national curriculum and certified by the state of Nebraska. The curriculum expands the students' knowledge of ventilation, search and rescue, hazardous materials response, extrication and firefighting strategy, tactics, and tasks. Advanced fire suppression operations and pre-fire planning and occupancy inspections are covered in the curriculum.

FIST 2900 - Selected Topics in Fire Science
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Fire Science Technology program.

French

FREN 1110 - Elementary French I
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online, Hybrid

FREN 1110 is the first of three sequential courses that teach the basic skills of listening, speaking, reading, and writing in French. Students build these skills by preparing for the unit objectives with grammar tutorials, interactive vocabulary presentations, authentic readings, and corresponding assessment activities.

FREN 1120 - Elementary French II
Prerequisites: FREN 1110
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online, Hybrid

FREN 1120 is the second of three sequential courses that teach the basic skills of listening, speaking, reading, and writing in French. Students build these skills by preparing for the unit objectives with grammar tutorials, interactive vocabulary presentations, authentic readings, and corresponding assessment activities.

FREN 2110 - Intermediate French I
Prerequisites: FREN 1120
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

FREN 2110 is the third of three sequential courses that teach the intermediate level skills of listening, speaking, reading, and writing in French. Students focus on building proficiency in the language by watching, listening, and practicing speaking after native speakers on video, learning vocabulary, verb forms, and grammatical structures of the language, discovering the Francophone culture through reading and watching videos, and practicing what they have learned through online exercises and quizzes.

FREN 2120 - Intermediate French II
Prerequisites: FREN 2110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course reviews and continues to develop the skills of listening, speaking, reading, and writing in French. Students build these skills by watching, listening, and practicing speaking after native speakers on video, learning vocabulary, verb forms, and grammatical structures of the language, discovering the Francophone culture through reading and watching videos and practicing what they have learned through online exercises and quizzes.

FREN 2900 - Special Topics in French
Lec: Variable **Lab:** 0 **Cr:** Variable

This course offers topics not normally addressed by other courses in French. Examples include advanced grammar, intensive conversation and pronunciation, and contemporary culture.

Geography

GEOG 1010 - Fundamentals of Geography
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students will examine essential concepts in both human and physical geography and will acquire basic map interpretation skills. Students will also be introduced to environmental and social concerns encompassed by the discipline of geography. Students will gain an appreciation for the ways geography affects their everyday lives through an exploration of the interrelationships between humans and their environment. College-level reading skills are recommended for success in this course.

GEOG 1020 - World Regional Geography
Recommended: College-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students will expand their knowledge of the world. Students will analyze regions of the world in terms of their human and physical geographies. Students explore processes of globalization that increasingly link regions to one another. College-level reading skills are recommended for success in this course.

GEOG 1050 - Introduction to Human Geography
Recommended: College-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students will broaden their global perspective through an examination of the interrelationships between humans, cultures, and the environment. Students will also explore factors and interconnections that influence the spatial distribution of humans and their activities that create the diverse cultural landscapes of the world. College-level reading skills are recommended for success in this course.

GEOG 1150 - Introduction to Physical Geography - Weather and Climate
Recommended: College-level reading skills
Lec: 5 **Lab:** 3 **Cr:** 6

Students learn the ways in which the complex interplay of solar radiation, temperature, moisture, atmospheric pressure, and wind produces the short-term atmospheric conditions called weather and the long-term atmospheric conditions called climate. Students pay particular attention to the ways in which weather and climate influence human life and to evidence of climate changes, past and present. College-level reading skills are recommended for success in this course.

GEOG 1160 - Introduction to Physical Geography - Landforms
Recommended: College-level reading skills
Lec: 5 **Lab:** 3 **Cr:** 6

Students learn about the physical processes that shape and reshape the face of the earth. Students are introduced to geomorphic forces that work from within Earth to create landforms and processes that operate at Earth's surface to wear landforms away. Students pay considerable attention to the fact that many processes that create or destroy landforms also constitute natural hazards with which human societies must contend. College-level reading skills are recommended for success in this course.

GEOG 1210 - Physical Geology
Recommended: College-level reading skills
Lec: 5 **Lab:** 3 **Cr:** 6

Students study Earth and the processes that shape it. Students will gain an appreciation for the role geology plays in everyday life by studying the materials and structure of Earth as well as how internal and external geologic processes continually create and shape Earth's surface. Students are also introduced to the interrelationship between humans and the geologic environment, which includes the potential hazards posed by geologic processes.

GEOG 2900 - Special Topics in Geography
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not included in other geography courses.

German

GERM 1010 - Elementary German I
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

This is the first of a two-course introductory sequence in which students begin to learn the fundamentals of German. It stresses comprehension, pronunciation, speaking, listening, reading, writing, and vocabulary.

GERM 1020 - Elementary German II
Prerequisites: GERM 1010 or its equivalent must be completed prior to taking this course.
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

Students continue focusing on the skills begun in GERM 1010. The course stresses comprehension, pronunciation, speaking, listening, reading, writing, and vocabulary.

GERM 2110 - Intermediate German I
Prerequisites: (1) GERM 1020 or placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Intermediate German I provides a review of grammar and stresses vocabulary building. Classes, conducted mainly in German, emphasize comprehension and discussion.

GERM 2120 - Intermediate German II
Prerequisites: GERM 2110 or placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course continues grammar review and introduces literary readings. It is taught primarily in German.

GERM 2900 - Special Topics in German
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course offers topics not normally addressed by other courses in the German curriculum. Examples include advanced grammar, intensive conversation and pronunciation, and contemporary culture.

Health Data and Information Management

HDIM 1001 - Medical Terminology
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

In this course, students study the language of medicine, including basic word roots, prefixes, suffixes, combining forms, and medical abbreviations. Definition of medical, surgical, and therapeutic terms is emphasized.

HDIM 1010 - Healthcare Delivery Systems
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn a broad range of career options in the health information management profession, the functions of a health information manager in the healthcare environment; and the resources used by HIM professionals. This course is an overview of the components of the healthcare delivery system in the United States; the organizations that provide healthcare, the external forces affecting healthcare organizations, and the professionals that provide the services. Students examine the organizational components of healthcare organizations: the governing board, the medical staff and the administration.

HDIM 1020 - Health Data and Electronic Health Records
Pre/Corequisite: HDIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the origin, uses, content, and format of healthcare data across the continuum of healthcare including both paper and electronic health records (EHR); accreditation, and regulatory requirements applicable to healthcare data; and methods of ensuring compliance with requirements: quality and integrity of healthcare data; forms and screen design and management.

HDIM 1030 - Healthcare Data Management and Use
Prerequisites: HDIM 1020
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn the methods to access and retrieve healthcare data and medical records. These methods include master patient index, record identification and filing systems, record retention and disaster planning; electronic document management systems, health data registries, e.g., cancer registry; voice recognition, and management of medical transcription services including productivity, quality monitoring and budgeting.

HDIM 2010 - Healthcare Statistics and Data Analytics
Prerequisites: MATH 1410
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students study the methods/formulas for computing, preparing, and presenting statistical reports used in the delivery of healthcare services. Students utilize current software to learn and apply spreadsheet techniques and fundamentals of database creation and use. The course moves further into skills surrounding healthcare data in the form of creating, analyzing ad reporting healthcare data.

HDIM 2020 - Health Law, Privacy, and Ethics
Prerequisites: HDIM 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students study legal principles, laws, and regulations related to healthcare and health information; confidentiality, privacy, subpoenas of health information, and methods used to enhance the security of health information; legal terminology and procedures and court systems; and liability of healthcare providers, patient rights, healthcare compliance, and health information management ethics. Students apply concepts learned to simulated health information cases.

HDIM 2030 - Performance Improvement and Creating Databases
Prerequisites: HDIM 2010 and HDIM 2020
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students investigate peer review in healthcare and the components of quality management programs in healthcare organizations including quality/performance improvement, utilization management, risk management, safety, and credentialing. The course then moves one step further with students learning and creating databases using Microsoft Access.

HDIM 2040 - Information Systems in Healthcare
Pre/Corequisite: HDIM 1030
Recommended: INFO 1001
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

In this laboratory course, students examine and analyze health information technology applications. Students apply principles to usability of health IT systems, configure of electronic health record systems, and examine the potential impact of system-facilitated errors. Students are introduced to the processes used for system acquisition and evaluation.

HDIM 2050 - Healthcare Reimbursement and Revenue Cycle Management
Recommended: HDIM 2432
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students examine in depth healthcare reimbursement

methodologies, bill reconciliation, and revenue cycle management including the charge master. Students apply the principles and application of diagnostic and procedural grouping. Students gain an understanding of Recovery Audit Contractor (RAC) audits, the Office of Inspector General (OIG) audits, case mix, interpreting explanation of benefits (EOB), and remittance advice.

HDIM 2060 - Supervision in Healthcare

Prerequisites: Enrolled into the HDIM program; English level I and MATH 1410 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students study the principles of authority and responsibility, delegation, and communication; organization charts, job descriptions, and policies and procedures; and employee motivation, discipline, employment law, and performance evaluation. The principles are applied to health information management functions.

HDIM 2421 - Clinical Coding I

Prerequisites: BIOS 1310 or HIMS 1310; and HDIM 1001 or HIMS 1120 and HIMS 1130 must be completed prior to taking this course.
Pre/Corequisite: HIMS 1180
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain knowledge of the International Classification of Diseases, Clinical Modification (ICD-10-CM) systems, official coding guidelines, and application of coding principles to diagnostic statements found across the continuum of healthcare. Students explore utilization of coding resources and tools.

HDIM 2431 - Clinical Coding II

Prerequisites: HDIM 2421
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain knowledge of the Current Procedural Terminology (CPT)/ Health Care Procedural Coding System (HCPCS), official coding guidelines, and assignment of codes to various clinical statements, scenarios, reports, and patient records. Students explore utilization of coding resources and tools.

HDIM 2432 - Clinical Coding III

Prerequisites: HDIM 2431
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain a comprehensive foundation of inpatient hospital coding and inpatient classification systems for medical specialties. Students experience coding from complete medical records.

HDIM 2982 - HDIM Capstone

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students discuss current issues and trends in the healthcare field which impact health information management practice; the professional rights and responsibilities of health information management professionals; career management strategies, review and prepare for national registration exam. To enhance the review for the national registration exam; students utilize health information management software complimentary to the review topic. This course is for students near completion of the Associate Degree Program in HDIM.

HDIM 2983 - HDIM Practicum

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 6 **Cr:** 2
Offered: Online

Students apply knowledge learned in the Health Data and Information Management Program to various health information management (HIM) functions at healthcare organizations under the guidance of HIM professionals. This course is for students near completion of the associate degree program in HDIM. Based on state requirements, students must complete 40 hours of work for each credit hour.

Health Information Management Systems

HIMS 1005 - Introduction to Electronic Health Records

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students learn about the core concepts and features of electronic health record systems (EHRs). Students gain an awareness of how the EHR supports efficiencies and accuracy within both inpatient and outpatient facilities, and how EHRs contribute to the goals of increased patient safety and security. Students work in an online simulated system to gain hands-on experience in the navigation of a variety of EHR applications.

HIMS 1111 - Healthcare Careers
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides an overview of the healthcare field. Topics include healthcare delivery systems, history of healthcare, careers in healthcare, personal qualities of healthcare workers, principles of teamwork, time management, human growth and development, cultural diversity, safety issues, and computer technology in healthcare settings. Current issues in healthcare are addressed in order to enrich students' understanding and breadth of knowledge of the U.S. healthcare system and the roles and functions of various healthcare professionals.

HIMS 1120 - Medical Terminology I
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain a solid foundation of medical terminology through the introduction of prefixes, suffixes, word roots, abbreviations, terms, and symbols. It emphasizes understanding the medical vocabulary as it applies to the anatomy, physiology, pathology, diagnostic procedures, and therapeutic procedures of the human body. Students participate in an in-depth study of medical terms, including correct spelling and pronunciation, in order to be prepared to enter their professions in the healthcare field.

HIMS 1130 - Medical Terminology II
Prerequisites: HIMS 1120
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students utilize the principles of medical word building to develop an extensive medical vocabulary used in healthcare occupations. This advanced course presents detailed anatomy and physiology, specialty medical areas, clinical procedures, laboratory tests, medical terms, and abbreviations. Students study practical applications with case reports, operative and diagnostic tests, and laboratory and x-ray reports. The course also emphasizes correct spelling and pronunciation. Students will be able to comprehend medical records, communicate among medical professionals, and have a high level overview of medical terms.

HIMS 1150 - Introduction to Medical Law and Ethics
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course gives a foundation in the federal and state laws of the medical profession and ethical issues associated with working in a healthcare setting. It explores HIPAA regulations in detail. Topics include professional, social, and interpersonal healthcare issues. Coverage also includes identification of measures to promote confidentiality as major changes in electronic health record technology occur. Students learn investigation of techniques to maintain office safety as well as the safety and confidentiality of patients and medical records.

HIMS 1180 - Disease Processes
Prerequisites: HIMS 1130 or HDIM 1001
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course introduces the fundamentals of human disease processes. Students gain knowledge in the study of the nature and description of disease, disease etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, management, prognosis, and prevention of disease. The course organizes the coverage of diseases by major body systems. It also explores bacteriology as related to health, immunology, and infectious diseases. Students apply the knowledge learned and use critical-thinking and problem-solving skills to address case studies and complete team activities.

HIMS 1210 - Medical Office Communications
Prerequisites: HIMS 1130
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students study the basic information and guidelines for writing style, grammar, and documentation standards in healthcare. Topics include career role and responsibilities in the medical office; effective communication skills; security and integrity of documentation; and the impact of technology in the communication process.

HIMS 1212 - Microsoft Word for Medical Office
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course explores the features of Microsoft Word to create, design, and produce professional documents commonly used in a medical setting. It emphasizes the basics in the use of the ribbon to the minute details of forms, fields, and customization tools. Students gain in-depth knowledge in the use of these features by completing a variety of projects related to their field of study. Students also study technologies used in a medical office or healthcare facility.

HIMS 1250 - Medical Office Management
Prerequisites: HIMS 1212
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course addresses the intricacies of managing a medical office and the core knowledge needed of a medical office manager. Students will gain knowledge in regulatory compliance; personnel and front office management; staffing models; coaching and mentoring of staff; concepts of marketing using websites, social media, and branding; conducting meetings; working with suppliers and service contracts; financial management and operating budgets; creating and maintaining office policies and procedures; risk management; patient satisfaction; healthcare reform; and health information technology.

HIMS 1310 - Introduction to Anatomy and Physiology
Prerequisites: HIMS 1130 or HDIM 1001
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course focuses on the human body as a living, functioning organism. It explores important concepts about human anatomy and physiology. Students learn how cells, tissues, organs, and body systems function together to carry on complex activities. The course emphasizes all major body systems, their interaction with other structures and systems, and their role in the human organism.

HIMS 1350 - EHR Lab Experience
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students gain knowledge of the importance of accurate and timely health record documentation, as well as fundamental health record documentation requirements and principles in a variety of healthcare settings. Topics include information governance, electronic health records and health IT, clinical documentation improvement, along with federal and state guidelines. Students work in an online simulated system to explore a variety of EHR components.

HIMS 1410 - Introduction to Insurance
Lec: 3 **Lab:** 0 **Cr:** 3
Offered: Online, Hybrid

Students gain a broad overview of the health insurance field and the various types of insurance plans, as well as legislation impacting health care. Topics include the types of coding systems and compliance, managed care, Medicare and Medicaid regulations, as well as worker's compensation. Students learn the importance of submitting clean claim forms, including billing and collection practices, different reimbursement methods, clinical documentation improvement, medical necessity, and revenue cycle management.

HIMS 1512 - Usability and Health Information Systems
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students gain a broad overview of the basics of electronic health records, healthcare computer systems, data retrieval, and health IT standards. Topics include privacy and security, best practices, information governance and data analytics, risk assessments, ransomware, and the increase of theft and fraud targeting healthcare information. Students learn how these systems and issues affect, and are affected by, the health information management professional.

HIMS 2110 - Principles of Management in Healthcare
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course acquaints healthcare practitioners with management and supervision concepts essential to the understanding of the organizational environment in the healthcare field. Topics include management concepts; leadership and supervision; delegation and communication; financial management; planning, decision-making, and organizing; employment law; human resources management (staffing, performance evaluation, employee retention, training, and development); policies and procedures; compliance regulations; adaptation, motivation, and conflict management; and strategic management.

HIMS 2155 - Fundamentals of Pharmacology
Prerequisites: HIMS 1130 or HDIM 1001
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides a basic understanding of pharmacological concepts, emphasizing routes of administration, basic pharmacokinetics, and the specific pharmacology of drugs commonly used in the healthcare field. Students become familiar with drug names, drug classifications, and drug schedules and categories. Other topics include drug actions and the rationale for treatment, side effects, and contraindications. Students review current healthcare topics relating to pharmacology and ethical issues.

HIMS 2900 - Special Topics in Health Information Management Systems
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Health Information Management Systems program.

HIMS 2910 - CPC Exam Preparation
Prerequisites: HDIM 2431
Lec: 8 **Lab:** 0 **Cr:** 8

This review course is for coders who are interested in taking the American Academy of Professional Coders Certification (AAPC) examination. This course provides an in-depth look at the medical coding process by applying coding guidelines for hospital, outpatient, and physician practice services. Guidelines include ICD-10-CM, CPT, and HCPCS coding methodologies. Upon completion of this course, a date is set for the student to take the five-hour and forty minute certified professional coder examination. NOTE: To maintain accreditation as a CPC, the AAPC requires completion of 36 continuing education units (CEUs) every two years. The CPC exam may be re-taken yearly in lieu of submission of CEU credits for that year. A passing score must be obtained to fulfill the CEU requirement. All exams must be taken prior to the renewal date.

HIMS 2980 - Medical Office Applications
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This capstone course provides the opportunity to develop medical office management skills through individual and collaborative learning experiences. This course integrates all of the competencies obtained throughout the program, as well as provides lab activities in the navigation of an electronic health record and the importance of accuracy as related to continuity of care and reimbursement. NOTE: All classes in the chosen degree program must be completed prior to being granted instructor approval for this course.

HIMS 2981 - Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 12 **Cr:** 4

The internship places students in a working and learning environment to receive on-the-job training before graduation. To develop internships to meet academic and career goals, students must work with the faculty internship coordinator to secure a job in a related field. Students prepare a portfolio based on the successful completion of the HIMS program. NOTE: All classes in the chosen degree program must be completed prior to being granted instructor approval for this course.

History

HIST 1010 - United States History to 1877
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a survey of American history from discovery through and including the Civil War and reconstruction.

HIST 1020 - United States History from 1865 to Present
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course is a survey of American history from the end of the Civil War to the present.

HIST 1050 - Introduction to Black History
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a survey of the history of black Americans from their origins in Africa to the present. It considers political, economic, social, and cultural factors as well as the interaction between African Americans and the larger society.

HIST 1060 - Black Women in the United States
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course explores the history of Black women in the United States. It covers Black women's roles in the home, industry, and during world wars from the colonial period to present day. Topics include American social movements, race relations, ethnicity, sexuality, gender, medical issues, and age. (Formerly The History of Black Women in America)

HIST 1070 - Traditional and Modern China
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines the historical, cultural, political, and economic aspects of China. The course starts in 1644 and ends in the present-day era. It covers the late Ming dynasty, the Qing dynasty, Eastern and Western influences causing wars and rebellions, the Republic of China, the People's Republic of China, and the country's current transitional state.

HIST 1080 - Traditional and Modern Japan
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines the historical, cultural, political, and economic aspects of Japan. The course starts in the 1500s by studying the Tokugawa dynasty and its wealthy and powerful rulers and then examines the impact of Eastern and Western influences in Japan including World Wars I and II and the rebuilding and modernization of Japan. The course ends by exploring Japan's present role, influence, and effect on global nationalism.

HIST 1110 - World Civilization from Prehistory to 1500
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course surveys the history of selected civilizations from the origins of the first human civilizations to the Renaissance. It focuses on the political, economic, social, cultural, and technological contributions of these civilizations, individually and collectively, to the modern world.

HIST 1120 - World Civilization from 1500 to Present
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course surveys the history of selected civilizations from the Renaissance to the present. It focuses on the political, economic, social, cultural, and technological contributions of these civilizations, individually and collectively, to the modern world.

HIST 2050 - Modern Europe Since 1789
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course studies the people and national powers which shaped modern Europe from the French Revolution's beginning in 1789 to our global present. There is an emphasis on cultural, social, and political developments of the various European countries within the examined timeframe. Topics include the evolution of European nation states, World War I, World War II, Communism, the post-1989 establishment of democratic countries, and the current state of the European Union. (Formerly Modern Europe Since 1815)

HIST 2200 - Latin American History
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course covers the history and culture of Latin America from ancient history to the present. It considers political, economic, social, and cultural factors as well as the interaction between Latin America and the larger society.

HIST 2220 - U.S. and Global Military History
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a survey of global military history that situates war strategies and tactics, starting from the founding days of America to the present. The course has a special emphasis on warfare in the 20th and 21st centuries. Its primary purpose is to provide students with a better understanding of the political, social, cultural, economic, and marshal aspects of global military history.

HIST 2900 - Special Topics in History
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other history courses.

Horticulture, Land Systems, and Management

HLSM 1000 - Horticulture, Land Systems and Management Orientation
Lec: .5 **Lab:** 1.5 **Cr:** 1
Offered: Online

Students distinguish different careers in the horticulture field and plan their educational experience in the horticulture land systems management program (HLSM) at MCC. Students visit different horticulture businesses and talk with employees and business owners currently working in the horticulture industry. This course should be taken during the first quarter of enrollment by any student seeking an associate's degree, certificate of achievement or career certificate in the HLSM program.

HLSM 1010 - Introduction to Horticulture
Lec: 5 **Lab:** 3 **Cr:** 6
Offered: Online, Hybrid

Students examine the structure, function, growth, propagation and environmental conditions effecting plants. Lab experiences include plant propagation, soil evaluation and fertilizer analysis.

HLSM 1020 - Introduction to Aquaponics
Lec: 2 **Lab:** 3 **Cr:** 3

Students are introduced to the methods and applications of raising fish together with plants in closed recirculating systems. Topics include aquaponics principles and system designs, nitrogen cycling and water quality, and fish and plant biology and health. Emphasis is on flood and drain culture of Tilapia, vegetables and herbs.

HLSM 1030 - Introduction to Floral Design
Lec: 2 **Lab:** 3 **Cr:** 3

Students explore the basic skills, mechanics, artistry, and career possibilities present in the professional floral design industry. Students apply design techniques and use materials common to the field to produce floral arrangements for various events. Students will design and decorate with cut flowers, potted plants and permanent botanicals.

HLSM 1040 - Pesticide Applicators' Certification
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Students learn the requirements for the Nebraska Pesticide Applicators' License as outlined in the Core Manual and the Ornamental and Turf Pest Control Manual, prepared by UNL Extension, in preparation for successful completion of the NE Department of Agriculture exams in weed, insect and disease applicator certification.

HLSM 1050 - Introduction to Landscape Design
Lec: 2 **Lab:** 3 **Cr:** 3

Students are introduced to the areas involved in planning, designing and drawing landscapes including the proper use of drafting equipment and technology. This course covers the basics of sites and site maps, how to draw maps, the tools to use and how to perform basic site analysis.

HLSM 1100 - Perennials: Culture and Identification
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students study and evaluate perennials and their placement in the landscape. Emphasis is placed on culture, flower/leaf, texture, color, proper location, soil and blooming periods.

HLSM 1110 - Turfgrass Management
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

This course includes the laboratory and discussion of the culture and care of turf areas, including residential, public, and intense use areas. Emphasis is on propagation, establishment, identification, watering, fertilizing, insects, diseases, and the safe use of power tools for grasses used in Nebraska turf.

HLSM 1120 - Pomology: Culture and Identification
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students identify fruit and fruit bearing plants of the region by their common and botanical names and morphological characteristics. Students investigate different methods of preparation and preservation of produce. Students assess cultural and physical care requirements and use that information to create a planting and maintenance plan for a project site.

HLSM 1135 - Dendrology: Structural
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students will learn botanical and common names of structural trees and shrubs for Midwest Landscapes. Students will learn physical characteristics, growth rate, care and pests to help ID and place trees and shrubs in the landscape.

HLSM 1145 - Dendrology: Ornamental
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students will learn botanical and common names of ornamental trees and shrubs for midwest landscapes. Students will learn physical characteristics, growth rate, care and pests to help ID and place trees and shrubs in the landscape.

HLSM 1200 - Floral Care and Identification
Lec: 1 **Lab:** 3 **Cr:** 2

This course provides an in-depth and hands-on experience with the plants that are used in the floral design industry. This course stresses nomenclature and identification. Emphasis is placed on characteristics that help in identification including leaf, flower, stems, time of bloom, size of blub, and the proper environment for growth. Students have hands-on learning experiences as they explore proper procedures for care and handling techniques.

HLSM 1210 - Floral Design: Specialty Events and Occasions
Prerequisites: HLSM 1030
Lec: 2 **Lab:** 3 **Cr:** 3

This course provides advanced practice leading to excellence in designing for specialty events.

HLSM 1220 - Floral Design: Tablescapes and Hospitality
Prerequisites: HLSM 1030
Lec: 2 **Lab:** 3 **Cr:** 3

This course provides advanced practice leading to excellence in designing for weddings, home decor, edible arrangements, funerals, and parties.

HLSM 1230 - Floral Design: Sympathy
Prerequisites: HLSM 1030
Lec: 1 **Lab:** 3 **Cr:** 3

This course provides advanced practice leading to excellence in designing for sympathy and remembrance designs. Students learn all aspects of sympathy designs from consultation with loved ones to completion of designs.

HLSM 1320 - Landscape Graphics: 2-D
Lec: 1 **Lab:** 3 **Cr:** 2

Students will explore two-dimensional drafting by using specific software and completing assignments and projects. Students will use and compare two or more types of software and their applications along with how to use these platforms to communicate to clients and contractors.

HLSM 1325 - Landscape Graphics - 3-D
Prerequisites: HLSM 1010
Lec: 1 **Lab:** 3 **Cr:** 2

This course explores current 3-D computer applications as they relate to the landscape industry. Students explore drafting and different uses for the application along with how to use these platforms to communicate to clients and contractors.

HLSM 1340 - Construction Documents and Details
Prerequisites: HLSM 1050
Lec: 2 **Lab:** 3 **Cr:** 3

Students develop a deeper sense of understanding of construction documents and the elements needed to construct them properly. The materials covered include instruction on reading and putting together construction documents, details of both hardscape and elements in the landscape.

HLSM 1350 - Turfgrass & Landscape Maintenance
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students will learn how to maintain turfgrass areas and landscape beds. Students will learn how to use and properly maintain the tools used in turfgrass and landscape maintenance. Students will learn how to properly calculate mulch, fertilizer and soil requirements and how to properly plant a variety of plant materials. Students will learn how to cost out a maintenance project.

HLSM 1400 - Natural Systems and Sustainability
Lec: 3 **Lab:** 0 **Cr:** 3

Students will analyze the basic principles and importance of natural systems focusing on ecology and biodiversity. Students will investigate what sustainability means and its effect on horticulture. This class will encourage critical thinking about current industry practices and their impact.

HLSM 1500 - Produce Safety, Handling and Packaging
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students will evaluate Good Agricultural Practices (GAP), the Food Safety and Modernization Act (FSMA) and other similar programs used to protect produce from contamination. Students will investigate routes of contamination and develop best management practices that will produce a safe product for consumers. Students will practice safe handling techniques, monitor outcomes, analyze results, evaluate current business practices and recommend ways to reduce contamination.

HLSM 2200 - Floral Design: Weddings
Prerequisites: HLSM 1030
Lec: 2 **Lab:** 3 **Cr:** 3

This course provides advanced practice leading to excellence in designing for weddings.

HLSM 2205 - Floral Body Wear
Prerequisites: HLSM 1030
Lec: 2 **Lab:** 3 **Cr:** 3

Students design and create corsages and boutonnieres reflecting current trends. Students will apply fundamentals of design using industry tools and

equipment such as flowers, taping, wiring, gluing, and decorative additions to create wearable compositions.

HLSM 2215 - Global Compositions
Prerequisites: HLSM 1030
Lec: 2 **Lab:** 3 **Cr:** 3

Students will analyze floral compositions from different parts of the world. Students will create complementary compositions based on their analysis.

HLSM 2220 - Advanced Bouquet
Lec: 1 **Lab:** 3 **Cr:** 2

This course teaches advanced design and implementation of bouquets along with the current trends in bridal floral accessories. Students work through advanced fundamentals of working with flowers, taping, wiring, gluing, and decorative additions. Students design for several different types of bouquets.

HLSM 2300 - Landscape Design I
Prerequisites: HLSM 1050
Lec: 2 **Lab:** 3 **Cr:** 3

Students are introduced to the areas involved in planning, designing, and composing landscapes including the proper use of drafting equipment and technology. Students learn existing site analysis, correct identification of site opportunities and issues, and different types of design theory and methods.

HLSM 2305 - Landscape Design II
Prerequisites: HLSM 1050 and HLSM 2300; must be completed prior to taking this course.
Lec: 2 **Lab:** 3 **Cr:** 3

Students demonstrate their ability to design and compose landscapes in this final design class that focuses on the relationship between plants and design. Students briefly review previous classes and have an opportunity to work on a large design project of their own from beginning to end.

HLSM 2320 - Grounds Construction
Lec: 2 **Lab:** 3 **Cr:** 3

Students build an understanding of landscape tools, materials and how landscape products are correctly installed. Students will be a part of a team that will install a landscape element. Material and installations vary based on current trends and technology.

HLSM 2330 - Therapeutic Horticulture
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

This course is the study of the history of restorative gardens and the benefits provided to people. The course emphasizes therapeutic benefits to people working with plants and gardens.

HLSM 2340 - Introduction to Planning and Zoning
Lec: 3 **Lab:** 0 **Cr:** 3

Students will explore the basic principles and importance of planning and zoning related to a Horticulture business development.

HLSM 2400 - Site Systems
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students will examine the principles and importance of topography, soil and storm water and apply the information to a project site. Students will be introduced to different methods of hands-on testing and data gathering. Students will analyze information and data and make recommendations to improve a project site for horticulture pursuits.

HLSM 2410 - Plant Propagation
Prerequisites: HLSM 1010
Pre/Corequisite: HLSM 2430
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn the principles and practices of propagation. Students study the physiological development of plants from seed to maturity and vegetative propagation. Students explore different propagation techniques and identify the best plants for different propagation techniques.

HLSM 2420 - Plant Pathology
Prerequisites: HLSM 1010
Pre/Corequisite: HLSM 2430
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Students will analyze the characteristics, disease life cycles, and Integrated Pest Management control methods of diseases. Students will examine regional pathogens and diseases.

HLSM 2425 - Entomology
Prerequisites: HLSM 1010
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

Student identify insect orders and their specific characteristics, life cycles and their interactions with plants.

HLSM 2430 - Plant Physiology
Prerequisites: HLSM 1010
Lec: 3.5 **Lab:** 3 **Cr:** 4.5
Offered: Online, Hybrid

Students will expand upon the fundamental plant structure and processes information that was introduced in Intro to Horticulture. Students will study advanced plant morphology and physiology within the plant kingdom. Students will have hands on experiments with photosynthesis, fermentation and genetics.

HLSM 2500 - Small Market Farming
Lec: 3 **Lab:** 0 **Cr:** 3

Students gain an overview of the current techniques of small-scale production. Students will explore the different marketing methods available to small-scale producers, locating current sources for business development and the agricultural products that can be produced**.**

HLSM 2510 - Olericulture
Prerequisites: HLSM 1010
Lec: 2 **Lab:** 3 **Cr:** 3

Students will investigate food systems through cultivating a diverse vegetable garden. Emphasis will be placed on organic and biodynamic management practices.

HLSM 2520 - Introduction to Small Animal Husbandry
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn the principles and skills needed to maintain an operation of small production animals. Students will analyze the characteristics and operational feasibility of honey bees, rabbits and poultry. Students will have hands-on production experiences from the animal's birth to processing and tasting.

HLSM 2610 - Floriculture Production
Prerequisites: HLSM 1010
Lec: 2 **Lab:** 3 **Cr:** 3

Students acquire knowledge and skills in producing greenhouse crops in controlled environments. Students will investigate effects of cultural practices on growth.

HLSM 2900 - Special Topics in HLSM
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other horticulture courses, depending upon interest and relevancy to the curriculum. Topics may include EPA certification, water gardening, and rain gardens.

HLSM 2910 - Internship
Prerequisites: Minimum of 18.0 credit hours in HLSM; and instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 15 **Cr:** 3

Students work in a horticulture-related field under the direction of a qualified supervisor. Based on state guidelines, students must complete 40 hours of work for each credit hour.

HLSM 2920 - Special Projects in Horticulture
Prerequisites: HLSM 1010 and enrollment in Horticulture program must be completed prior to taking this course.
Lec: 0 **Lab:** 3 **Cr:** 1

Students work with the horticulture faculty in designing, implementing, and evaluating a special horticulture project. Students meet with the faculty on a regular basis for consultation and evaluation.

Health

HLTH 1050 - Nutrition in the Life Cycle
Prerequisites: BIOS 1310 or BIOS 2310 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Nutrition represents an important health concern throughout the life cycle. This course includes human nutrition, nutrition in healthcare through the lifecycle, introduction to therapeutic and modified diets, nutritional assessment and analysis, and a brief introduction overview of nutrition support. This course also covers gastrointestinal, cardiovascular, respiratory, and endocrine systems as related to medical nutrition therapy. This is a transferable course.

HLTH 1200 - Long-Term Care - CNA
Prerequisites: 16 years of age; and documented proficiency in English must be completed prior to taking this course.
Lec: 5 **Lab:** 4.5 **Cr:** 6.5

The course meets the Nebraska Health and Human Services System training requirements for nursing assistant certification and employment in long-term care facilities. The course combines classroom lecture, laboratory application, and clinical experience for development of basic skills needed to care for the

elderly. Course content focuses on teaching nursing assistants to provide safe, effective, and caring services to the elderly or chronically ill patients of any age in a long-term care facility.

HLTH 1300 - Medication Aide
Prerequisites: 18 years of age by end of course
Lec: 5 **Lab:** 0 **Cr:** 5

This course prepares students to meet the requirements of the Nebraska Medication Aide Act. It includes information regarding medication administration, pharmacology, state rules and regulations, classification of drugs, and documentation of drug administration. The course focuses on the responsibilities of the medication aide in an assisted-living facility or a skilled-care nursing facility.

HLTH 1510 - Foundations of Public Health
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Foundations of Public Health provides students with foundational knowledge of public health's historical contributions; the ethical bases; key terms and concepts; system organization; and the social, behavioral, psychological, and biological factors that contribute to specific individual and community health outcomes through interactive learning strategies and the application and integration of concepts to understand and prevent current public health problems and those facing public health in the 21st century.

HLTH 1520 - Prevention in Community Health
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces and applies the principles of public health and study design needed to support population-based and community-health assessment and evaluation. It focuses on how individuals and groups approach issues of health behavior, health communication, and health promotion. Basic and more advanced methods are covered as appropriate, with application to public health and community contexts.

HLTH 1530 - Community Health Worker I
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces students to the role of community health workers and their importance in the healthcare system. Students will demonstrate knowledge of the basic concepts of common diseases found in global populations and demonstrate how ethics influences client care. Students will serve as liaisons between providers, clients, and agencies by developing and using critical thinking as a framework for solving problems and making decisions to serve community members best. Upon successful completion of this course students will be able to collect and analyze appropriate client and community information used in making data driven decisions.

HLTH 1540 - Community Health Worker II
Prerequisites: HLTH 1530
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course will prepare students to work as trained health educators with community members who may have difficulty understanding providers due to cultural or language barriers. Students will explore working with underserved communities, reducing health disparities, enhancing provider communication, and improving health outcomes and overall quality measures.

HLTH 2900 - Selected Topics
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Health program.

HLTH 2960 - Internship
Lec: 0 **Lab:** 21.8 **Cr:** 6

The internship is an agreement between the College, student, and public or private agency, which provides hands-on training for the student. Written goals and objectives, as well as evaluation criteria, are agreed upon and confirmed in writing by the student, site supervisor, and faculty mentor. Based on state guidelines, students must complete 40 hours of observation for each credit hour in this course. Should students elect to use his/her own job as an intern site, he/she must perform and be evaluated at positions in which he/she is not regularly assigned.

Human Relations

HMRL 1010 - Human Relations Skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This is an introductory course in interpersonal skills, stressing the importance of utilizing those skills in the workplace. Students are presented with opportunities to become more effective, discerning, ethical, flexible, perceptive, and understanding in both professional and personal endeavors. Special attention is given to appropriate communication skills, multinational and

diversity awareness, teamwork, and job-seeking skills as applied to an increasingly customer-oriented workplace.

HMRL 1050 - Leadership: Training and Skill Development
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students apply increasingly responsible leadership roles in their personal, professional, and academic lives. Students learn significant theories of leadership and their applicability to leaders of the past and present, including experiential learning opportunities through class activities and a service learning/community engagement project. Students practice articulating a vision, goal setting, team building, and effective interpersonal communication.

HMRL 2900 - Special Topics in Human Relations
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special areas of interest within the human relations discipline.

Human Services

HMSV 1010 - Introduction to Human Services
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This introductory course explores the human services field. Students are exposed to historical perspectives, ethics, and the role of the community support human service practitioner in various agencies and specific areas of human services employment.

HMSV 1120 - Helping Skills and Techniques
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces students to basic interpersonal skills such as appropriate self-disclosure, active listening, and constructive challenging. The course also prepares students to use professional helping skills on a one-to-basis. Helping skills that are discussed and practiced include at least four of the following: active listening, reflective feedback, summarizing, self-disclosing, displaying empathy, confronting, establishing rapport, and communicating at the client's comprehension level. Students acquire and demonstrate skills through videotaped role-plays, in-class role-plays, counseling critiques, case studies, and other experiential exercises.

HMSV 1130 - Introduction to Counseling Theories
Prerequisites: HMSV 1120 with a grade of C or better; and ENGL 1020 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students focus on an examination of the historical and current theories of counseling. Counseling theories include at least the following: rational-emotive therapy, Gestalt therapy, reality therapy, and client-centered therapy.

HMSV 1140 - Assessment, Case Planning, and Management
Prerequisites: LMHP or PLMHP; or ENGL 1020 and PSYC 1010 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course includes the process of collecting pertinent data about client or client systems and their environment and appraising the data as a basis for making decisions regarding diagnosis, treatment, and/or referral of chemical dependency clients. Instruction on coordinating and prioritizing client treatment goals and working with other services, agencies, and resources to achieve those treatment goals is included. This course also includes practice in assessing and managing a case. This includes the development of sample case records and utilization of written client records to guide and monitor services with emphasis on the development of the social history and intake, initial assessment, case reviews and consultation, individual treatment plan with measurable goals and objectives, documentation of progress, on-going assessment, and discharge planning including appropriate referrals. Confidentiality of client information and records as defined in 42 CFR Part 2 is addressed. The strengths and weaknesses of various levels of care and the selection of an appropriate level for clients is studied. Basic information on two or more objective screening instruments for alcohol/drug disorders, such as the Michigan Alcoholism Screening Test (MAST), Substance Abuse Subtle Screening Inventory (SASSI), Addiction Severity Index (ASI), Mortimer-Filkins, and others are studied.

HMSV 1150 - Community Resources
Prerequisites: HMSV 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course provides students with the opportunity to explore career options in the human services field through direct observation in a field setting and through

guest speakers. This course also helps students to begin to develop knowledge of community resources.

HMSV 1160 - Medical and Social Aspects of Addictions

Prerequisites: LMHP or PLMHP; or ENGL 1010 must be completed prior to taking this course.
Pre/Corequisite: PSYC 1010 (waived for those with LMHP or PLMHP)
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course includes the study of the physiological, psychological, and sociological aspects of alcohol/drug use, abuse, and dependence. The classifications and basic pharmacology of drugs, basic physiology, and the effects of drug use on the systems of the human body and alcohol and drug tolerance along with the withdrawal symptoms per psychoactive drug dependency will be discussed.

HMSV 2050 - Ethics and Professionalism

Prerequisites: ENGL 1020; HMSV 1140; plus HMSV 1160 if in chemical dependency counseling option or HMSV 1010 if in general human services option must be completed prior to taking this course.
Pre/Corequisite: HMSV 1130 - must be taken either prior to or at the same time as this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course addresses a wide range of ethical issues as they apply to human services and chemical dependency counseling. These issues include confidentiality, dual relationships, competency and referral, counselor values and conflicts, legality and ethics, client welfare, establishing appropriate limits and boundaries in the client relationship, informed consent, dealing with impaired professionals, professionalism (including responsibility for competence, professional development, burnout, and self-care), and the need for cultural diversity. This course examines ethical codes of professional organizations. These organizations include, but are not limited to, NOHSE, NAADAC, ACA, APA, ARCA, and NASW. Also included is information on work behavior and work attitude, and professional presentation and development at a practicum site. (Formerly Professional Ethics and Issues)

HMSV 2110 - Group Counseling

Prerequisites: ENGL 1020
Pre/Corequisite: HMSV 1130
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course includes the study of group theory, processes, and dynamics as well as techniques and methods of group counseling and facilitation. The coursework includes practice in group counseling and facilitation.

HMSV 2120 - Social Services Policy and Exceptional Populations

Prerequisites: HMSV 1010, PSYC 1010, and ENGL 1020 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course examines social policy development based on historical factors, value assumptions, and social, political, and economic contexts. Social issues in the field of human services are explored and related to social policy. This course also identifies and defines exceptionalities, as well as the social policies and legalities implemented. (Formerly Social Services Policy)

HMSV 2130 - Treatment Issues in Chemical Dependency

Prerequisites: LMHP or PLMHP; or HMSV 1160 and ENGL 1020 must be completed prior to taking this course.
Pre/Corequisite: HMSV 1140 (waived for those with LMHP or PLMHP)
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course includes the study of treatment issues specific to alcohol and drug disorders, including, as a minimum, dual diagnosis and the impact of physical and mental health disorders on alcohol and drug treatment; the historic and generational influences on alcohol and drug abuse and dependence, including adult children of alcoholics, enabling, and the family disease concept; the influences of Alcoholics Anonymous, Narcotics Anonymous, and the 12-step philosophies in alcohol and drug treatment; and the uniqueness of special populations, including sexual orientation, cultural dimensions, adolescents, women, and the elderly, and how that uniqueness affects assessment of, response to, and delivery of alcohol and drug treatment. Students discuss treatment issues specific to different populations; other aspects of chemical dependency treatment, including treatment methodology; aspects of treatment that address resistance, denial, minimization, relapse and relapse prevention, cross-addiction, spirituality issues; and the influence of other self-help groups, including 12-step groups.

HMSV 2150 - Multicultural Counseling

Prerequisites: ENGL 1020
Pre/Corequisite: HMSV 1130
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course focuses on the counseling implications for cultural, social, and economic factors as they affect diverse groups, including African Americans, Native Americans, Hispanics, and others. Students pay attention to multicultural barriers and to the impact of the counselor's own world view on the counseling

relationship. The course examines adaptation of counseling techniques and theories to the needs of minority clients.

HMSV 2160 - Advanced Group Skills

Prerequisites: HMSV 2110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an advanced course in theory and practice of group counseling. Students continue to learn about the process of group counseling. Included in the discussion is an exploration of group dynamics in working with families along with reviewing theories of family therapy with an emphasis on the systemic model of therapy.

HMSV 2450 - Crisis Intervention

Prerequisites: HMSV 1120 and ENGL 1020
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

The focus of this course is twofold: 1) to explore theories about crisis intervention and how to apply that theory in the field; and 2) to systematically improve the students' interview, communication, evaluation, and helping skills within the framework of crisis intervention and management.

HMSV 2900 - Special Topics in Human Services

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses of the Human Services program.

HMSV 2991 - Practicum I - General Human Services

Prerequisites: Completion of all first-year courses as listed in the catalog; and special admission requirements must be completed prior to taking this course.
Lec: 0 **Lab:** 16 **Cr:** 6

This course provides students with field opportunities to expand and apply their practical and classroom experience. Along with the field experience, the student is required to successfully complete a practicum seminar in conjunction with the assigned practicum.

HMSV 2992 - Practicum II - General Human Services

Prerequisites: HMSV 2991
Lec: 0 **Lab:** 16 **Cr:** 6

This course provides students with continued opportunities and experiences to integrate and apply classroom and textbook knowledge in addition to experiences from the first practicum. Along with the field experience, students are required to successfully complete a practicum seminar in conjunction with the assigned practicum.

HMSV 2993 - Practicum III - General Human Services

Prerequisites: HMSV 2992
Lec: 0 **Lab:** 15 **Cr:** 5

This course provides experience in a more specialized area of human services. Students continue to integrate and apply classroom knowledge and experiences as well as experiences from the first two practica. Students must complete a practicum seminar in conjunction with the assigned practicum.

HMSV 2994 - Practicum I - Chemical Dependency Counseling

Prerequisites: Completion of all first-year courses as listed in the catalog; and special admission requirements must be completed prior to taking this course.
Lec: 0 **Lab:** 16 **Cr:** 6

The course will provide students with an opportunity to integrate their theoretical/textbook knowledge and classroom ideas in a practical way in an actual workplace. Through dual supervision of practicum site supervisor and practicum instructor, the student will become better prepared for employment in the chemical dependency counseling field.

HMSV 2995 - Practicum II - Chemical Dependency Counseling

Prerequisites: HMSV 2994
Lec: 0 **Lab:** 16 **Cr:** 6

The course will provide students with an opportunity to integrate their theoretical/textbook knowledge and classroom ideas in a practical way in an actual workplace. Through dual supervision of practicum site supervisor and practicum instructor, the student will become better prepared for employment in the chemical dependency counseling field.

HMSV 2996 - Practicum III - Chemical Dependency Counseling

Prerequisites: HMSV 2995
Lec: 0 **Lab:** 15 **Cr:** 5

This course provides the opportunity to expand students' practical work experience in chemical dependency counseling. The College assigns students to agencies, institutions, or treatment centers serving and treating chemically dependent clients. Students must complete a

practicum seminar in conjunction with the assigned practicum.

Humanities

HUMS 1000 - Humanities through the Arts
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students explore humanity's creative responses to the fundamental intellectual and artistic questions that have continually preoccupied reflective individuals. Those creative responses may include the fine arts, such as painting, sculpture, and public art; performing arts such as dance, theatre, and film; music and musical performance; religion, philosophy, and culture.

HUMS 1100 - Classical Humanities
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the fine and performing arts, literature, religious and sports culture, and the philosophy and government of the ancient Greek and Roman cultures.

HUMS 1110 - Origins of the Humanities
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the origins of human culture, which emerged with Prehistory and the civilizations of Mesopotamia, ancient Egypt, Bronze Age Greece, ancient China, and ancient India. Students discover the fine and performing arts, literature and myth, and religion and philosophy of these cultures.

HUMS 1120 - The Humanities in the Medieval - Renaissance World
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an interdisciplinary overview of the development of European culture focusing on human accomplishments in painting, sculpture, architecture, music, literature, religion, and philosophy. This course concentrates on the evolution of the Western civilization from the medieval period through the Renaissance. (Formerly Humanities I: Medieval - Renaissance)

HUMS 1130 - The Humanities in the Modern World
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an interdisciplinary overview of the development of Western culture from the Baroque period through the present. (Formerly Humanities II: Modern World)

HUMS 1150 - The Humanities in the Non-Western World
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the humanities in traditional and contemporary non-Western cultures, including the people of the Islamic world, India, China, Japan, Africa, and Oceania. Students will examine the fine and performing arts, literature, and the religions and philosophies of these cultures.

HUMS 1160 - The Humanities and Food Culture
Lec: 3.5 **Lab:** 3.0 **Cr:** 4.5

Students explore the Humanities and World Cuisine from cultures around the world. Humanist expression through art, literature, and music reflects the uniqueness of a culture, in the same way that food culture is distinct. The two components of the classroom will engage both cultural expressions. In lecture, students will be introduced to a sample of the arts of various regions around the world. Lab work will compliment that exploration with a study of the cuisine of each respective region.

HUMS 2310 - Film History and Appreciation
Prerequisites: Level I English; or HUMS 1000; or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the development of the film genre as an art form, an industry, and a cultural force. Students also learn how film works thematically, narratively, stylistically, visually, and technically.

HUMS 2900 - Special Topics in the Humanities
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other humanities courses. Topics may expand upon the relationships between culture and the visual or performing arts and the investigation of non-Western cultures.

Heating, AC and Refrigeration

HVAC 1101 - HVACR Electrical Systems and Components

Lec: 8 **Lab:** 0 **Cr:** 8

Students learn proper electrical vocabulary, safety, and test procedures through a combination of classroom and lab lectures and activities. Students also become familiar with basic circuit structures such as series, parallel, and combination circuits and their rules; in the process they also learn Ohm's and Watt's laws that govern the behavior of all electrical circuits.

HVAC 1102 - HVAC/R Shop Practices

Lec: 6 **Lab:** 0 **Cr:** 6

Students practice using tools in basic HVAC/R jobs such as tube bending, flaring, swaging, soldering, brazing, and making drain lines out of copper. Students learn to cut and thread gas pipe and how to fabricate drain lines in schedule 40 and 80 PVC, and vinyl tubing. Students lean and gain certification in tracpipe. Students become acquainted with standard shop tools and equipment in order to meet or exceed industry standards.

HVAC 1103 - Intro to HVAC/R Principles & Theory

Lec: 8 **Lab:** 0 **Cr:** 8

Students gain experience in actual refrigeration service practice. Typical service problems are worked out by each student. The fundamentals of controls, definitions, measurements, electric controls, safety controls and refrigerant controls are included. This course covers the usage of EPA approved equipment to remove, recycle and reclaim refrigerant. Students take the EPA test with a Pass/Fail rate of 75% minimum.

HVAC 1104 - Sheet Metal Fundamentals 1

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn to identify and create basic fittings used in residential air conditioning and heating systems. Students also become familiar with typical hand tools, project layout and fabrication tasks, and safe operation of sheet metal machinery.

HVAC 1201 - Heating Fundamentals, Install & Service

Prerequisites: HVAC 1101 and HVAC 1102 with a grade of C or better must be completed prior to taking this course.
Lec: 8 **Lab:** 0 **Cr:** 8

Students study heating fundamentals and operations of gas and electric heating systems. Installation and service problems are investigated along with wiring, operating and safety controls, use of test instruments, venting, combustion air, gas piping and trouble-shooting. Efficiency tests are conducted in the lab with emphasis on safety.

HVAC 1202 - Commercial Refrigeration Install & Service

Prerequisites: HVAC 1101, HVAC 1102, and HVAC 1103 with a grade of C or better must be completed prior to taking this course.
Lec: 8 **Lab:** 0 **Cr:** 8

Students install a complete refrigeration system (low temperature/medium temperature) using hard drawn copper tubing. Various systems are studied and the student solves typical service problems. Refrigerant leaks are repaired, components replaced, systems evacuated and dehydrated, oil and refrigerant charge installed, and systems tested and adjusted.

HVAC 1203 - Building Automation Fundamentals 1

Prerequisites: HVAC 1101 with a grade of C or better
Lec: 6 **Lab:** 0 **Cr:** 6

Students study the basic components of a simple building automation system, controlling a small variable air volume air handling unit serving a variety of different Air terminal units, and how they interact. Students are introduced to the basics of block based programming related to commercial HVAC systems, how to properly install various field devices and their associated wiring, and how to analyze a system for proper installation.

HVAC 2101 - Split Systems: Air Conditioning

Prerequisites: HVAC 1103 and HVAC 1201 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about combination heating and cooling systems. Students study natural gas and electric heating systems, and air conditioning systems. Humidification, electronic air cleaners and air filtering are also covered.

HVAC 2201 - Split Systems: Heat Pumps

Prerequisites: HVAC 2101 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about the refrigerant cycle and the reverse cycle principle, including the reversing valve. Special components and accessories used within heat

pumps are covered. Electric controls found on heat pump systems and the various services involved are covered in-depth.

HVAC 2301 - Advanced Residential Air Conditioning

Prerequisites: HVAC 2101 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students calculate heating and cooling needs of various structures using manual and computerized calculator methods. The course covers equipment selection, static pressure, and airflow.

HVAC 2401 - Commercial HVAC Systems

Prerequisites: HVAC 2201 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about equipment used in the commercial HVAC field. The primary focus is on package rooftop unit installation, repair, and service. Students also study water source, geothermal heat pumps, and loop systems.

HVAC 2501 - Journey Worker Test Prep

Lec: 4.5 **Lab:** 4.5 **Cr:** 4.5

Students are guided through the significant quantity of study materials required as reference for the City of Omaha, and Iowa State ACAD Journeyman's licensure exams.

HVAC 2604 - Sheet Metal Fundamentals 2

Prerequisites: HVAC 1104 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to properly size and run ductwork, how to use an air duct calculator, and to seal, insulate and pressure-test ductwork. Students practice building plenums onsite and installing flexible ductwork.

HVAC 2702 - Advanced Commercial Refrigeration

Prerequisites: HVAC 1202 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students study various types of installations with emphasis on the product to be cooled, the desired temperature to be maintained, and humidity conditions. Students solve problems involving system balance and component capacity, use of heat load charts, pipe sizing tables, manufacturers' data, and specification sheets, along with procedures for load calculations used in commercial refrigeration.

HVAC 2703 - Building Automation Fundamentals 2

Prerequisites: HVAC 1203 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students continue to develop their understanding of building automation system topics including how to build graphical user interfaces; how to create, test, and respond to system alarms; and how to create and analyze system trends. Students also further refine the basic system they designed and executed in HVAC 1203, to be an overall more effective and energy efficient system.

HVAC 2713 - Advanced Building Automation 1

Prerequisites: HVAC 2703 and HVAC 2401 with a grade of C or better
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students continue to develop their understanding of Building Automation System topics focusing on development of engineering documents, and creation and implementation of advanced energy efficiency sequences of operation. Students also further refine the basic system they designed and executed in HVAC-2703, to be an overall more effective and energy efficient system.

HVAC 2723 - Advanced Building Automation 2

Prerequisites: HVAC 2713 with a grade of C or better
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students continue to develop their understanding of Building Automation System topics through this capstone course where students participate in a project based learning exercise wherein they will be tasked with first repairing then replacing an antiquated control system of which they have no knowledge. Students utilize the skills they have learned throughout the rest of the HVAC program accomplish the task as a team, with minimal assistance from the instructor.

HVAC 2801 - Intro to Hydronic Systems

Prerequisites: HVAC 2401 with a grade of C or better
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about hydronic heating and cooling systems in both residential and commercial applications. Topics covered include open and closed loop systems, pumps, cooling towers, boilers, heat exchangers, and chillers. Operations, troubleshooting and service of these systems are discussed in depth.

HVAC 2802 - Mini Split Systems
Prerequisites: HVAC 2201 with a grade of C or better
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students learn the unique operations, installation, maintenance and troubleshooting for Mini Split air conditioning and heat pump systems. In addition, they are exposed to how these types of systems implement variable refrigerant flow to handle zoning in larger installations.

HVAC 2900 - Special Topics in HVAC
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Heating, Air Conditioning, and Refrigeration program.

HVAC 2981 - Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 15 **Cr:** 3

The internship provides experience in systems identification of components systems, temperature ranges, systems cleaning, refrigeration charging operations, leak checking and repairing, customer relations, and billing. The course includes student performance evaluations and on-site inspection. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Industrial and Commercial Trades

INCT 0900 - Introduction to the Trades
Lec: 2 **Lab:** 0 **Cr:** 2

This course introduces the trades by examining the various employment paths available. It includes classroom discussion, on-site tours, and guest presenters. It also covers tools, fasteners, equipment, basic measurement, and shop safety.

INCT 1000 - Industrial Safety and Health
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course covers the basics of industrial safety and health. Topics covered are OSHA-required and include introduction to OSHA, managing safety and health, hazard communication, fire protection, emergency action plans, electrical safety, PPE, material handling, and machine guarding. This course also covers OSHA elective areas such as BBP, fall protection, welding, LOTO, and confined spaces. Students who successfully complete and attend all OSHA-required and elective sections of this course are eligible to receive the OSHA 30-hour general industry card.

INCT 1010 - Introduction to the Trades II
Lec: 3.5 **Lab:** 0 **Cr:** 3.5

This course is designed to introduce students to skills generally required for entry-level employment in the trades. Topics include basic safety, hand tools, power tools, construction math, print reading, rigging, communication, and employability skills.

INCT 1020 - Lead Safe Practices I
Lec: 1 **Lab:** 0 **Cr:** 1

This course provides eight hours of instruction in lead safety training as it applies to remodeling repairs and painting. It uses curriculum developed by the EPA and HUD and is an approved EPA/HUD RRP English initial certification course.

INCT 1100 - Logistics and Warehousing for Applied Technologies
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to the logistics and warehousing career field. Students study the planning, management, and movement of people, materials, and products by road, air, rail, pipeline, and water. This course is designed as an introduction to the activities associated with transportation, warehousing/distribution/material handling, and inventory management, with particular attention to applications in the applied technologies area. Additional information includes industry history, legal and regulatory issues, documentation requirements, and safety and security concerns. This course prepares students to test for the nationally recognized certification as a Certified Logistics Associate (CLA).

INCT 1301 - Home and Building Maintenance Carpentry
Lec: 6.5 **Lab:** 0 **Cr:** 6.5

This course includes an introduction to maintenance carpentry. Topics include basic carpentry tools, tool safety, drywall hanging and patching, and suspended ceiling installation. The course emphasizes insulation and weatherization.

INCT 1304 - Small Engine Repair
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

This course covers the individual systems in small gas engines that work together to produce power. Students

learn the six systems of internal combustion gasoline-powered engines: fuel, exhaust, ignition, combustion, cooling, and lubrication. This course also covers safety, proper use of hand tools, and special tools used in the repair and maintenance of small engines.

INCT 1500 - Introduction to Distribution
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students interested in learning about the importance of distribution in manufacturing need a good overview of distributors and distributorships. This course provides this by examining the role of distributors in bringing goods to market, adding value through distributor services, and tracking products from procurement through final sale and installation. It also introduces basic accounting principles and contract law necessary for distribution.

INCT 2050 - Problem-Solving
Lec: 3 **Lab:** 0 **Cr:** 3

This course builds troubleshooting expertise for maintenance professionals and decision-makers at all levels. It examines creative and critical thinking, problem solving, and troubleshooting.

INCT 2100 - Introduction to Robotics
Lec: 2 **Lab:** 6 **Cr:** 4

Students learn basic concepts and skills in industrial robotic operations with emphasis on the Fanuc R-J30iA series robot controller. Students program, test, run, and trouble-shoot FANUC material handling application programs. Students successfully completing the course will be able to: Safely demonstrate power up and jog the robot, execute production operations and recover from common faults, create and modify material handling programs and macros, and utilize robot and controller input and output signals. The course consists of online curriculum, demonstrations, and a series of laboratory exercises using the Fanuc CERT training modules. Obtaining a FANUC CERT certificate is possible.

INCT 2110 - Vision for Industrial Robotics
Prerequisites: INCT 2100
Lec: 2 **Lab:** 6 **Cr:** 4

Students learn to program a vision system as a stand-alone solution and integrate it into robotic systems. The student will receive instruction on general vision concepts, including camera setup, lighting, lensing, 2D Single & 2D Multiple View Process and perform hands-on programming with industrial vision systems. Obtaining a FANUC CERT certificate is possible.

INCT 2900 - Special Topics in Industrial and Commercial Trades
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses of the Industrial and Commercial Trades program.

INCT 2981 - Internship
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 21.8 **Cr:** 6

The internship provides students the opportunity to apply their knowledge, learn new techniques, and get on-the-job training at an approved work site. To develop an internship to meet their academic and career goals, interested students must contact their program faculty. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Information Technology

INFO 1000 - Workplace Skills for It Professionals
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students experience multiple opportunities to apply Nebraska Career Readiness Standards including developing interpersonal skills, working in teams, practicing effective communication skills, and utilizing problem-solving techniques. Students gain knowledge in establishing a personal brand, skills in networking, and develop a professional career portfolio including an industry-specific resume, work projects, and accomplishments. Students learn IT industry work expectations and job search strategies.

INFO 1001 - Information Systems and Literacy
Recommended: A basic understanding of computer systems
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course is designed to illustrate what it means to be digitally literate and to demonstrate what can be accomplished using a computer. Topics include hardware, software, operating systems, peripherals, and troubleshooting. Skills or working in an Internet or networked environment and for maximizing your communication, education, collaboration, and social interaction in a safe and ethical way is also discussed in the course. Students will also learn to use popular

software application programs to process documents found in a business or school environment. The course is aligned with the IC3 Digital Literacy Certification. **Note:** A basic understanding of computer systems is recommended prior to taking this course. Students desiring to take a basic introductory computer course should enroll in WORK 0900 Introduction to Microcomputer Technology.

INFO 1002 - Introduction to Information Technology

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to Information Technology vocabulary and fundamentals related to computer hardware, software, networking, security, and basic Information Technology literacy. This course helps prepare students for the CompTIA IT Fundamentals+ certification exam.

INFO 1003 - Problem Solving and Programming Logic

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to the Python programming language. Emphasis is placed on proper design and coding in the IDLE design environment. Topics include data-types, variables, flow of control, text file input-output, arrays and other data structures, number-based classes, strings, and security concepts.

INFO 1008 - Business Office Communications

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the use of technology and methods used for effective written and verbal communication in today's business environment. Students learn to compose and edit various types of business communications that include the proper usage of basic English grammar and punctuation rules to structure and organize their writing. Students also acquire technology skills using the Microsoft Office Outlook software to compose and send electronic mail and to maintain electronic calendars, task lists, and contact lists. Students learn the objectives for the Microsoft ® Office Specialist certification exam for Outlook.

INFO 1009 - Introduction to Cloud Computing

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to Amazon Web Services. The course provides an overview of the fundamentals of the AWS Cloud. It is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides an overview of cloud concepts, AWS services, security, architecture, pricing, and support. The course aligns with objectives of the AWS Certified Cloud Practitioner exam.

INFO 1010 - Customer Service Skills

Recommended: Level 1 English course
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students study the importance of customer service satisfaction and the functions of customer relations systems. Students also learn the soft skills needed to provide effective customer service and support in a variety of business environments.

INFO 1011 - Project Management

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn and practice the five phases of project management: initiating, planning, executing, monitoring and closing a project. Students manage project case studies, applying various project management methodologies and utilizing industry standard project management software. Students are prepared to take the PMI CAPM® exam which reflects content from the Sixth Edition PMBOK® Guide including information on the latest agile approaches and how to integrate them with traditional project management practices.

INFO 1013 - Keyboard Skillbuilding

Lec: 1.5 **Lab:** 1.5 **Cr:** 2
Offered: Online, Hybrid

Students complete diagnostic testing using the alphabetic keyboard and numeric keypad to determine current keyboarding skills. Students then use the alphabetic keyboard and numeric keyboard to complete individualized practice drills to improve keyboarding speed and accuracy and complete variety of progress check timings to evaluate improvement of keyboarding skills during the course. **NOTE:** Students must have prior keyboarding experience. Recommended speed for enrollment and optimal success is 30 wpm. Because students progressively improve keyboarding skills throughout the course, proficiency testing to receive credit for the course is not provided.

INFO 1015 - File Management and User Interface

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students are introduced to file management concepts in the command prompt (CLI) and graphical user interface (GUI). Students learn the concepts of relative and absolute paths and techniques for working with and organizing files in Windows, MacOS, and Linux GUIs as well as the command line environment. Students organize, find, and manage files in the GUI and CLI and through common applications such as web browsers and productivity tools.

INFO 1022 - Business Telecommunication Systems

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students study the concepts, standards, and practices associated with supporting business telecommunication systems equipment. Students focus on topics such as the technologies behind digital and analog communication, IT networking basics as applied to telecommunication systems, digital phone technology, voice over internet protocol (VOIP) technology, and the tools used to develop knowledge, skills, and abilities to effectively contribute to a robust telecommunication system.

INFO 1023 - Networking Essentials

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore current topics and disciplines in the field of information technology. Working in a collaborative environment, students apply project management concepts, ethics, and security to investigate development, IT management, applied technology, and IT network support. This course aligns with the CompTIA Network+. **NOTE:** Students must receive a C or better in this course to enroll in a capstone course.

INFO 1030 - Introduction to Service Desk Operations

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides students with insight to the concepts, standards and practices most often associated with the IT service desk function. Students focus on topics such as help desk structure, operations, roles and responsibilities, standards, processes, tools and systems, customer support, and performance measures. Problem-based scenarios and simulations are two tools used to develop knowledge, skills and abilities to effectively contribute to a successful IT services desk.

INFO 1105 - IT Essentials PC Repair I

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course emphasizes the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities, students learn how to assemble and configure a computer, install operating systems and software, and perform basic troubleshooting of hardware problems. This course prepares students for Comp TIA A+ certification.

INFO 1110 - Windows Operating Systems I

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course introduces students to Microsoft Windows desktop operating system. Students learn fundamental concepts to effectively use and manage the Microsoft Windows desktop operating system. Many of the objectives comply with industry standard certification exam objectives. NOTE: Students must receive a C or better in this course to enroll in a capstone course.

INFO 1111 - Linux Operating Systems I

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students explore the Linux operating system. Students learn the fundamental concepts of Linux required to use the system effectively. Topics include the BASH shell, getting help, editors, variables, redirection and piping, directories and files, links, the FHS, locating and searching files, and other basic topics. This course along with INFO 1121 and INFO 1131 align with objectives from the Red Hat Certified System Administrator (RHSCA) certification.

INFO 1120 - Windows Operating Systems II

Prerequisites: INFO 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn fundamental concepts of effective use and management of the Microsoft Windows desktop operating system. This course continues the exploration of the Microsoft Windows desktop operation system from an administration perspective. Course objectives align with objectives of the Microsoft Desktop Administrator Associate certification.

INFO 1121 - Linux Operating Systems II
Prerequisites: INFO 1111
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces students to Linux System Administration. Topics include installing the Linux operating system, automation, process creation and management, managing system backups, resource management, managing users and groups, and other server administration topics. This course is the second course toward student success in achieving the Red Hat Certified System Administrator (RHSCA) certification.

INFO 1122 - Windows Power Shell
Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to Windows PowerShell. Students develop basic scripts (cmdlets) and learn commands for managing the Microsoft Windows environment.

INFO 1125 - IT Essentials PC Repair II
Prerequisites: INFO 1105
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students experience advanced, hands-on topics of hardware and software repair. Students conduct basic electronic trouble shooting, wireless networking, and system security. Through hands-on activities, students learn configuration procedures and more advanced trouble shooting procedures. Topics of discussion and written labs include printers, mobile devices, and wireless operations. This course further prepares students for the Comp TIA A+ certification.

INFO 1134 - React Web Application Development
Prerequisites: INFO 1003, INFO 1311 and INFO 2124 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn Full Stack development workflow using React, a JavaScript library for building user interfaces and applications using the latest innovative technologies emerging in the world of web development.

INFO 1135 - IT Communication Skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides students with the knowledge and skills to effectively communicate with customers while performing IT service desk duties. Students learn communication skills, recognizing communication barriers, handling difficult situations, the value of a positive attitude, how to develop and conduct training, and how to draft technical written documents. Problem-based scenarios and simulations are two tools used to develop knowledge, skills and abilities to effectively communicate while employed as a service desk technician.

INFO 1141 - Linux Operating System III
Prerequisites: INFO 1111
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students explore advanced system administrative tasks involving networking services and securing a Linux system. Topics include managing network security with a firewall, accessing network storage devices, managing advanced permissions using ACLs, securing a system with SELinux and other advanced topics. This is the final course toward student success in achieving the Red Hat Certified System Administrator (RHSCA) certification.

INFO 1200 - Cisco Introduction to Networks
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to the architecture, structure, functions, components, and models of the Internet and other computer networks. Concepts covered include: numbering systems, networking models and protocols, networking equipment types and configuration, and core network security principles. Students will design, build, and troubleshoot a small network and configure and secure routers and switches.

INFO 1201 - Cisco Switching, Routing, and Wireless
Prerequisites: INFO 1200
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students will examine the architecture, components, and operations of routers and switches in a small network. Students configure routers and switches based on specifications to enable basic network functionality for both wired and wireless networks. Students will troubleshoot routers and switches and resolve common issues to include virtual LANs, spanning-tree protocol, EtherChannel, inter-VLAN routing, and redundant links in both IPv4 and IPv6 networks. Students will examine network vulnerabilities and harden devices to mitigate attacks. Students develop the knowledge and skills needed to implement DHCP.

INFO 1213 - Microsoft Access
Recommended: INFO 1001
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn the features of Microsoft ® Access to create databases. Topics include creating and editing tables, queries, forms, and reports, entering, editing, and filtering records, creating database relationships, and creating macros. Students explore objectives of the Microsoft ® Office Specialist certification exam and must receive a C or better in this course to enroll in the Office Professional Capstone course.

INFO 1227 - Technology Applications
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students utilize modern technology tools to learn and apply practices for effective management of information. Students also gain an overview of ethics in technology, government regulations, and advances in information security.

INFO 1228 - MS APPLICATIONS I
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students use basic features of Microsoft Word, Excel, and PowerPoint to produce professional documents, spreadsheets, and presentations. INFO 1229, MS Applications II, is a continuation of this course.

INFO 1229 - MS APPLICATIONS II
Prerequisites: INFO 1228
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

This course is a continuation of INFO 1228, MS Applications I. Students use intermediate and advanced features of Microsoft Word, Excel, and PowerPoint to edit and refine professional documents, spreadsheets, and presentations. Students who successfully complete this course are prepared to take the Microsoft Office Specialist (MOS) Associate level Word, Excel, and PowerPoint certification exams.

INFO 1260 - Introduction to Instructional Technology and Design
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students learn theory, evidence based practice, and techniques for using technology to develop, deliver and/ or support instruction and training. Students establish foundational knowledge and develop practical skills in systematic design processes. Students write learning/ training objectives, develop learning/ training activities and resources, apply best practices for integrating technology into learning/ training and assess/ evaluate outcomes.

INFO 1261 - Instructional Technology and Design Tools
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students investigate emerging technology tools used to design and deliver multimedia instructional materials for teaching and training in a variety of modes and settings, including online and face-to-face format. Students also examine tools in assessing and evaluating learning of instructional and training programs. Tools include systems hardware, software, emerging instructional and communications technologies.

INFO 1262 - Instructional Technology and Design Methods
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students analyze methodologies for integrating technology tools in learning and training. Students identify and select systematic methods for planning and development of learning/ training programs based upon requirements determined through needs analysis and/ or job analysis.

INFO 1263 - Instructional Technology and Design Topics
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students analyze a variety of current topics focused on instructional technology and design for learning and training. Topics include ethics related to technology usage, Universal Design for Learning, digital game-based learning, scenario-based learning, teaching and learning with mobile devices, using multimedia for learning/ training, and emerging technology tools.

INFO 1264 - ePortfolio Design
Lec: 1.0 **Lab:** 0.0 **Cr:** 1.0
Offered: Online

Students create an ePortfolio through the selection of artifacts completed in prior course work. An ePortfolio showcases student's knowledge, skills and abilities expected from instructional technologists and designers.

INFO 1265 - Practicum: Applications
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students develop an instructional technology and design project by applying principles of design to develop a learning/training program to meet needs of an assigned "real world" case study. In the "real world" case study, students use technology to create a multimedia product to address the needs of learners, establish a plan for effective use and management of technology, assess learning and evaluate the learning/ training program.

INFO 1311 - Web Page Creation
Recommended: INFO 1015 recommended prior to taking this course, but not required.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course teaches students how to create basic websites using HTML and CSS specifications. It covers creating HTML pages that include links, images, tables, multimedia, and forms and discusses additional advanced features such as implementing Web interactivity using JavaScript and jQuery. Students use CSS to control the format and layout of Web pages and learn how to use responsive design for print, mobile devices, and tablets.

INFO 1314 - Photoshop
Prerequisites: INFO 1311
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn to create, modify, and optimize graphics for use on websites. They create banners, buttons, background images, and advertisements. The course uses Photoshop tools to create vector graphics, edit bitmap graphics, work with layers, create image rollovers, slice images, create image maps, and export graphics. It also covers animated GIF images.

INFO 1315 - Interface Design
Prerequisites: INFO 1311
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course introduces students to the concepts and practices of user interface (UI) and user experience (UX) design for the web. Students learn the UX process of research, design, and evaluation along with current UI design principles such as typography, layout, and color theory for the web. Covers the creation of user personas, wireframing, prototyping, and usability testing.

INFO 1316 - Dreamweaver
Prerequisites: INFO 1314
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course presents the use of Dreamweaver to create, edit, and manage well-designed websites. Students learn how to use the software to incorporate the following HTML elements: tables, CSS, multimedia, forms, and other advanced Dreamweaver features.

INFO 1317 - Content Management Systems for Office Professionals
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how to create, manage, and publish websites using a Content Management System (CMS). Students plan and create websites, work with themes, format text, and use CSS. They also learn how to work with images, create links, add multimedia content, customize widgets, install plugins, apply interactive behaviors, create forms, and optimize a website for publishing.

INFO 1322 - Basic WordPress
Prerequisites: INFO 1311
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course examines installing, configuring, and maintaining a website using WordPress Content Management System. Students plan and create websites and work with themes. They also learn how to add multimedia content, customize widgets, install plugins, apply interactive behaviors, and optimize a website for publishing. Customizing themes with child themes is also covered.

INFO 1323 - Graphics Programming
Prerequisites: INFO 1532
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students will learn how to program computer graphics. Topics covered will be basics of modeling, lighting, textures, tessellation, soft shadows, and generating realistic materials and environments. Students will use a shader scripting language combined with a high level programming language. Math concepts covered will be matrix transformations and vectors.

INFO 1325 - Software Engineering Foundation I

Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students explore the tools, techniques, and processes used for software engineering, development and deploying. Students are introduced to version management tools and techniques using the Command Line interface to interact with development tools. Students are also introduced to team-based development concepts.

INFO 1327 - Web Analytics, SEO, and Social Media

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

This course helps students develop the skills necessary to thrive in the digital workplace. Students are introduced to the fundamentals of Google Analytics and search engine optimization. The basics of social media analytics and mobile analytics are covered in this course as well.

INFO 1335 - Software Engineering Foundations II

Prerequisites: INFO 1009, INFO 1620, and INFO 1325 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students are introduced to the techniques and methodologies needed to retrieve information from large relational databases both via a direct connection to the database and via a server-side program. Data modeling is reviewed through the introduction of Structured Query Language (SQL) including both data manipulation and data definition statements. Software engineering best practices are applied through the use of diagramming and version control tools.

INFO 1401 - Introduction to Data Center Operations

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to all aspects of a data center and its physical infrastructure. Students learn data center design, support, management, and maintenance while working in a server environment. Topics include daily operations of a data center including concepts, infrastructure, operations, and management.

INFO 1413 - Data Center Technician I

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to fundamental data center concepts aimed at the technician. Concepts include infrastructure, working in a data center, and maintenance techniques. Topics include physical infrastructure, cabling and network infrastructure, power infrastructures and cooling infrastructures.

INFO 1421 - Virtualization Technologies Monitoring

Prerequisites: INFO 1023
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course introduces both hardware and software methods used to implement virtualization. Students explore multiple vendor solutions and get hands-on experience with remote access configuration and monitoring found in today's enterprise IT and data center environments.

INFO 1422 - DC Storage Management

Prerequisites: INFO 1401
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students increase the scope of their IT skills transformation and learn the latest emerging storage-related technologies. Coverage of Third Platform technologies like cloud, big data, mobile, and social- and software- defined data centers are discussed. Other topics include infrastructure, intelligent storage systems, business continuity, security threats and controls, and key processes.

INFO 1423 - Data Center Technician II

Prerequisites: INFO 1413
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course continues the Data Center Technician I course, discussing power considerations, cooling, legislative compliance, standards, and auditing considerations. Students learn Data Center power and cooling requirements, legislation/standards for Data Centers, and disaster recovery and business continuity requirements.

INFO 1424 - Vmware

Recommended: INFO 2135 and INFO 2142
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain the knowledge, skills, and abilities to build and run a VMware VSphere environment. Students install and configure VMware ESXi hosts and VMware vCenter Server. Students will manage the ESXi hosts and virtual machines with vCenter Server.

INFO 1433 - DC Operations and Management

Prerequisites: INFO 1401
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Data Centers play a significant role in today's business environment. This course introduces software to monitor and manage a Data Center. Students will configure the software with actual inventory from MCC's infoadc.mccinfo.net data center. Students will monitor the software and troubleshoot the issue that are introduced into the network data center.

INFO 1434 - AWS Architecture

Prerequisites: INFO 1009
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

AWS Academy Cloud Architecting covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach how to optimize the use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS.

Throughout the course, you will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for you to build a variety of infrastructures through a guided, hands-on approach.

INFO 1435 - Introduction to AWS SysOps

Prerequisites: INFO 1111 or INFO 1110
Pre/Corequisite: INFO 1434
Recommended: INFO 1002
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

IAAS (Infrastructure as a service), PAAS (Platform as a service), and SAAS (Software as a Service) are viable alternatives to on-premises servers and locally installed applications. Students will learn the Amazon Web Services implementation of these cloud-based services.

INFO 1499 - Computer Science I

Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain a broad overview of programming in a high-level general-purpose programming language. Students are introduced to programming and problem solving. At the end of the course, students design a program using programming language.

INFO 1500 - Computer Science II

Prerequisites: (1) INFO 1499
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to advanced Computer Science topics including advanced programming techniques and algorithm analysis. Students collaborate on teams and apply design principles to develop a program. At the end of the course, students develop large-scale software projects.

INFO 1501 - Python Programming I

Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course exposes students to advanced subjects I the Python programming language. Emphasis is placed on object-oriented programming. Topics include Regular Expressions, XML parsing, database programming with SQLite, and advanced GUI design with TKinter.

INFO 1511 - Python II

Prerequisites: INFO 1009 and INFO 1501
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students learn advanced subjects in Python programming language and program object oriented programs. Students utilize XML parsing, database programming with SQLite, and advanced GUI design with TKinter.

INFO 1521 - Java Programming I

Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn Java object-oriented programming language by developing an awareness of Java language essentials. By the end of the course, students will write Java programs in order to solve a variety of basic problems, design and test techniques, and work with arrays and simple data structures. **Note:** This course aligns with AP Computer Science Exam.

INFO 1522 - C++ Programming I
Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces the C++ programming language. It emphasizes problem-solving using structured design and covers various features of the C++ language, such as conditions, logical expressions, selection control structures, looping, functions, and variable scope. Students use modular programming techniques to solve a variety of problems.

INFO 1523 - Visual Basic.NET I
Prerequisites: INFO 1009
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces programming the graphical user interface using Visual Basic.NET. Students use Visual Basic.NET to develop applications with graphical windows, create applications that work with databases, create Web applications, and create applications that display graphics. It allows developers to create applications in a relatively short period of time. This course emphasizes gaining an understanding of proper design, placement of controls, and coding of the GUI.

INFO 1524 - COBOL I
Prerequisites: INFO 1009
Lec: 5 **Lab:** 0 **Cr:** 5

Students gain experience using programming techniques with the COBOL language. Students design, program, debug, and test business-oriented problems.

INFO 1526 - C# (C-Sharp) Programming I
Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces programming the graphical user interface and console applications of Microsoft Visual C# (C-Sharp) programming using the current Visual Studio.NET environment. Students use Visual C# programming to develop a variety of applications with graphical client interfaces and use console programs to perform programming tasks. The course emphasizes proper windows design, placement of controls, and proper coding of the Visual C# programming language for business-type projects. Students who enroll in this course must have a thorough knowledge of the Windows environment. (Formerly Visual C# Programming I)

INFO 1527 - Ruby Programming
Prerequisites: INFO 1009
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces the Ruby programming language. Through guided learning activities and project-oriented assignments, students advance through the dynamic and expressive grammar of the language and apply these basic concepts to develop pragmatic online and batch applications involving file systems, file I/O, and databases.

INFO 1528 - ASP.NET Programming I
Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students are introduced to web application development using the C# programming language on the ASP.NET platform. Emphasis is placed on proper design and coding in the Visual Studio design environment. Topics include basic building blocks of ASP.NET and C#, server-side controls, flow of control, using arrays, working with classes and objects, and basic database connectivity.

INFO 1529 - PHP Programming I
Prerequisites: INFO 1003 and INFO 1311
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students are introduced to PHP Programming. Emphasis is placed on gaining the proper design and coding in the scripting language environment. Topics include installation and configuration of PHP, Apache, and MySQL. Also covered is the basic building blocks of PHP, flow of control, functions, using arrays, and working with objects.

INFO 1531 - Java Programming II
Prerequisites: INFO 1521
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is for students experienced with Java and object-oriented programming. Topics include additional exception handling, data structures, database access and applications, multimedia, multithreading, and Internet/browser applications.

INFO 1532 - C++ Programming II
Prerequisites: INFO 1522
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course covers data types, one- and multi-dimensional arrays, lists and strings, records (C++ structs), classes and data abstraction, object-oriented software development, pointers, dynamic data, linked structures, and recursion.

INFO 1533 - Visual Basic.NET II
Prerequisites: INFO 1523
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course places additional emphasis on gaining an understanding of proper design, placement of controls, and coding of the GUI. It covers advanced topics such as database access and management, object-oriented programming using class structures, exception handling, and inheritance.

INFO 1534 - COBOL II
Prerequisites: INFO 1524
Lec: 5 **Lab:** 0 **Cr:** 5

Students expand their knowledge of COBOL with advanced techniques. Topics covered include sorting, sequential file updating, indexed file processing, VSAM files, subprograms, relational databases, and embedded SQL.

INFO 1536 - C# (C-Sharp) Programming II
Prerequisites: INFO 1526
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course includes more advanced topics such as XML, database, text and binary file access, data structures, sets, and user interfaces. (Formerly Visual C# Programming II)

INFO 1537 - Ruby on Rails
Prerequisites: INFO 1527
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course introduces the Ruby on Rails web application framework. Through guided learning activities and project-oriented assignments, students advance through each of the major components of the framework and apply these basic concepts to develop dynamic web applications.

INFO 1539 - PHP Programming II
Prerequisites: INFO 1009, INFO 1311 and INFO 1529
Lec: 0 **Lab:** 0 **Cr:** 4.5

Students continue their study of the PHP Programming. Emphasis is placed on gaining the proper design and coding in the scripting language environment. Topics include installation and configuration of PHP, Apache, and MySQL. Also covered is the basic building blocks of PHP, flow of control, functions, using arrays, and working with objects.

INFO 1540 - Swift App Development I
Prerequisites: INFO 1003
Recommended: INFO 1015 recommended prior
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

This introductory course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS app.

INFO 1541 - Java III
Prerequisites: INFO 1531
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students build on the basics of Java to create the backend of a web application. Frameworks are used alongside Java to enable dependency injection and database access. Students use the Application Programming Interface (API) for each framework covered in the course. Concepts covered are Model, View, Controller (MVC), Dependency Injection, Servlets, Containers, and Version Control for industry level backend development.

INFO 1550 - Swift App Development II
Prerequisites: INFO 1540
Recommended: INFO 1015 and INFO 1314 recommended prior to taking this course, but not required.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

This course is designed to help students build on the foundational content offered in INFO 1540, Swift App Development I. Students will extend their knowledge in computer programming fundamentals using Swift as the language. Students will increase their practical experience with the tools, techniques, and concepts needed to build a basic and intermediate iOS applications.

INFO 1620 - Introduction to Database Design
Prerequisites: INFO 1003 or INFO 1501
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to database design, implementation, and management. It covers the basics of database design and manipulation. Topics include relationships, database normalization, constraints, data modeling, multi-user database architectures, and exploration of various DBMS software products. Students learn how to design and manipulate the database in order to maintain and present data that is accurate, meaningful, and supportive to a business

environment. **NOTE:** Students must receive a C or better in this course to enroll in a capstone course.

INFO 1805 - A+ Certified Professional

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. This course maps fully to CompTIA's latest A+ 220-801 and 220-802 exam objectives.

INFO 1933 - Securing and Monitoring IoT Networks

Prerequisites: INFO 1023
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students examine what the Internet of Things (IoT) encompasses and how rapid change increases security threats. Students analyze how programming, software and hardware interface with IoT core components. IoT devices are implemented using basic networking hardware and protocols while running security processes.

INFO 1957 - Innovative Technologies and Wearables

Lec: 0 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students learn techniques utilizing fabrication tools normally found in construction in innovative way to complete projects in the fields of arts and fashion design. Techniques include using tools such as laser cutters, 3D printers, direct-to-garment printers, vinyl, reactive materials, CNC routers, and kilns. Additional work involves designing and building both hard and soft circuits emphasizing usability, scalability and safety.

INFO 2023 - Networking Essentials II

Prerequisites: INFO 1023
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore current topics and disciplines in the field of information technology. Working in a collaborative environment, students apply project management concepts, ethics, and security to investigate development, IT management, applied technology, and IT network support. This course aligns with the CompTIA Network+.

INFO 2100 - Organizations, Applications, & Technology

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Hybrid

Students are introduced to organizations and the role that information and information systems (IS) play in supporting an organization's operations, decision-making processes, quality management, and strategic activities. Course topics include management of the IS function, strategic and regulator issues of telecommunications, and ethical and legal issues.

INFO 2122 - Writing Scripts with BASH

Prerequisites: INFO 1111
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course is an introduction to writing shell scripts using Bourne again shell. Students gain hands-on experience with creating and running Bash shell scripts and functions. Bash script techniques include sequential branding and looping instructions, command substitution, and I/O redirection. Students learn to create new scripts as well as modify existing scripts. (Formerly UNIX Scripting I)

INFO 2123 - Introduction to SCADA Security

Prerequisites: General understanding of IT Terms and tools and desire to learn must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students explore Industrial Control System/Supervisory Control and Data Acquisition (ICS/SCADA) and the industries involved and affected by them. Students identify SCADA protocols, hardware, and software while configuring controls and completing risk assessment based on known attack surfaces and threat landscapes.

INFO 2124 - JavaScript I

Prerequisites: INFO 1003 and INFO 1311
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn client-side JavaScript focusing principally on the basic language, basic data structures and methods used to work with JavaScript on the client side as well as on the server side. Students primarily create scripts, which are executed in the command line environment using NodeJS. Some rudimentary browser scripting is introduced at the end of the course.

INFO 2134 - React Native Mobile Development

Prerequisites: INFO 1134
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn client-side JavaScript, outlining basic data structures and methods used to work with JavaScript on the client side as well as on the server side. Students build on concepts introduced in JavaScript I. Students are also introduced to a modern front-end framework and will learn to build engaging mobile apps using React Native, a JavaScript framework that integrates directly with mobile platforms.

INFO 2135 - Network Infrastructure

Prerequisites: INFO 1200
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course is for support professionals who need to know how to install, configure, maintain, and troubleshoot a Microsoft Windows Server 2016 environment. It gives new and experienced users alike the opportunity for in-depth study of the core networking technologies. The approach is to work through hands-on lab projects using servers in the virtual environment of MCC's datacenter. The focus on network infrastructure involves, but is not limited to, understanding Powershell cmdlets, installing the OS and adding the AD role, using Wireshark, configuring DNS, DHCP, IPAM, routing, NAT, and VPNs, and understanding concepts of TCP/IP v4 and v6, such as, subnetting, VLSM, and supernetting (CIDR).

INFO 2142 - Windows Active Directory

Prerequisites: (1) INFO 2135 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This Active Directory server administration course introduces the Microsoft Windows Server 2012r2 Active Directory and prepares students with the skills and knowledge necessary to implement, manage, maintain, and provision services and infrastructure in a Windows Server 2012r2 Active Directory environment.

INFO 2145 - Windows Server Administration

Prerequisites: INFO 2142
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Microsoft Windows server administrators manage the infrastructure, Web, and IT application servers. This course introduces server administration using Microsoft Windows Server 2012r2, which includes responsibility for the operations and day-to-day management of an infrastructure of servers for a small or enterprise organization. It exposes students to scripts and batch files and remote administration. Other topics include managing the server operating system, file, and directory services; software distribution and updates; profiling and monitoring assigned servers; and troubleshooting.

INFO 2220 - Cisco Enterprise Networking, Security, and Automation

Prerequisites: INFO 1200 and INFO 1201
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students examine the architecture, components, and operations of routers and switches in a larger and more complex network. Students will develop and apply advanced configurations for routers and switches enabling advanced functionality to include more complex security configuration. By the end of this course, students will configure and troubleshoot routers and switches and resolve common issues with OSPF, ACLs, NAT, VPN, and QoS. Students will also develop network monitoring performance metrics and learn virtualization and automation concepts.

INFO 2225 - CCNA Security

Prerequisites: INFO 2220; or instructor approval; or work experience must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students learn basic security concepts and apply them to realistic scenarios given a set of specifications. Students will develop and apply advanced configurations for routers and switches enabling enhanced security. By the end of this course, students will configure and troubleshoot routers, switches, and firewalls to provide a secure network for data transmission. Students will develop a network security policy and implement the policy through a secure network design.

INFO 2230 - Cisco Connecting Networks

Prerequisites: INFO 1200, INFO 1201, and INFO 2220
Lec: 0 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students will examine WAN technologies and network services required by converged applications in a complex network. Students will determine the selection criteria of network devices and WAN technologies to meet network requirements. Students will configure and troubleshoot network devices and resolve common issues with data link protocols, develop the knowledge to implement IPSec and virtual private network (VPN) operations in a complex network.

INFO 2242 - Business Office Collaboration Technology

Prerequisites: INFO 1211, INFO 1212, INFO 1213, and INFO 1214
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore online applications used for collaboration in business environments to share documents and information. Students use the features of Microsoft SharePoint to add, manage, edit, and share Microsoft Office files in document libraries. Students also add and manage announcements, calendar events, and project tasks in Microsoft SharePoint lists for office communications and project coordination. In addition, students learn to convert alternate file formats including PDF documents to MS Office formats. Special topics explore the use of web conferencing, mobile and tablet devices, virtual offices, and cloud-based file sharing in business offices and document security issues. Students should have extensive experience using MS Office software.

INFO 2261 - Software Applications Support

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students study concepts associated with providing software application support while working on the IT service desk. Students focus on topics such as the Windows desktop software environment, using the event viewer and command-line tools to troubleshoot software issues, and using software logs, tools, and troubleshooting techniques. Problem-based scenarios and simulations are two tools used to practice software application support as a service desk technician.

INFO 2311 - Web Page Creation II

Prerequisites: INFO 1311
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain skills with more advanced topics and tasks of creating web pages. Students will create complex layouts using CSS Flexible Box Layout and CSS Grid Layout. Students will learn how to create compiled CSS stylesheets and use a CSS framework to control the style and layout of their web pages. Optimizing and preparing media files (image, audio and video) for the web will also be covered.

INFO 2323 - 2D Game Programming

Prerequisites: INFO 1003
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students will create a 2D web based game. Students will use HTML, CSS and JavaScript to create a game. The student will be able to design, create, and publish their 2D game at the end of this course.

INFO 2340 - Internet Scripting

Prerequisites: INFO 1311
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students are introduced to Internet scripting concepts using JavaScript and the jQuery library, as well as PHP. Students explore using JavaScript, jQuery and jQueryUI to create basic client-side interactions. Students also use PHP to explore basic server-side interactions. Students will use basic PHP and JavaScript to perform rudimentary customization of a web application.

INFO 2341 - Fundamentals of Software Testing

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Software needs to be tested for bugs and to ensure the product meets requirements and produces desired results. In this course, students learn the fundamentals of software testing and quality assurance. This is a course for beginners and focuses on how to perform manual testing; however, advanced concepts like automated and unit testing are introduced as well.

INFO 2351 - Introduction to XML

Prerequisites: INFO 1311
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course teaches students how to retrieve and manage data while constructing well-formed and valid XML documents. Current W3C recommendations for the use of DTD, schemas, XSL, XSLT, and XSL-FO are also explored to demonstrate the multi-functional use of XML.

INFO 2362 - Building Secure Environments

Prerequisites: INFO 1023
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course examines a variety of communication protocols, the client/server applications that use them, and their vulnerabilities. Students explore methods to mitigate vulnerabilities of Internet/Intranet applications while maintaining Web servers and workstations usability. Discussion centers on best practices and students use a variety of methods to build, test, and defend all computers in the enterprise environment. (Formerly Web and Server Applications Security)

INFO 2439 - Flutter Mobile Application Development

Prerequisites: INFO 2124
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn hybrid mobile application development using the Flutter framework with the Dart programming language.

INFO 2521 - Intel Assembly Language I

Prerequisites: INFO 1522
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students develop knowledge and abilities in relation to common cross-platform data representations, computer architecture, and machine and assembly language principles and techniques. Topics include assembly language directives, operators, and program structure. Students use Intel x86 Assembly Language to develop simple applications.

INFO 2530 - Data Structures Using Java

Prerequisites: INFO 1003 and INFO 1521
Recommended: INFO 1531
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course continues the study and development of programming in the Java language. Students learn to write Java programs to solve a variety of business applications. Students use data structures for linked lists, stacks, queues and searching, and sorting algorithms. Students program, debug, and test specified business applications.

INFO 2531 - Intel Assembly Language II

Prerequisites: INFO 2521
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course covers macros to create both system-level software tools and application programs to manipulate computer hardware and to create an interaction between assembly language programs, operating systems (MS Windows, MS-DOS, and others), and application programs developed in C++ and other high-level languages.

INFO 2630 - Structured Query Language (SQL)

Prerequisites: INFO 1620
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain the skills needed to access and manipulate data in a relational database management system. The course covers basic- through advanced-level SQL commands and explores various DBMS SQL environments.

INFO 2633 - Introduction to Big Data

Prerequisites: INFO 2630
Pre/Corequisite: INFO 1620
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn to design a big data database by creating, managing, and manipulating several different big data database systems. Students explore the basics of building, querying using NoSQL, and managing performance of big databases.

INFO 2635 - MySQL Programming

Prerequisites: INFO 2630
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course provides a foundation in programming in the MySQL database environment. Students create stored program code, triggers, and functions; use built-in MySQL functions; and learn to optimize SQL statements and stored programs.

INFO 2640 - Oracle SQL and PL/SQL Programming

Prerequisites: INFO 2630
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain skills to access and manipulate data in the Oracle database management system. Topics include basic through advanced level SQL commands and PL/SQL procedural commands. Students create blocks of code using scalar and composite variables and cursors; create procedures using control and loop structures; learn exception-handling techniques; and create functions, packages, and triggers.

INFO 2641 - SQL Server Design and Implementation

Prerequisites: INFO 2630
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces the SQL server relational database management system. Topics include SQL server licensing, installation, deployment, configuration, creating databases, querying databases, security, monitoring, optimization, backup, recovery, data integration, and monitoring. Students explore various SQL server tools. Course provides training requirements for the Microsoft SQL Server certification.

INFO 2642 - Transact SQL
Prerequisites: INFO 2630
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain the skills needed to access and manipulate data in the SQL SERVER Database management system. This covers basic- through advanced-level SQL commands. It is for students pursuing the Microsoft Business Intelligence Certification.

INFO 2643 - Implementing Data Warehouses
Prerequisites: INFO 2641
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students gain the skills needed to design, develop, implement and maintain a data warehouse using Microsoft SQL Server Integration Services. The course covers basic- through advanced-level data warehouse implementation. The course aligns with the Microsoft Business Intelligence certification.

INFO 2644 - Database Reporting
Prerequisites: INFO 2642
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students gain the skills needed to design, develop, implement and maintain database reports using Microsoft SQL Server Reporting Services. The course covers basic- through advanced-level report creation. The course aligns with the Microsoft Business Intelligence certification.

INFO 2645 - Database Analysis Services
Prerequisites: INFO 2641
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students gain the skills needed to design the Multidimensional Business Intelligence Semantic Modes using SQL Server Analysis Services. The course covers basic- through advanced-level skills for creating Multidimensional Business Intelligence Semantic Model. The course aligns with the Microsoft Business Intelligence certification.

INFO 2646 - Introduction to Data Science
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides an overview of data science, covering the broad array of fundamental challenges in and methodologies for working with big data. Students will be introduced to the scientific programming environment, as well as the key theoretical concepts of both programming and statistical analysis. Specifically, this introductory course is designed to be integrative across core areas of data science, including statistics, data mining, machine learning, and data visualization. Students will acquire a working knowledge of data science through hands-on projects in a variety of business, engineering, social sciences or life sciences domains.

INFO 2647 - Data Visualization
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides hands-on experience with current visualization tools and techniques, allowing the student to build confidence while tackling common challenges and obstacles in working with large data sets and develop best practice approaches for storytelling with data. Additionally, this course is designed to provide interdisciplinary opportunities for working with data sets relevant to a students' area of study, allowing for greater application of developing skills for employable opportunities within the business community.

INFO 2648 - Programming for Data Analytics
Pre/Corequisite: INFO 1003 must be taken either prior to or at the same time as this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain hands-on experience gathering, cleaning, and manipulating data to provide insights into real-world datasets. Current programming languages and libraries active in the industry of data science will be used such that students will gain experience in working with data from a raw data set stage through to pattern identification and visualization creation. Specifically, this course builds on concepts introduced in pre-requisite courses to provide this end-to-end view of working with data in an industry appropriate language.

INFO 2800 - Information Technology Ethics
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

The course will cover the development and need for issues regarding privacy and the application of computer ethics to information technology.

INFO 2805 - Network and Information Security Basics
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course is a survey of network and information security. Topics include threat assessment, risk management, establishing and managing network security policy, user training, security models, objectives, architectures, and the investigative process. It covers

information security topics, such as constitutional issues, applicable laws, and right and rules of evidence. Students also discuss confidentiality, integrity, availability, accountability, and auditing.

INFO 2806 - Network Attacks, Intrusions, and Penetration Testing

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course covers attack and intrusion methods and how to defend against them. By studying network security from the point of view of the cracker and hacker, students get hands-on exposure to penetration testing and intrusion detection systems as well as methods used to circumvent systems, malicious code and its impact on systems, and defense against attacks.

INFO 2808 - Boundary Protection

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course introduces the various methodologies for defending a network. Students focus on the concepts of firewalls, including packet filtering, proxy firewalls, application gateways, circuit gateways, and stateful inspection; however, firewalls are most effective when backed by thoughtful security planning, well-designed security policies, and integrated support from anti-virus software, intrusion detection systems, and related tools. This course explores firewalls in the context of these critical elements, providing an overview that focuses on both managerial and technical aspects of security.

INFO 2809 - Information Systems, Forensics, and Legal Topics

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course presents computer forensics concepts, tools, and data analysis. Students explore civil and common law issues that apply to information systems and gain practical experience in evidence detection and preservation as well as the concepts of establishing communications with company leadership and investigative agencies.

INFO 2810 - Security Capstone/Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

The student conducts realistic, hands-on, scenario-based activities combining and implementing concepts and tools covered in previous courses. Students conduct risk analyses and threat assessments, and complete security plans that include auditing, monitoring, incident response, forensics, and penetration testing. **NOTE:** This capstone course for the Cybersecurity diploma should be taken last as it encompasses the concepts, processes, and experience gained from previous security courses. Work experience can be evaluated to meet course requirements. This course is offered in the Fall and Spring quarters.

INFO 2900 - Special Topics in Information Technology

Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Information Technology program.

INFO 2940 - Computer Programming Capstone/ Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students have the opportunity to integrate the skills and knowledge acquired throughout the Information Technology curriculum. Students develop, manage, and execute a programming project from concept to delivery for production. This is the final course for the Programming for Database/Web option. **NOTE:** This course should be taken during the final quarter of the program. This course is offered in the Fall and Spring quarter.

INFO 2942 - Desktop Support Capstone/Internship

Prerequisites: Instructor Approval must be completed prior to taking this course.
Lec: 0 **Lab:** 0 **Cr:** 4.5
Offered: Online

During this course, students combine the knowledge and skills gained from the core coursework in the Desktop Support Specialist program and apply them to simulated, practical exercises. Students integrate theory into practice to assess situations, diagnose problems, and apply a proven troubleshooting process to resolve technical issues. This course is offered in the Fall and Spring Quarter.

INFO 2944 - Web Development Capstone/Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course gives students the opportunity to integrate the skills and knowledge acquired throughout the web curriculum. Students develop, manage, and execute a web project from concept to completion. **NOTE:** This course should be taken during the final quarter of the program. This course is offered in Fall and Spring quarters.

INFO 2945 - Database Administration Capstone/ Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course gives students the opportunity to integrate the skills and knowledge acquired throughout the database curriculum. Students develop, manage, and administer a database project from conception to delivery for production. This is the final course for the Database Administration option. This course is offered Fall and Spring quarters.

INFO 2946 - Server Administration Capstone/ Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 0 **Cr:** 4.5
Offered: Online

This is a capstone course in which students apply the knowledge gained in previous classes to explore and implement problem-solving techniques and approaches that lead to solutions for hardware and software problems in a simulated work environment. Students communicate and work in multiple settings. All solutions are implemented using a virtual server environment. This course is offered Fall and Spring quarters.

INFO 2948 - Office Professional Capstone

Prerequisites: Instructor approval, INFO 1211, INFO 1212, INFO 1213, and INFO 1214 must be completed prior to taking this course.
Lec: 5 **Lab:** 0 **Cr:** 5

This course allows students to apply all skills and knowledge gained from previous office technology courses. Students focus on advanced-level usage of the Microsoft Office Suite to work independently and in teams on tasks common in a business environment. Students prioritize and manage project tasks; research ideas; and find information to make informed decisions, problem solve, and develop critical-thinking skills. Students also practice their presentation and leadership skills by creating and delivering presentations. Students must have extensive MS Office experience and should take this course toward the end of their program. This course is offered Fall and Spring quarters.

INFO 2981 - Internship

Prerequisites: Instructor approval - this course should be taken during the final quarter of the program must be completed prior to taking this course.
Lec: 0 **Lab:** 0 **Cr:** Variable

The internship provides students with the opportunity to apply their knowledge, learn new techniques, and get on-the-job training at approved work sites. Interested students must contact their faculty advisors to develop internships to meet their academic and career goals. Based on state guidelines, students must complete 40 hours of work for each credit hour.

INFO 2990 - Data Center Operations Capstone/ Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students will have the opportunity to apply their newly developed skills, learn new techniques, and get hands-on experience managing a data center. Students work in the Information Technology Data Centers in addition to accessing the data center remotely at times during the quarter. Students will work with the Instructor in the Data Center.

INFO 2991 - Full-Stack Capstone/Internship

Prerequisites: INFO 1335, INFO 1531, INFO 1541, and INFO 1134 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students integrate skills and knowledge acquired throughout the Full-Stack Web Development curriculum in developing, managing, and executing a web application project from concept to completion. **NOTE:** This course should be taken during the final quarter of the degree program. This course is offered in the Fall and Spring quarter.

Insurance

INSU 1000 - Principles of Health and Life Insurance

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a comprehensive survey of the technical and socioeconomic aspects of the life and health insurance business and is registered with the Nebraska Department of Insurance as satisfying pre-licensing standards. It includes coverage, marketing, underwriting,

pricing, funding alternatives, contracts, claims, program design concepts, and administrative systems and procedures. NOTE: Lab fee covers course completion and documentation fees required by the Nebraska Department of Insurance. Students are required to schedule their own licensure exams and satisfy other licensing requirements.

INSU 1100 - Principles of Property and Casualty Insurance

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an introduction to the field of property and casualty insurance and is registered with the Nebraska Department of Insurance as satisfying pre-licensing standards. The needs of individuals or organizations for various categories of protection are discussed and the course covers fire, accident, theft, property damage, and liability insurance as well as the legal environment of insurance products. The course also introduces the basic concepts of product design, underwriting, pricing, marketing, and claim administration. NOTE: Lab fee covers course completion and documentation fees required by Nebraska Department of Insurance. Students are required to schedule their own licensure exams and satisfy other licensing requirements. (Cross-listed as FINA 1100)

INSU 2421 - Insurance Law

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a study of laws and state regulation of insurance. Topics include the insurance contract, the role of insurance agents, insurable interest, insurer's defenses, forfeiture and exclusion of risk, election and waiver, no-fault statutes, and the various types of insurance. (Cross-listed as LAWS 2421)

INSU 2900 - Special Topics in Insurance

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not included in other insurance courses.

Interior Design

INTD 1100 - Illustration Techniques for Interiors

Pre/Corequisite: INTD 1210 must be taken at the same time as this course.
Lec: 2 **Lab:** 3 **Cr:** 3

This course teaches basic skills in using equipment and interpreting symbols and language used in illustrating interiors and furniture in plan, elevation, and 3-D manual drawing.

INTD 1210 - Foundations for Interior Design

Pre/Corequisite: INTD 1100 must be taken at the same time as this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to basic design fundamentals of the interior environment. Areas of emphasis include the study and application of principles and elements of design, materials and finishes, furnishings, building systems, lighting, sustainable design, and space planning. Projects are assigned to complete using a variety of techniques.

INTD 1220 - Residential Design

Prerequisites: INTD 1210
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a study of residential interior design with emphasis on circulation, social, private, and work spaces. Analysis and application of space planning, codes, lighting, electrical and mechanical, fixtures, ergonomics, materials and finishes, and basic construction techniques are demonstrated through portfolio-ready items.

INTD 1230 - Kitchen and Bath Design

Prerequisites: INTD 1220
Lec: 2 **Lab:** 3 **Cr:** 3

This course provides an introduction to kitchen and bath design with emphasis on the application of NKBA guidelines. Students are exposed to planning guidelines, fixtures and appliances, plumbing, electrical and lighting basics, universal and ergonomic design, cabinetry, and materials and finishes appropriate to kitchen and bath design. Students demonstrate principles learned through conceptual studies and portfolio-ready projects.

INTD 1260 - Color Theory

Lec: 4 **Lab:** 1.5 **Cr:** 4.5

This course is a study of the principles of color and application theories. Color relationships and application geared to selected creative disciplines are explored through class application projects. Projects use a variety of techniques to develop assigned problems.

INTD 1310 - Fundamentals of Textiles

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course features an introductory study of the field of textiles. It includes the knowledge and understanding of fibers, yarn, fabric construction, finishes, and color and design techniques used to create a textile product. The

course emphasizes identifying the characteristics of each component and how they affect the possibilities and limitations of the product when used to address a given design problem.

INTD 1320 - Interior Finishes and Materials
Prerequisites: INTD 1310
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course applies knowledge and understanding of interior materials, finishes, and products through the use of sampling techniques. The goal is to develop hands-on skills in identifying, selecting, and specifying materials and finishes for functional and aesthetic residential and commercial interiors.

INTD 1410 - History of Architecture and Interiors
Lec: 4 **Lab:** 0 **Cr:** 4.5

This course is a study of architecture, ornament, and interior styles from antiquity through modern time. Students become familiar with the various styles, their basic respective characteristics, and their relationship to interior environments.

INTD 1420 - History of Furniture
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a study of furniture styles from antiquity through modern times. Students become familiar with various historical movements or periods in furniture design and learn to recognize characteristics of each style.

INTD 2100 - Interior Illustration
Prerequisites: INTD 1230
Lec: 3 **Lab:** 4.5 **Cr:** 4.5

Students explore the techniques of free-hand sketching utilizing basic drawing skills, principles of conceptual sketching, value studies, and evaluation of various art media. Students review one- and two-point-perspective drawing techniques and explore the subject of computer-generated 3-D programs. Portfolio items are created by drafting, drawing, and employing selected art media and techniques.

INTD 2200 - Digital Design Principles for Interior Designers
Prerequisites: INTD 2100
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course teaches students how to create a digital portfolio from existing projects. Basic principles of image capture and manipulation and layout design are presented.

INTD 2250 - Commercial Design
Prerequisites: INTD 1230
Lec: 3 **Lab:** 3 **Cr:** 4

This course is an introduction to the study of commercial interior design. Students consider special needs and specifications for commercial interiors. They demonstrate proficiency through the development of individual portfolio items.

INTD 2520 - Professional Practice
Prerequisites: INTD 1320
Lec: 3 **Lab:** 0 **Cr:** 3

This course includes the study of the responsibilities and duties of the professional interior designer as related to the business aspect of interior design. Upon completion of this course, students are familiar with the procedures of establishing a business, legal responsibilities, ethics and conduct, marketing, trade sources, contracts, and the project management process.

INTD 2900 - Special Topics in Interior Design
Prerequisites: Completion of 30.0 or more hours in the Interior Design program must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in or independent study of special content areas not included in other courses in the Interior Design program.

INTD 2940 - Interior Design Capstone
Prerequisites: INTD 2250
Lec: 2 **Lab:** 3 **Cr:** 3

This capstone course is a review of fundamental knowledge learned through previous courses in the Interior Design program. Development, refinement, and critique of portfolio elements into a presentation-ready package are stressed. This course emphasizes resume and interview skills for entry-level interior design work. Students also refine interior design skills through more specialized and detailed space planning projects based on the NCIDQ exam process.

INTD 2981 - Internship
Prerequisites: Completion of 30.0 or more hours in the Interior Design program must be completed prior to taking this course.
Lec: 0 **Lab:** 10.9 **Cr:** 3

Students are given the opportunity to observe and/or take part in the entire design, sales, and business follow-through involved in a design job. They also gain product

knowledge, observe proper application to design, and gain experience working with people. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Japanese

JAPN 1010 - Beginning Japanese I
Lec: 7.5 **Lab:** 0 **Cr:** 7.5

This course is the first of two sequential quarter courses that comprise a traditional first-year college Japanese course. Students begin to learn basic skills in pronunciation, speaking, listening, reading, writing, vocabulary, and comprehension.

JAPN 1020 - Beginning Japanese II
Prerequisites: JAPN 1010 or its equivalent must be completed prior to taking this course.
Lec: 7.5 **Lab:** 0 **Cr:** 7.5

This course is the second of two sequential quarter courses that comprise a traditional first-year college Japanese course. Students continue to learn basic skills in pronunciation, speaking, listening, reading, writing vocabulary, and comprehension.

JAPN 2010 - Intermediate Japanese I
Prerequisites: JAPN 1020 or its equivalent must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is the first of four sequential quarter courses that comprise a traditional second-year college Japanese course. Students learn intermediate and everyday functional skills in speaking, listening, reading, writing, comprehension, and vocabulary.

JAPN 2020 - Intermediate Japanese II
Prerequisites: JAPN 2010 or its equivalent must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is the second of four sequential quarter courses that comprise a traditional second-year college Japanese course. Students learn intermediate and everyday functional skills in speaking, listening, reading, writing, comprehension, and vocabulary.

JAPN 2030 - Intermediate Japanese III
Prerequisites: JAPN 2020 or its equivalent must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is the third of four sequential quarter courses that comprise a traditional second-year college Japanese course. Students learn intermediate and everyday functional skills in speaking, listening, reading, writing, comprehension, and vocabulary.

JAPN 2040 - Intermediate Japanese IV
Prerequisites: JAPN 2030 or its equivalent must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is the final of four sequential quarter courses that comprise a traditional second-year college Japanese course. Students learn intermediate and everyday functional skills in speaking, listening, reading, writing, comprehension, and vocabulary.

JAPN 2900 - Special Topics in Japanese
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other Japanese courses. Topics may include advanced grammar, intensive conversation and pronunciation, business practices, culture, and customs.

Languages and Language Interpretation

LANG 1110 - Introduction to Language Interpretation
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

The first in a series of online interpreter training courses, this course provides a general introduction to the profession of oral language interpreting. Topics include communication theory, language register, modes of interpretation, and the multicultural workplace. Through interactive exercises, students gain an understanding of the profession to support them in a more specialized study of language interpreting. Bilingual skills are not needed for this introductory course.

LANG 1120 - Interpreting Ethics
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

The second in a series of online classes designed to prepare individuals to interpret in a variety of settings, this course provides a thorough introduction to the various codes of ethics that exist for interpreters. Students explore ethical standards in community, medical, and legal settings and develop strategies to put ethical policies into practice in the workplace. Students do not have to be bilingual in order to take this introductory course.

LANG 1130 - Emphasis Seminar

Prerequisites: Fluency in both English and another language must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Good for the experienced and new interpreter alike, this course gives students a taste of work in each area of interpreting emphasis: community, legal, and medical. Students practice consecutive and simultaneous interpretation and sight translation with typical texts and oral exchanges from each area of emphasis and discuss the benefits of working in each area.

LANG 2110 - Fundamentals of Community Interpretation

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain an understanding of the community services typically available in the United States and the role of the interpreter in each setting. Students study and practice basic techniques and modes of interpretation with relevant texts and oral passages by using monolingual and bilingual dictionaries, developing personalized glossaries, and familiarizing themselves with equipment to help improve their interpretation skills.

LANG 2120 - Community Interpretation - Terminology and Sight Translation

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the lexicon of a variety of settings and learn high-frequency terminology used in each. This course involves extensive practice in sight translation skills.

LANG 2130 - Consecutive Interpretation - Community

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students practice their consecutive interpretation skills in situations common in community settings. They apply useful note-taking techniques and perform memory-building exercises. Self-evaluation of practice activities is an essential element.

LANG 2140 - Simultaneous Interpretation - Community

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students begin this course with training techniques, including shadowing, dual tasking, and paraphrasing. They progress to simultaneous interpretation of oral exchanges common in community settings. Students develop personalized glossaries of relevant terminology and evaluate their performance throughout the course.

LANG 2210 - Fundamentals of Legal Interpretation

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain an understanding of the U.S. judicial system and the protocol common in various legal settings. Students study and practice basic techniques and modes of interpretation with relevant texts and oral passages by using monolingual and bilingual dictionaries, developing personalized glossaries, and familiarizing themselves with equipment to help improve their interpretation skills.

LANG 2220 - Legal Terminology and Sight Translation

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the origins of legal terminology and learn high-frequency terminology used in civil and criminal proceedings. This course involves extensive practice in sight translation of various types of course documents.

LANG 2230 - Consecutive Interpretation - Legal

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students practice their consecutive interpretation skills in situations common in legal settings. They apply useful note-taking techniques and perform memory-building exercises. Self-evaluation of practice activities is an essential element.

LANG 2240 - Simultaneous Interpretation - Legal

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students begin this course with training techniques, including shadowing, dual tasking, and paraphrasing. They progress to simultaneous interpretation of oral exchanges common in legal settings. Students develop personalized glossaries of relevant terminology and evaluate their performance throughout the course.

LANG 2310 - Fundamentals of Medical Interpretation

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students gain an understanding of the U.S. healthcare system and the protocol common in various medical settings. They study and practice basic techniques and modes of interpretation with relevant texts and oral passages by using monolingual and bilingual dictionaries, developing personalized glossaries, and familiarizing themselves with equipment to help improve their interpretation skills.

LANG 2320 - Medical Terminology and Sight Translation

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students explore the origins of medical terminology and learn high-frequency terminology used in common healthcare settings. This course involves extensive practice in sight translation of various types of healthcare documents.

LANG 2330 - Consecutive Interpretation - Medical

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students practice their consecutive interpretation skills in situations common in medical settings, apply useful note-taking techniques, and perform memory-building exercises. Self-evaluation of practice activities is an essential element.

LANG 2340 - Simultaneous Interpretation - Medical

Prerequisites: LANG 1110, LANG 1120, and LANG 1130 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students begin this course with training techniques including shadowing, dual tasking, and paraphrasing. They progress to simultaneous interpretation of oral exchanges common in medical settings. Students develop personalized glossaries of relevant terminology and evaluate their performance throughout the course.

LANG 2900 - Special Topics in Languages

Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Languages and Language Interpretation program. Topics may include language interpretation, intensive conversation, and advanced grammar.

Legal Studies

LAWS 1000 - Legal Systems & Court Management

Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students are introduced to the court system and court management. Students learn who the players are and how they help the court system function. Students examine the field of court administration by reviewing its historical, cultural, economic, and political aspects. Students also explore future trends and goals affecting the court system.

LAWS 1100 - The Paralegal Profession

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students learn the basics about the paralegal profession and the role of a paralegal as member of the legal team. Students gain knowledge about the American legal system, civil litigation, criminal law and procedure, and the appeals process. Students study the basic skills required of a successful paralegal, such as legal vocabulary, critical reading, thinking and writing, interviewing, investigation, legal research, law office administration, and technologies. Throughout this course students gain an understanding of the importance of legal ethics, professional regulation, and current trends and issues in the paralegal field.

LAWS 1101 - Introduction to Law & the Legal Profession

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students explore the field of law and history of law, how the various areas of law impact society, basic legal principles, legal terminology, the judicial system, legislation, criminal and civil law and procedure, juvenile law, alternative dispute resolution, and the elements of a trial.

LAWS 1110 - Litigation

Recommended: LAWS 1101
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students review, analyze, and apply the Rules of Civil Procedure used in federal and state court systems to case scenarios to determine jurisdiction, venue, pleadings, motions, discovery, pre-trial, trial, and post-trial procedures. Students learn to perform the basic work of a paralegal in litigation. Students conduct legal research, investigation, draft pleadings, motions, discovery, and other documents commonly used in litigation.

LAWS 1111 - Law Office Technology

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

As introduction to software applications specific to law offices, students learn the basics to format legal documents, to complete electronic filing and eDiscovery, and to use software for timekeeping and billing, databases, litigation support, and case management. Students also address legal, ethical and security considerations in the use of computer technology.

LAWS 1230 - Legal Research and Writing I

Recommended: LAWS 1100 or LAWS 1101
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn the basics of Bluebook citation, legal research utilizing electronic databases and open sources, and legal writing basics. Students draft case briefs and memoranda, and apply objective legal writing strategies to those drafts, based on legal research they conduct.

LAWS 1500 - Introduction to US Immigration Law

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

An overview of U.S. immigration law, policy and procedure. The course includes an introduction to the laws, agencies and tribunals that govern U.S. immigration and citizenship. Topics include major legislative history and policy, family and employment-based immigration law, removal proceedings, naturalization and common ethical issues encountered in immigration advocacy and compliance. *Enrollment in the course does not qualify any person to engage in the practice of immigration law.*

LAWS 1501 - Immigration Regulatory Agencies

Prerequisites: LAWS 1500
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course surveys the federal agencies involved in immigration, law, policy, and procedure, including U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, U.S. Department of Labor, and U.S. Department of State. It also provides an overview of the role of the U.S. Department of Justice and U.S. Attorney General, and the Executive Office of Immigration Review, which conducts immigration court proceedings, appellate reviews, and administrative hearings. *Enrollment in the course does not qualify any person to engage in the practice of immigration law.*

LAWS 1503 - Immigration and Families

Prerequisites: LAWS 1500
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides an overview of the Immigration and National Act and federal regulations for sponsoring family members for lawful permanent residence. Topics include an overview of family immigration, affidavit of support requirements, eligibility for adjustment of status, consular processing, grounds of inadmissibility, and waivers of inadmissibility. This course surveys federal immigration laws that provide immigration benefits, battered immigrant spouses and children, victims of trafficking, and special immigrant juveniles. *Enrollment in this course does not qualify any person to engage in the practice of immigration law without a law license.*

LAWS 1505 - Removal and Advocacy in Immigration Court

Prerequisites: LAWS 1500
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course provides an overview of the process of removing non-citizens - both those legally present and those without valid documentation - from the United States based upon allegations and charges of inadmissibility and removability that provide grounds to do so under the Immigration and Nationality Act and its

interaction with other laws. The focus is on representation of non-citizens in immigration court, and emphasizes such topics as detention, relief for those who face persecution and torture as well as other defenses from removal, the development of case strategy, compilation of evidence and use of legal resources, and the representation before, during and after immigration hearings. Enrollment in this course does not qualify any person to engage in the practice of immigration law.

LAWS 1509 - Ethics and Immigration Advocacy and Compliance

Prerequisites: LAWS 1500
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course focuses on immigration fraud, the unauthorized practice of law, and state legislation on immigration reform. Topics include an overview of notary, immigration specialist, and immigration consultant fraud; the Board of Immigration Appeals accredited agency and accredited representative programs; and contemporary issues in immigration reform. This course also surveys Form I-9 compliance, e-verify, Social Security No Match letters, and Department of Homeland Security Enforcement through ICE raids and audits. Enrollment in the course does not qualify any person to engage in the practice of immigration law. *Enrollment in this course does not qualify any person to engage in the practice of immigration law.*

LAWS 1581 - Service Learning

Prerequisites: Instructor approval is required for this course.
Lec: 0 **Lab:** 16.4 **Cr:** 4.5
Offered: Online, Hybrid

Service-learning offers an opportunity for students to provide an important service to the community and to learn about immigration law, policy, and procedure. This course offers the opportunity to learn where immigrants to the United States are coming from, the reasons for coming to the United States, and the obstacles they face upon arrival. Students have opportunities to select various projects on immigration compliance and advocacy and proposed immigration reforms. Enrollment in the course does not qualify any person to engage in the practice of immigration law.

LAWS 2240 - Legal Research and Writing II

Prerequisites: LAWS 1230
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students continue to develop knowledge of the various legal research tools along with greater emphasis on computer-aided legal research, development of legal writing techniques, principles of editing, and preparation of legal briefs.

LAWS 2320 - Torts

Recommended: LAWS 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students examine the principles of tort law and public policy considerations inherent in tort law and practice. Topics include intentional torts, negligence, strict liability, products liability, defamation and other torts, legal defenses, remedies, and liabilities. Students learn the essential elements of tort law and personal injury litigation to prepare documents and correspondence used in practice. Students demonstrate an attitude of professionalism and compliance with ethics and law throughout the course.

LAWS 2322 - Family Law

Recommended: LAWS 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students review and analyze substantive and procedural laws affecting family relationships. Topics include the regulation of marriage, nonmarital families, domestic violence, divorce, property division, support, parenting and parenthood, and court jurisdiction of family law matters. Students research law and procedures, prepare memoranda, draft pleadings, motions, discovery, orders, and other legal documents, and calculate child support using mandatory court guidelines.

LAWS 2323 - Labor & Employment Law

Recommended: LAWS 1110
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn about laws, regulation, and agencies governing employment practices, discrimination, labor unions, child labor, employee benefits, occupational safety and health, equal employment opportunity, and affirmative action.

LAWS 2324 - Criminal Law and Procedures

Recommended: LAWS 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain a broad overview of criminal law and procedure from arrest through trial and appeal. Students review, analyze, and discuss federal and state court criminal justice systems, elements and classifications of crimes, legal defenses, sentencing guidelines, theories of punishment, and the constitutional safeguards protecting rights of the accused. Students brief landmark cases, prepare memoranda, pleadings, motions, discovery, and other related documents.

LAWS 2325 - Bankruptcy, Credit and Collections Law
Recommended: LAWS 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn about laws governing bankruptcy, voluntary and involuntary petitions, liens, preferences, powers of trustee, rights of debtors and creditors, liquidations, and discharge of bankruptcy. Students examine the legal avenues for the collection of debt, including garnishment and seizures.

LAWS 2326 - Evidence and Discovery
Recommended: LAWS 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course includes an examination of the rules governing admissibility of evidence that must be followed in the examination of witnesses and in the production of documents, including the concepts of relevance, expert witness, hearsay, materiality, and privilege. It also covers the tools and procedures of pre-trial discovery, including depositions, interrogatories, production of documents, physical and mental examinations, and requests for admissions.

LAWS 2327 - Immigration Law
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about both employment-related as well as family-based immigration. Students examine the process, the federal forms used, and the interpretation of the laws covering immigration procedural and substantive laws.

LAWS 2420 - Wills, Trusts & Estates
Recommended: LAWS 1230
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the law pertinent to wills, trusts, and estates, including intestate succession, codicils, probate, types of trusts, and duties of trustees.

LAWS 2421 - Insurance Law
Recommended: LAWS 1230
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn about the laws and state regulation of insurance, including the insurance contract, the role of insurance agents, insurable interest, insurer's defenses, forfeiture and exclusion of risk, election and waiver, no-fault statutes, and various types of insurance.

LAWS 2422 - Law of Corporations
Recommended: LAWS 1230
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students study the laws governing the formation, structure, regulation, and dissolution of corporations, including shareholder and director liability; types of financial structure; takeovers, mergers, and acquisitions; foreign existence and operation; and comparison of the corporate structure with other business entities. Students examine the paralegal's role in gathering facts, organizing data, and drafting documents typically encountered in the corporate environment.

LAWS 2424 - Contract Law
Recommended: LAWS 1230
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the basic theory of contract law, examine both sample contracts from a variety of specialized practice areas as well as supplemental cases, and draft simple contracts. Topics include basic contract requirements, contract provisions in selected specialized practice areas, the Statute of Frauds, and the Uniform Commercial Code. Students also learn key contract terms and sample clauses and perform exercises in conducting case analysis.

LAWS 2900 - Special Topics in Legal Studies
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not appropriately treated in other legal studies courses.

LAWS 2940 - Laws Capstone
Prerequisites: Completion of 80+ credit hours must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students experience multiple opportunities to apply knowledge and practice skills acquired in the curriculum of a paralegal and/or legal professional program of study. Students prepare for professional employment opportunities by designing a career development plan. In reflecting on prior course learning experiences, students apply core concepts of the foundational paralegal and/or legal professional disciplines: litigation, immigration law, and general legal topics; they complete a comprehensive exam or prepare an extensive project as the final requirement of the course and degree program.

LAWS 2981 - Internship
Prerequisites: Completion of 80+ credit hours must be completed prior to taking this course.
Lec: 4.5 **Lab:** 20 **Cr:** 4.5
Offered: Online, Hybrid

Students begin to explore work in a law office or other organization where they perform various task assignments under the supervision of an attorney. The variety of task assignments include such items as digesting depositions; organizing documents for discovery; drafting contracts, filings or pleadings; legal research; and reporting the status of cases.

Management

MGMT 1300 - Introduction to Quality Management
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the origin and philosophy of quality management and the considerations in adopting such a philosophy. Students explore how quality products and services best determine the success of an organization and examine quality management through both historical and current frameworks. Topics include the history of quality management, the pivotal individuals involved in the development of the quality management, the ramifications of adopting a quality management philosophy and impacts to an organization's human resources.

MGMT 1410 - Nonprofit Management
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the role of the nonprofit sector in community service and development. Topics include finance and budgeting (accessing public and private sector grant monies), management and personnel, ethics, scope of services (education, health, arts and culture, youth, community, environmental, human services) and the interdependence of business, government and the nonprofit sector.

MGMT 2100 - Principles of Management
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn key concepts, common practices, and theories of management in the organizational environment. Practical learning experiences reflect a traditional approach to management using the leading, planning, organizing, and controlling approach. Topics include decision-making practices, organizational structure, employee motivation, group dynamics, efficiency of control mechanisms, and ethical issues in the workplace.

MGMT 2300 - Applied Quality Management
Recommended: MGMT 1300
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students learn the management principles and statistical methods that have been adopted successfully by many global firms. Topics include management's responsibility for making system changes to improve quality and productivity, obligations relative to customer satisfaction, product design, service design, product development, and statistical methods for management. Students apply the techniques of statistical process control and demonstrate strategies for evaluation and continued improvement of the product or service.

MGMT 2400 - Business Logistics
Recommended: MGMT 1300 and MGMT 2300
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students learn the essential concepts of logistics and its importance within the framework of supply chain management. This course will prepare students by helping them to understand how logistics interfaces with business operations, production, sales and strategy. Students will practice logistics management techniques and focus on current and emerging trends within logistics management. Topics covered include information technology in logistics, strategic and financial logistics, supply chain management concepts, procurement, demand management, order management, customer service quality, inventory management, plant spatial strategies, warehousing management, packaging and materials handling and transportation.

MGMT 2410 - Strategic Sourcing
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the theory and applications of purchasing and materials management concepts. The course content includes purchasing organization and administration, quality management, supplier relations, negotiations, legal considerations, logistics, international and governmental procurement, and strategic incentives.

MGMT 2420 - Production and Operations Management
Recommended: MGMT 1300, 2300, 2400, and 2410
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students learn the fundamentals of production and operations management used in service-rendering and

goods-producing organizations. Students study the application of effective production and operations management techniques with an emphasis on managerial processes. Topics include supply chain management, human capital allocation, inventory management, job design, forecasting, scheduling, decision analytics, material resource planning (MRP), enterprise resource planning (ERP), aggregate planning, sales and operations planning (S&OP), lean operations, process strategies, capacity planning; and the concepts of quality and project management.

MGMT 2600 - Human Resource Management
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn key concepts, common practices, and the functions of human resource management in the organizational environment. Practical learning experiences reflect the challenges and opportunities relevant to today's human resource professional responsible for acquisition, management, development, and retention of human capital. Topics include recruitment, staffing and selection, compensation, training, performance management, employee engagement, labor relations, employment laws and regulations, and occupational health and safety in the workplace.

MGMT 2610 - Employee Relations
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn key concepts, common practices, and the functions of human resource management in creating and maintaining positive relationships with employees in the organizational environment. Topics include employee and employer rights and responsibilities, workplace behavior issues, investigation of complaints and grievances, progressive discipline, termination, and employee relations programs in the workplace.

MGMT 2620 - Talent Acquisition
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn key concepts, common practices, and the functions of human resource management in attracting and acquiring talent in the organizational environment. Topics include applicable laws and regulations in recruitment and selection, recruitment sources, methods, and metrics, and interviewing techniques in strategically staffing the organization.

MGMT 2630 - Human Resource Development
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn key concepts, common practices, and the functions of human resource management in training and developing employees in the organizational environment. Topics include applicable laws and regulations in training and development activities, designing and evaluating training programs, performance appraisal and management, and career development practices in the organization.

MGMT 2710 - Global Supply Chain
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the advantages and disadvantages of global trade. Topics include political and cultural considerations in advertising and packaging, global distribution and shipping, transportation strategy, global regulation, freight rates, product storage, and traffic management. Students practice simulated global trade operations.

Marketing

MRKT 1010 - Principles of Marketing
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn core concepts and common practices specific to marketing including distributive fields, their functions and interrelationships. Topics include concept and strategies of the marketing mix; the application of marketing concepts in both consumer and business to business environments; and controversial marketing topics, including ethical challenges of advertising.

MRKT 1200 - Principles of Selling
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamentals of selling including the determination of customer needs to the close of the sale are covered. The course treats such factors as customer problems, merchandising knowledge and personality traits of successful salespersons.

MRKT 1201 - Advertising & Sales Promotion
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online

Students learn the theory, practice and techniques of advertising. The role of advertising and sales promotion in the economy is also considered. The course includes

a general survey of the kinds and purposes of the media, the psychological implications of typical appeals, and limited practice in promotional programming. The student coordinates advertising, display and publicity in the context of a realistic sales promotion program.

MRKT 1202 - Direct Marketing Methods
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the practical application of direct marketing methods and techniques covering telemarketing, direct mail, television, newspaper, and magazines. Topics include creating and producing direct marketing messages, media analysis and selection, and operational management. This course is a practical, hands-on experience for business managers and marketers and a skill developer for the direct marketing professional.

MRKT 1210 - Retailing
Recommended: BSAD 1010 or equivalent
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn the fundamentals of retail store organization and management, including store location, layout, buying, pricing operation, advertising, display and analysis associated with merchandise handling. When appropriate, area retailers are invited to discuss the actual application of various retailing activities, e.g. buying, advertising, and inventory control.

MRKT 1600 - Consumer Behavior
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students will learn the concepts, theories, and principles of consumer behavior specific to how consumers acquire, consume, and dispose of goods and services. Factors that impact this behavior will be explored including marketing, psychology, and economics.

MRKT 1610 - Customer Service
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students learn soft skills and self-management skills needed to provide effective customer service and support in all business environments.

MRKT 2720 - Global Marketing
Prerequisites: MRTK 1010
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students engage in an advanced study of international marketing and global markets. Students review and expand their knowledge of basic marketing practices and theory as related to global markets. Emphasis is on international market research, international marketing strategies, designing and implementing global marketing programs, entry strategies, globalization, glocalization, global context of marketing mix decisions, foreign regulations, and product adaptation for foreign markets. Students are exposed to the role of management in international marketing in home and host countries as well as the role of international organizations and free trade agreements.

Mathematics

MATH 0900 - Basic Arithmetic
Prerequisites: Within two years prior to beginning the course, MCC placement test must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course addresses study skills for mathematics, student learning styles, and math anxiety. Topics include operations with whole numbers, properties of the real number system, and an introduction to fractions. **NOTE:** MATH 09XX courses carry credit for MCC only; the credit does not transfer nor does it apply toward graduation.

MATH 0910 - Pre-Algebra
Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 0900 with a grade of P, or MCC placement test must be completed prior to taking this course.
Lec: 5 **Lab:** 0 **Cr:** 5
Offered: Online

Students solve problems that include fractions, decimals, ratio, proportion, percent, operations with integers, basic algebraic concepts, and geometry concepts. Students develop basic study skills for mathematics problem-solving and estimation.

MATH 0930 - Intermediate Algebra Part I
Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 0910 with a grade of P, or MCC placement test must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

Students learn basic algebra skills. Topics included are; expressions using all operations, absolute values, and exponents; positive and negative real-numbers, linear equations and inequalities; functions; equations of lines, graphs of linear equations.

MATH 0931 - Intermediate Algebra Part II

Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 0930 with a grade of P, or MCC placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course continues from MATH 0930. Topics included are: operations with polynomials; factor polynomials; equations of lines and absolute value equations and inequalities, graphs of linear equations and inequalities and systems of linear equations including applications. **NOTE:** MATH 09XX courses carry credit for MCC only; the credit does not transfer nor does it apply toward graduation.

MATH 0960 - Accelerated Intermediate Algebra

Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 0910 or MATH 0930 with a grade of P, or MCC placement test must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6
Offered: Online

This is a fast-paced course in which students review and learn basic algebra skills. It contains all of the content of both MATH 0930 Intermediate Algebra Part 1 and MATH 0931 Intermediate Algebra Part II. Topics included are: expressions using all operations, absolute values, and exponents; positive and negative real-numbers, linear equations and inequalities along with their applications, operations with polynomials, factor polynomials; equations of lines and absolute value equations and inequalities, graphs of linear equations and inequalities and systems of linear equations including applications.

MATH 1220 - Business Mathematics

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course explores the development and application of the mathematical skills needed to solve problems related to business occupations. Topics include percentages, checking accounts and services, payroll, payroll taxes, cash and trade discounts, markdowns, property and sales taxes, simple and compound interest, installment purchases, loan payment plans, and annuities. **NOTE:** Math 1220, 1240, and 1242 do not have a prerequisite. Basic skills needed are reviewed and taught within each course. Each course satisfies the math requirements in specific MCC programs. Check your program requirements. In most cases, these courses do not transfer to four-year institutions.

MATH 1240 - Technical Mathematics

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn the math skills required in career/technical fields. Students review arithmetic operations. Students apply ratios and proportions, measurement concepts algebraic operations, geometrical relationships and right triangle trigonometry to problem solving of technical applications.

MATH 1242 - Applied Math for the Hospitality Industry

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course covers the development and application of the mathematical skills needed to understand the financial concepts and solve problems related to the hospitality industry. Topics include basic math principles, conversions, yields, recipe costing, recipe conversions, selling prices, baking formulas, checking accounts and services, payroll, and payroll taxes.

MATH 1260 - Geometry

Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 0930 or higher with a grade of P or C or better, or MCC placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course covers geometric topics of logic, measurement, plane figure relationships, and figures in space.

MATH 1300 - Introduction to Mathematical and Computational Thinking

Prerequisites: Within 2 years, successful completion of MATH 0910 or MCC placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students will embrace the visual arts to learn the foundational elements of mathematical and computational thinking. Visual patterns form the basis for explorations in arithmetic and geometric sequences, from which algebraic functions and corresponding functions in computer programs are reasoned.

MATH 1315 - College Algebra

Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 0931 or MATH 0960 with a grade of P; or MCC placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course extends algebra skills and provides the

background necessary for further mathematics courses. Topics included are: functions and their inverses; polynomial, radical, exponential, and rational expressions: polynomial, rational, exponential and logarithmic equations; graphing functions using transformations (absolute value, polynomial, radical, exponential and logarithmic); and an introduction to statistics.

MATH 1410 - Statistics

Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 0931 or MATH 0960 with a grade of "P", or placement via ACT or MCC placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students will develop a critical and functional understanding of data. Topics include frequency distributions; measures of central tendency and dispersion; probability and probability distributions; sampling concepts; estimating means, variances, standard deviations; proportions and percentages; hypothesis testing; and correlation and linear regression. Software and calculators will be used as appropriate throughout the course.

MATH 1425 - Pre-Calculus Algebra

Prerequisites: Within one year prior to beginning the course, completion of MATH 1315 with a grade of C or better; or within one year placement via the MCC placement test; or within two years placement via a MATH ACT score must be completed prior to taking this course.
Lec: 5 **Lab:** 0 **Cr:** 5
Offered: Online

Students will learn advanced algebra topics that include rational expressions; radical equations; circles; relations and functions; systems of equations and inequalities; Polynomial and rational functions; exponential and logarithmic functions; sequences and series; probability and counting theory.

MATH 1430 - Trigonometry

Prerequisites: Within two years prior to beginning the course, successful completion of MATH 1315 with a grade of C or better or MCC placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Topics include trigonometric ratios, triangles, vectors, circular functions, trigonometric identities, inverse trigonometric functions, trigonometric equations, and complex numbers. **NOTE:** The prerequisites include grades of C or better in MATH 1425 and MATH 1430 for MATH 2410. The two courses can be taken in either order prior to enrolling in Calculus I; however, it is recommended that students enroll in MATH 1425 prior to enrolling in MATH 1430.

MATH 1930 - Applied Calculus

Prerequisites: Within two years prior to beginning the course, successful completion of MATH 1425 with a grade of C or better or MCC placement test must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course presents differential and integral calculus and applications to solutions of real problems involving rates of change, optimization, revenue, cost, marginal analysis, demand and profit functions, and economic growth rate. Students should check their program requirements as MATH 1930 Applied Calculus does not substitute for MATH 2410 - Analytic Geometry and Calculus I.

MATH 2410 - Analytic Geometry and Calculus I

Prerequisites: Within two years prior to beginning the course, either successful completion of MATH 1425 and MATH 1430 with a grade of C or better in both courses, or MCC placement test must be completed prior to taking this course.
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

Topics include limits, continuity, differentiation, rate of change and integration. The course covers both differentiation and integration on polynomial, rational, radical, trigonometric, exponential and logarithmic functions. It also includes applications of both differentiation and integration. **NOTE:** The prerequisites include grades of C or better in MATH 1425 and MATH 1430 for MATH 2410. The two courses can be taken in either order prior to enrolling in Calculus I; however, it is recommended that students enroll in MATH 1425 prior to enrolling in MATH 1430.

MATH 2411 - Calculus II

Prerequisites: Within two years, successful completion of MATH 2410 with a grade of C or higher must be completed prior to taking this course.
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

This course includes finding derivatives and integrating logarithmic, exponential, inverse trigonometric and hyperbolic functions. This course includes using a variety of techniques of integration to evaluate definite, indefinite, and improper integrals. It also includes applications of integration. This course includes the study of convergence/divergence tests for sequences

and series. This course covers polar coordinates and relates them to calculus.

MATH 2412 - Calculus III
Prerequisites: Within two years of successful completion of MATH 2411 must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6
Offered: Online

Topics include polar, cylindrical, and spherical coordinates. The course covers parametric equations and vectors in the plane and in space, including solid analytic geometry. It also includes vector-valued functions, functions of several variables, and multiple integrations.

MATH 2510 - Differential Equations
Prerequisites: Within two years of successful completion of MATH 2412 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course covers the solving of first and second order ordinary differential equations and first non-linear differential equations with applications. It also covers power series, Fourier series, the Laplace Transform Method.

MATH 2900 - Special Topics in Mathematics
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** Variable **Cr:** Variable

This course permits instruction in special content areas not included in other math courses. Topics may include applied statistics, discrete mathematics, or number theory.

Medical Assisting

MDST 1010 - Clinical Procedures I
Prerequisites: Successful completion of the first quarter of the Medical Assisting program must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6

This course provides theoretical and clinical applications to instruct students on patient care procedures performed in the physician's office. These procedures include, but are not limited to, administering medication, taking vital signs, collecting and processing specimens, performing EKGs, preparing patients for examinations, procedures and treatments, and assisting with minor surgical procedures. This is an entry-level course.

MDST 1020 - Administrative Procedures I
Prerequisites: Acceptance into the Medical Assisting program must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course teaches students word processing skills, medical transcription, appointment scheduling, and the scheduling of inpatient and outpatient procedures.

MDST 1030 - Medical Disorders
Prerequisites: Acceptance into the Medical Assisting (MDACE) program must be completed prior to taking this course.
Lec: 3.5 **Lab:** 0 **Cr:** 3.5

This course provides students with the opportunity to study and learn basic information about common medical conditions that are frequently first diagnosed in the ambulatory healthcare setting. Understanding how diseases affect the human body is essential to providing patient care. The course introduces disease processes as well as infectious diseases, congenital diseases, and neoplasm in conjunction with the body systems that they affect.

MDST 1040 - Clinical Terminology I
Prerequisites: Acceptance into the Medical Assisting (MDACE) program must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course provides an introduction to the medical terminology used in the clinical healthcare setting. Students study with a systems approach and focus on root, prefixes, and suffixes commonly used in medical terms. The course emphasizes correct spelling and pronunciation and correct usage of medical terms and common abbreviations as they relate to the care of patients in the healthcare office. Upon completion, students learn 350 medical word roots, prefixes, and suffixes and are able to combine these to form over 11,000 complex medical terms used in the healthcare setting.

MDST 1050 - Clinical Terminology II
Prerequisites: Successful completion of program first quarter courses must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course expands on basic clinical terminology by studying the medical terminology that relates to each system of the body, medical and surgical procedures, and lab reports. It instructs students in proper charting techniques, discharge summaries, and transcription of medical reports and administrative correspondence.

MDST 2010 - Clinical Procedures II
Prerequisites: Successful completion of the second quarter of the Medical Assisting (MDACE) program must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6

This course provides theoretical and clinical applications to instruct students on patient care procedures performed in the physician's office. These procedures include, but are not limited to, administering medication, taking vital signs, collecting and processing specimens, performing EKGs, preparing patients for examinations, procedures and treatments, and assisting with minor surgery procedures. This is a practitioner-level course.

MDST 2020 - Administrative Procedures II
Prerequisites: Successful completion of first quarter courses must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a continuation of Administrative Procedures I. It includes a more in-depth discussion of insurance and its impact on healthcare. It also addresses diagnostic and procedural coding, completion of insurance forms, credit and collections, submission of third-party claims, payroll processing, bookkeeping principles, accounts payable, and accounts receivable.

MDST 2030 - Laboratory Techniques
Prerequisites: Successful completion of the second quarter of the Medical Assisting (MDACE) program must be completed prior to taking this course.
Lec: 3.5 **Lab:** 0 **Cr:** 3.5

This course provides students with theoretical and simulated clinical experience with the preparation and collection of specimens for laboratory analysis. It emphasizes frequently performed laboratory tests done in the physician's office, including urinalysis, blood counts, and simple chemistries.

MDST 2110 - Pharmacology for Medical Assistants and Allied Health Professionals I
Prerequisites: Successful completion of first quarter courses must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course provides students with a basic understanding of pharmacology terms and related issues necessary for the clinical office or outpatient care setting. This course provides students with an introduction to therapeutic drug treatment regimens. It emphasizes understanding of pharmacodynamics, drug side effects, administration procedures, and dosage computations.

MDST 2120 - Pharmacology for Medical Assistants and Allied Health Professionals II
Prerequisites: Successful completion of second quarter courses must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course provides students with the opportunity to apply different drug regimens, list the effects of medications on all of the body systems, state special considerations for age-specific medication administration, and identify drugs used to treat various disease processes. Students must also be able to identify and understand, at a minimum, the top 50 common medications used in the clinical and outpatient setting and how they relate to the human body and disease.

MDST 2980 - MDST Externship
Prerequisites: Successful completion of the first three quarters in the Medical Assisting (MDACE) program must be completed prior to taking this course.
Lec: 0 Lab: 0 Cr: 18.5

This course is to provide students with the time to practice and perfect the didactic and clinical skills learned and provides a professional clinical office setting with qualified personnel to support students in their externship portion of the program. This course provides a learning experience that applies knowledge in performing administrative and clinical procedures and in developing professional attitudes for interacting with other professionals and consumers in the healthcare field. The experience remains parallel in content and concept with the material presented in the didactic and classroom laboratory sessions.

Music

MUSC 1050 - Music Appreciation
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students with no prior formal musical education become informed listeners as they learn basic elements of music such as rhythm, melody, and harmony and advanced concepts such as meaning and style. Students' active listening to music beyond their own playlists introduces them to the many communities and diversity of the world.

MUSC 1110 - Music Fundamentals
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students will analyze and create musical composition by studying the elements rhythm, pitch, scales, chords and techniques used in tonal music.

MUSC 1120 - Intermediate Music Fundamentals
Prerequisites: MUSC 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

MUSC 1120 builds on concepts learned in MUSC 1110. Students apply terms and concepts in transposition, composition and performance. Students will participate in an intermediate level analysis of harmony, form, and techniques used in tonal composition. Listening examples are also used to assist students in developing a musically trained ear.

Nursing

NURS 1110 - Adult Nursing I
Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Pre/Corequisite: NURS 1110L
Lec: 3 **Lab:** 9 **Cr:** 6

Introduction to the knowledge, skills and abilities associated with nursing practice. Concepts of physiological integrity, psychosocial integrity, a safe effective care environment and health promotion/maintenance are examined. The nursing process provides a foundational/beginning framework to help the learner think critically, assess factors that influence safe and effective care delivery and integrates theory with the care of clients and families. Students learn nursing concepts related to the surgical client, musculoskeletal system, peripheral vascular system, eye and ear, nose, and throat disorders. This course includes didactic and clinical component.

NURS 1110L - Adult Nursing I Lab
Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Pre/Corequisite: NURS 1110
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 1110L is the laboratory component to accompany NURS 1110. Students registering for this course must also register for NURS 1110, which is the lecture component of this course.

NURS 1120 - Adult Nursing II
Prerequisites: NURS 1110; NURS 1510; NURS 1200; and NURS 1300 must be completed prior to taking this course.
Pre/Corequisite: NURS 1120L
Lec: 3 **Lab:** 9 **Cr:** 6

This course builds on NURS 1110 to apply knowledge, skills and abilities associated with intermediate nursing practice. Application of physiologic integrity, psychosocial integrity, and health promotion/maintenance are presented. The nursing process provides the framework to build on critical thinking and reasoning; integrating nursing theory with care of clients and families. The topics include fluid and electrolyte balance, respiratory, renal and gastrointestinal disorders. Intravenous (IV) and central line principles will be discussed and demonstrated in laboratory setting. This course has didactic, laboratory skills and clinical components.

NURS 1120L - Adult Nursing II
Prerequisites: NURS 1110; NURS 1510; NURS 1200; and NURS 1300 must be completed prior to taking this course.
Pre/Corequisite: NURS 1120
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 1120L is the laboratory component to accompany NURS 1120. Students registering for this course must also register for NURS 1120, which is the lecture component of this course.

NURS 1130 - Adult Nursing III
Prerequisites: NURS 1120 and NURS 1950 must be completed prior to taking this course.
Pre/Corequisite: NURS 1130L
Lec: 3 **Lab:** 9 **Cr:** 6

This course is a continuation of study of the nursing care with a specific disease process occurring in the following systems of the body: neurologic, endocrine, cardiovascular, oncology, hematology, male and female reproduction. The nursing process provides an advance novice framework where the learner applies critical reasoning in theory and clinical to provide safe and effective care of clients and families. This course includes didactic and clinical components.

NURS 1130L - Adult Nursing III Lab
Prerequisites: NURS 1120 and NURS 1950 must be completed prior to taking this course.
Pre/Corequisite: NURS 1130
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 1130L is the laboratory component to accompany NURS 1130. Students registering for this course must also register for NURS 1130, which is the lecture component of this course.

NURS 1200 - Professional Role of the Nurse I

Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Lec: 1 **Lab:** 0 **Cr:** 1

Students learn the role of the professional nurse as a member of the health team and consider historical, cultural, professional, and contemporary components that impact the nursing profession. The course work includes emphasis on critical thinking and the nursing process, legal and ethical influences on the profession, fundamentals of communication and the teaching-learning process, and health care delivery systems.

NURS 1300 - Mental Health Nursing I

Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Lec: 1 **Lab:** 0 **Cr:** 1

This course acquaints students with the concept of mental health as well as alterations in mental health. Topics include a review of select developmental theories and stages of the life cycle. The course explores stress, specific anxiety disorders, defense mechanisms, specific mental health alterations and current treatments, abuses, eating disorders, spirituality, death, and grief.

NURS 1400 - Family Nursing I

Prerequisites: NURS 1120 and NURS 1950 must be completed prior to taking this course.
Pre/Corequisite: NURS 1400L
Lec: 2.5 **Lab:** 1.5 **Cr:** 3

This course focuses on the role of the LPN in supporting expected outcomes and wellness needs of individuals in the child-bearing and child-rearing years. Application of physiologic integrity, psychosocial integrity, and health promotion/maintenance concepts in these specialized populations are presented. The intermediate nursing process provides the framework to build on critical thinking and integrating theory with care of clients and families in maternal/pediatric nursing. Topics include the pregnancy process, concepts of maternal and child nursing as it relates to the health and wellness for the ante-partum, intra-partum, post-partum, newborn, and routine care of the pediatric patient. This course includes a didactic and a clinical component.

NURS 1400L - Family Nursing 1 Lab

Prerequisites: NURS 1120 and NURS 1950 must be completed prior to taking this course.
Pre/Corequisite: NURS 1400
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 1400L is the laboratory component to accompany NURS 1400. Students registering for this course must also register for NURS 1400, which is the lecture component of this course.

NURS 1510 - Concepts of Health Assessment and Therapeutic Interventions I

Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Pre/Corequisite: NURS 1510L
Lec: 2.5 **Lab:** 3 **Cr:** 3.5

Students establish a foundation for providing nursing care in physical assessment and select nursing skills, and utilize evidence-based practice. Comprehension of underlying principles and competency of skills are demonstrated in the lab setting.

NURS 1510L - Health & Therapeutic Interventions I Lab

Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Pre/Corequisite: NURS 1510
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 1510L is the laboratory component to accompany NURS 1510. Students registering for this course must also register for NURS 1510, which is the lecture component of this course.

NURS 1950 - Pharmacology in Nursing

Prerequisites: NURS 1110; NURS 1200; NURS 1300; and NURS 1510 must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

This course is designed to assist the nursing student in developing an understanding of how drugs assist the client with health alterations to attain or maintain optimum health. This course highlights the major drug classifications and the nursing management required for drug therapy. Information regarding the core drug knowledge (pharmacotherapeutics, pharmacokinetics, pharmacodynamics, contraindications and precautions, adverse effects, and drug interactions) is presented. Emphasis is given to the importance of nursing management in drug therapy (maximizing therapeutic effect, minimizing adverse effects, and patient and family education). The course content provides the foundation of basic pharmacology necessary for a nurse in general practice.

NURS 2140 - Adult Nursing IV

Prerequisites: NURS 2410 and NURS 2520 must be completed prior to taking this course.
Pre/Corequisite: NURS 2140L
Lec: 3.5 **Lab:** 4.5 **Cr:** 5

This course is a continuation and advancement of pathophysiological manifestations, treatment modalities, and nursing interventions through utilization of the critical-thinking process and subsequent safe-decision outcomes. It includes a clinical component.

NURS 2140L - Adult Nursing IV Lab

Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Pre/Corequisite: NURS 2140
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 2140L is the laboratory component to accompany NURS 2140. Students registering for this course must also register for NURS 2140, which is the lecture component of this course.

NURS 2150 - Adult Nursing V

Prerequisites: NURS 2140 and NURS 2310 must be completed prior to taking this course.
Pre/Corequisite: NURS 2150L
Lec: 3 **Lab:** 6 **Cr:** 5

Adult Nursing V is taught in the last quarter of the Associate Degree Nursing Program at Metropolitan Community College. This course is designed to be a continuation and advancement of previous content in the program and includes the content areas of management of the perioperative patient, emergency trauma and bioterrorism and mass casualty, gastrointestinal and hepatic disorders, endocrine disorders, hematology and cancer, code management and end of life, neurological disorders, and musculoskeletal and connective tissue diseases. This course also includes a clinical component. Synthesis of previous and current knowledge will allow students to use clinical reasoning skills and the nursing process to determine clinical decisions.

NURS 2150L - Adult Nursing V Lab

Prerequisites: NURS 2140 and NURS 2310 must be completed prior to taking this course.
Pre/Corequisite: NURS 2150
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 2150L is the laboratory component to accompany NURS 2150. Students registering for this course must also register for NURS 2150, which is the lecture component of this course.

NURS 2210 - Professional Role of the Nurse II

Prerequisites: NURS 2140 and NURS 2310 must be completed prior to taking this course.
Pre/Corequisite: NURS 2410
Lec: 1 **Lab:** 0 **Cr:** 1

This course assists students in identifying the role of the registered nurse as a member of the healthcare team. It emphasizes the role of the registered nurse, legal and ethical concepts, cultural influences, the nurse process, the teaching and learning process, and the healthcare delivery system.

NURS 2310 - Mental Health Nursing II

Prerequisites: NURS 2410 and NURS 2520 must be completed prior to taking this course.
Pre/Corequisite: NURS 2310L
Lec: 3.5 **Lab:** 4.5 **Cr:** 5

This course examines mental health, mental illness, nurse-client relationships, and self-awareness. Through the use of the nursing process, therapeutic communication, and caring behaviors, the course promotes the path to wellness in individuals, families, and groups. It examines the role of the psychiatric nurse as a member of the mental health team and considers current issues and trends in mental health and the impact on practice. The course integrates pathophysiology, nutrition, and pharmacology and provides clinical experiences in acute or chronic health facilities and community-based experiences.

NURS 2310L - Mental Health Nursing II

Prerequisites: Acceptance into the Practical Nursing program; CHEM 1010; ENGL 1010; MATH 1310; and PSYC 1120 must be completed prior to taking this course.
Pre/Corequisite: NURS 2310
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 2310L is the laboratory component to accompany NURS 2310. Students registering for this course must also register for NURS 2310, which is the lecture component of this course.

NURS 2410 - Family Nursing II

Prerequisites: Acceptance into the second-year nursing program must be completed prior to taking this course.
Pre/Corequisite: NURS 2410L
Lec: 3 **Lab:** 6 **Cr:** 5

This course focuses on complex health and wellness needs of individuals and families throughout the life span.

NURS 2410L - Family Nursing II Lab
Prerequisites: Acceptance into the second-year nursing program must be completed prior to taking this course.
Pre/Corequisite: NURS 2410
Lec: 0 **Lab:** 0 **Cr:** 0

NURS 2410L is the laboratory component to accompany NURS 2410. Students registering for this course must also register for NURS 2410, which is the lecture component of this course.

NURS 2520 - Concepts of Health Assessment and Therapeutic Interventions II
Prerequisites: Acceptance into the second-year nursing program must be completed prior to taking this course.
Lec: 0.5 **Lab:** 2 **Cr:** 1

This course assists students in developing assessment skills of the professional registered nurse. It introduces physical assessment skills related to light palpation percussion and the use of the otoscope and ophthalmoscope. Students learn the therapeutic interventions related to intravenous therapy. The course demonstrates comprehension of underlying principles and mastery of skills in the lab setting.

Physical Education

PHED 1000 - Physical Education for Health
Lec: 1 **Lab:** 1.5 **Cr:** 1.5

This course provides information regarding muscle type and function. It gives attention to both aerobic and anaerobic physical training techniques consistent with a healthy lifestyle. Students develop and follow a personalized goal-directed exercise program. The course covers motivational techniques and dietary considerations.

PHED 1010 - Physical Education for an Active Lifestyle
Lec: 1 **Lab:** 4.5 **Cr:** 2.5

This course provides information regarding muscle type and function. It gives attention to both aerobic and anaerobic physical training techniques consistent with an active lifestyle. Students develop and follow a personalized goal-directed exercise program. The course covers motivational techniques and dietary considerations.

PHED 2900 - Special Topics in Physical Education
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other physical education courses.

Philosophy

PHIL 1010 - Introduction to Philosophy
Recommended: Placement into or completion of Level I English course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Philosophy begins with asking the right questions about fundamental ideas. Students explore questions about the nature and limits of free will, the contents of reality, the criteria for a good life, the limits of human knowledge, the character of justice, and the threshold of possibility. By exploring these and related questions through readings from the major areas of philosophy, and by practicing the methodology of philosophical inquiry, students develop competency in critical and scientific thinking and in cultural awareness.

PHIL 1030 - Professional Ethics
Recommended: College or business level reading comprehension and writing skills recommended prior to taking this course, but not required.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students define major ethical theories. Ethical values are applied to individual actions, local and global business activities. The impact of ethical values on the workplace, the environment, the economy, and the society is explored and evaluated.

PHIL 1100 - Critical Reasoning
Recommended: College or business level reading comprehension and writing skills recommended prior to this course but not required.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students apply the skills of critical reasoning to everyday language. Students evaluate information and analyze arguments. Students relate successful decision making with the application of critical reasoning.

PHIL 2030 - Introduction to Ethics
Recommended: College or business level reading comprehension and writing skills recommended prior to the course but not required.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students acquire critical reasoning skills necessary to solve ethical dilemmas and avoid obstacles to ethical reasoning. Students distinguish criteria associated with the major ethical theories. Students recognize the value of exploring opposing views. Students explore contemporary and historical controversial ethical issues. Students apply critical reasoning, and ethical theory to construct solutions to real world ethical problems.

PHIL 2200 - Introduction to Comparative Religion

Recommended: College or business level reading comprehension and writing skills recommended prior to the course but not required.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students investigate the spiritual and historical complexities of indigenous and organized religions. Students examine rituals, symbols, myths, allegories, and sacred texts to discover fundamental shared values. Students explore the historical, ethical, social, and economic impact of religions on global cultures. Students acquire a greater respect for the diversity and value of religions with the expectant outcome of increased empathy and tolerance.

PHIL 2400 - Philosophy and Literature

Prerequisites: Any philosophy or literature course, or instructor permission must be completed prior to taking this course.
Recommended: Level 1 English or Level 1 English placement
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students encounter the stories by which humans shape the world, exploring questions like: How do our values and beliefs shape our stories? How do stories determine our values and beliefs? Our stories come in various formats from fable to epic poem, from traditional five-act play to graphic novel. While exploring such stories, students hone critical and creative thinking skills, cultivate an appreciation for various cultural expressions, and develop techniques for conveying values and ideas in writing.

PHIL 2600 - Contemporary Issues in Philosophy

Prerequisites: PHIL 1010 and PHIL 1100 or PHIL 2030; or instructor approval must be completed prior to taking this course.
Recommended: Level 1 English or Level 1 English placement.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students cultivate skills in scientific, critical, and creative thinking, in cultural awareness, and in information literacy by grappling with the pressing problems of the information age. These problems involve the following questions: What is the relationship between machine and human in the quickly-changing 21st Century? How are ethical standards determined in virtual reality, social media, MMORPGs, scientific research, or cyberspace? How does this changing world affect gender and race identities? How does power shape what we study or do in medical or environmental science? How does technology change us? By seeking answers for these, students develop an intellectual integrity that is essential for success as technology users and human persons in the new millennium.

PHIL 2900 - Special Topics in Philosophy

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

Students cultivate skills in scientific, critical, and creative thinking, in communication, in cultural awareness, and in information literacy by grappling with questions that invite special inquiry-questions about religious or political controversies, mathematical logic, cultural values, medical or environmental ethics, social theory, the foundations of scientific method, legal theory, or justice. Such topics are explored directly or by special focus on the work of a specific philosophical figure.

Photography

PHOT 1101 - Basic Digital Photography

Lec: 5 **Lab:** 3 **Cr:** 6

Students are introduced to digital photographic image-making and printing. Emphasis is on camera operation, photographic composition, and technical and conceptual understanding of the photographic medium. All work is evaluated regularly in critiques. Students must have access to a digital camera with manual aperture and shutter controls for this class and a portable, external hard drive. Type of camera used is up to the instructor's discretion.

PHOT 1102 - Basic Analog Photography

Lec: 5 **Lab:** 3 **Cr:** 6

Students are introduced to analog (film-based) photographic image-making and printing. Image capture will be done through the use of a Single Lens Reflex camera and 35mm black and white film. Students will utilize a traditional, photography darkroom in order to create a series of black and white prints from negatives they created with their cameras. Emphasis is placed on camera operation, darkroom printing, photographic composition, ability, conceptual understanding, and the overall quality of the final prints. All work is evaluated regularly in critiques. Students will be provided a 35mm

SLR camera with manual aperture and shutter controls for this class.

PHOT 1103 - Intermediate Digital Photography

Prerequisites: PHOT 1101 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

This course surveys digital imaging and processing methods relevant to photography. Students continue the work of basic photography to capture digital images and examine in greater depth image-editing applications and digital printing processes. Students produce a portfolio of creative work based on technical, aesthetic and conceptual criteria.

PHOT 1104 - Intermediate Analog Photography

Prerequisites: PHOT 1102 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

In this intermediate-level course, students continue their investigation and application of black and white photography by using medium and/or large-format cameras and fiber-based black and white printing applications.

PHOT 1105 - History of Photographic Practice

Prerequisites: PHOT 1101 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students become acquainted with photographic imagery of the past and present. Students learn photography's interrelationship with society and culture, art and technology, and the principles of visual design.

PHOT 1106 - History of Photographic Process

Prerequisites: PHOT 1102 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students become acquainted with photographic processes and applications of the past and present. Students discover photography's interrelationship with society and culture, as well as with art and technology. Students study various photographic processes and then demonstrate those processes while creating work towards their own visual goals.

PHOT 1107 - Basic Photography Lighting

Prerequisites: PHOT 1101 and PHOT 1103 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students are introduced to studio flash photographic lighting. Students work with digital technology and lighting equipment in a studio setting to design the appropriate lighting for the subject. All work is completed using the student's personal digital camera and printed in the digital lab.

PHOT 1108 - Basic Experimental Photography

Prerequisites: PHOT 1106 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students continue the practical application of processes learned in PHOT 1106. Students learn to use popular historical process and contemporary techniques as a means of reaching new visual goals. Students create work that demonstrates how historical photographic processes can be used in a contemporary context.

PHOT 1500 - Moving Image Lab

Lec: 5 **Lab:** 3 **Cr:** 6

This course is an overview of methods used in moving-image production. By investigating the pre-production, production, and post-production processes, students achieve an understanding of how these principles integrate with still photography, video production, and multimedia.

PHOT 2105 - Photographic Concept Development

Prerequisites: PHOT 1103 or PHOT 1104 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students learn the practical steps necessary to move from the formation of an idea to the professional execution of that idea. Students also address contemporary issues in the realm of fine art and commercial photography.

PHOT 2107 - Intermediate Photographic Lighting

Prerequisites: PHOT 1107 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Utilizing the information obtained in the Basic Photographic Lighting course, students advance their

knowledge of electronic photographic lighting equipment and modification. Students learn to use and modify the off camera flash (speedlights), as well as balancing natural and artificial light, photographing on location in large and small spaces, and the creative application of flash techniques.

PHOT 2108 - Intermediate Experimental Photography

Prerequisites: PHOT 1108 with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Students continue the process-related image-making techniques introduced in Basic Experimental Photography (PHOT 1108). Students learn to combine modern technology with historical photographic processes. Students use computerized equipment to create or modify a camera for use with plates or papers with hand applied photographic emulsions. These processes are developed further with increased attention on perfecting and repeating processes with the outcome of students sharing their work through a suite of prints. Students produce work that demonstrates technical proficiency, image content and conceptualization.

PHOT 2200 - Portfolio Development and Professional Practices

Prerequisites: Successful completion of 12 credits of PHOT electives with a grade of C or better must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

Through critical feedback, students build a comprehensive portfolio of photographic work using skills, processes, and concepts acquired in earlier photography courses. Additionally, students learn ethical, legal, financial, and aesthetic issues pertinent to contemporary photography.

PHOT 2900 - Special Topics in Photography

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** Variable **Cr:** Variable

PHOT 2900 - 2908 These courses permit instruction in special content areas not included in other photography courses.

PHOT 2981 - Internship

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** Variable **Cr:** Variable

Students work in a professional photography or video workplace. Types of work involved may include photography, assisting with cameras, darkroom work, equipment handling, set preparation, video production and post-production, and audio production and post-production. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Physics

PHYS 1010 - Applied Physics

Prerequisites: College-level reading, writing, and math proficiency; and MATH 0931 or MATH 0960 must be completed prior to taking this course.
Lec: 2.5 **Lab:** 6 **Cr:** 4.5

This course provides a general understanding of the basic principles and practical applications of mechanics, heat, electricity, magnetism, and light. This course includes both lecture and lab components.

PHYS 110A - Principles of Physics IA

Prerequisites: College-level reading, writing, and math proficiency; and MATH 1315 or higher must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is the first of an algebra-based college physics sequence. The course is taught as three courses (PHYS110A, 110B, and 110C), all of which must be successfully completed to transfer as a semester-length course. Topics include kinetics, vectors, Newton laws, work and energy. This course includes both lecture and lab components.

PHYS 110B - Principles of Physics IB

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 110A must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is the first half of an algebra-based college physics sequence. The course is taught as three courses (PHYS 110A, 110B, and 110C), all of which must be successfully completed to transfer as a semester-length course. Topics for this portion of the course include momentum, rotational motion, gravitation, and fluids. This course includes both lecture and lab components.

PHYS 110C - Principles of Physics IC

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 110B must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is the first half of an algebra-based college physics sequence. The course is taught as three courses (PHYS 110A, 110B, and 110C), all of which must be successfully completed to transfer as a

semester-length course. Topics for this portion of the course include kinetic theory, heat, and thermodynamics. This course includes both lecture and lab components.

PHYS 111A - Principles of Physics IIA

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 110C must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is a continuation of the algebra-based sequence of college physics. The course is taught as three courses (PHYS 111A, 111B, and 111C), all of which must be successfully completed to transfer as a semester-length course. Topics include waves, sound, and electricity. This course includes both lecture and lab components.

PHYS 111B - Principles of Physics IIB

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 111A must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is a continuation of the algebra-based sequence of college physics. The course is taught as three courses (PHYS 111A, 111B, and 111C), all of which must be successfully completed to transfer as a semester-length course. Topics include electricity and magnetism. This course includes both lecture and lab components.

PHYS 111C - Principles of Physics IIC

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 111B must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is a continuation of the algebra-based sequence of college physics. The course is taught as three courses (PHYS 111A, 111B, and 111C), all of which must be successfully completed to transfer as a semester-length course. Topics include light optics, and select topics in modern physics. This course includes both lecture and lab components.

PHYS 210A - General Physics IA

Prerequisites: College-level reading, writing, and math proficiency; and MATH 2410 must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is the first of a calculus -based college physics sequence. This course is taught as three courses (PHYS 210A, 210B, and 210C), all of which must be successfully completed to transfer as a semester-length course. Topics include kinematics, vectors, Newton laws, work, and energy. This course includes both lecture and lab components.

PHYS 210B - General Physics IB

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 210A must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is the first of a calculus-based college physics sequence. The course is taught as three courses (PHYS 210A, 210B, and 210C), all of which must be successfully completed to transfer as a semester-length course. Topics include momentum, rotational motion, gravitation, and fluids. This course includes both lecture and lab components.

PHYS 210C - General Physics IC

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 210B must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is the first of a calculus-based college physics sequence. The course is taught as three courses (PHYS 210A, 210B, and 210C) all of which must be successfully completed to transfer as a semester-length course. Topics for this portion of the course include kinetic, heat, and thermodynamics. This course includes both lecture and lab components.

PHYS 211A - General Physics IIA

Prerequisites: MATH 2410; PHYS 210C; and college-level reading, writing, and math proficiency must be completed prior to taking this course.
Pre/Corequisite: MATH 2411 must be taken prior or at the same time as this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is a continuation of the calculus-based college physics sequence. The course is taught as three courses (PHYS 211A, 211B, and 211C), all of which must be successfully completed to transfer as a semester-length course. Topics for this portion include waves, sound, and electricity. **NOTE:** The corequisite MATH 2411 may be taken prior to or concurrently with PHYS 211A/B. This course includes both lecture and lab components.

PHYS 211B - General Physics IIB

Prerequisites: College-level reading, writing, and math proficiency; and PHYS 211A must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is a continuation of the calculus-based college physics sequence. The course is taught as three courses (PHYS 211A, 211B, 211C), all of which must be

successfully completed to transfer as a semester-length course. Topics for this portion of the course include electricity and magnetism. This course includes both lecture and lab components.

PHYS 211C - General Physics IIC
Prerequisites: College-level reading, writing, and math proficiency; and PHYS 211B must be completed prior to taking this course.
Lec: 2 **Lab:** 1.5 **Cr:** 2.5

This course is a continuation of the calculus-based college physics sequence. The course is taught as three courses (PHYS211A, 211B, and 211C), all of which must be successfully completed to transfer as a semester-length course. Topics for this portion of the course include light, optics, and selected topics from modern physics. This course includes both lecture and lab components.

PHYS 2500 - High Altitude Balloon Experience
Prerequisites: College-level reading, writing, and math proficiency; and PHYS 1010; or PHYS 110A, PHYS 110B; and PHYS 110C; or PHYS 210A, PHYS 210B, and PHYS 210C; or instructor approval must be completed prior to taking this course.
Lec: 1.5 **Lab:** 0 **Cr:** 1.5

This course introduces students to the world of high-altitude ballooning (HAB). It provides the background necessary to design a pod with scientific sensors and to participate in the launch and retrieval of a balloon with the payload attached. It is a five-week course with the schedule appropriate to an individual quarter.

PHYS 2900 - Special Topics in Physics
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other physics courses, depending on interest and relevancy to curriculum.

Plumbing Apprenticeship

PLAP 1110 - Plumbing IA
Lec: 7 **Lab:** 0 **Cr:** 7

This course is an introduction to the plumbing trade for plumbing apprentices. It covers the history of plumbing along with the commonly used materials, tools, and equipment. The course teaches apprentices math used in the plumbing trade.

PLAP 1120 - Plumbing IB
Prerequisites: PLAP 1110
Lec: 7 **Lab:** 0 **Cr:** 7

This course is a continuation of the introductory material. The apprentice continues working on math for the plumbing trade.

PLAP 1121 - Plumbing IC
Prerequisites: PLAP 1120
Lec: 6 **Lab:** 0 **Cr:** 6

This course is a continuation of first year plumbing apprenticeship classes. The course concentrates on the math skills used in the plumbing trade.

PLAP 1150 - Grey Water Recycling
Lec: 3 **Lab:** 0 **Cr:** 3

This course covers the proper way to collect and reuse grey water. Grey water collection serves two purposes: cutting down on both the amount of freshwater needed and the wastewater generated by a building.

PLAP 1210 - Plumbing IIA
Prerequisites: PLAP 1121
Lec: 7 **Lab:** 0 **Cr:** 7

This course covers the sizing and design of water, waste, and vent systems in residential applications using MUD and Omaha Plumbing Code rules. Students become familiar with residential blueprints and isometric drawings used in residential applications.

PLAP 1220 - Plumbing IIB
Prerequisites: PLAP 1210
Lec: 7 **Lab:** 0 **Cr:** 7

This course provides a better understanding of the Omaha Plumbing Code. Using the knowledge acquired, students apply the code requirements to field work and lab projects. Students also continue gaining proficiency using plumbing math.

PLAP 1221 - Plumbing IIC
Prerequisites: PLAP 1220
Lec: 6 **Lab:** 0 **Cr:** 6

This course continues to build on the math skills covered in Plumbing IIA and IIB. The course covers the drawings used in the plumbing trade such as house, five-story and X-Y walls. The Omaha plumbing code and MUD rules and regulations are also covered.

PLAP 2310 - Plumbing IIIA
Prerequisites: PLAP 1221
Lec: 7 **Lab:** 0 **Cr:** 7

Students develop proficiency in the use of the Omaha Plumbing Code. Students review and use the math skills

necessary to be successful in the plumbing trade. MUD and ADA regulations are also covered.

PLAP 2320 - Plumbing IIIB
Prerequisites: PLAP 2310
Lec: 7 **Lab:** 0 **Cr:** 7

Students continue both the review of the Omaha Plumbing Code from PLAP 2310 and the math covered in previous courses. Tyler projects, house drawings, and five-story drawings are also covered.

PLAP 2330 - Print Reading for Plumbers
Prerequisites: PLAP 2320
Lec: 3.5 **Lab:** 0 **Cr:** 3.5

This course helps the apprentice gain the basic knowledge needed to read blueprints, create shop drawings, and make isometric illustrations of a plumbing system.

PLAP 2410 - Plumbing IVA
Prerequisites: PLAP 2330
Lec: 7 **Lab:** 0 **Cr:** 7

This course prepares apprentice plumbers for the City of Omaha Journeyman Plumber Test. This is achieved by providing an intense focus on the Articles from the City of Omaha Plumbing Code. The instructors utilize practical projects and written tests to help students prepare for this goal.

PLAP 2420 - Plumbing IVB
Prerequisites: PLAP 2410
Lec: 7 **Lab:** 0 **Cr:** 7

This course reviews the Omaha Plumbing Code, job-site safety, and math skills required for the plumbing trade. Review and application of classroom knowledge prepares the apprentice to successfully take the journeyman plumbers test.

Plumbing Technology

PLBG 1010 - Introduction to Plumbing
Lec: 9 **Lab:** 0 **Cr:** 9

Students are introduced to the plumbing trade including history, tools, materials, safety, math skills, work ethic, and careers in the industry.

PLBG 1020 - Basic Residential Plumbing
Prerequisites: PLBG 1010
Lec: 9 **Lab:** 0 **Cr:** 9

Students continue to learn the residential side of plumbing, focusing mainly on wood structures, materials, and tools. The items discussed in this course direct attention on wood-framed structures such as single and multi-family dwellings along with the different types of materials and tools that are commonly used with these structures.

PLBG 1030 - Basic Commercial Plumbing
Prerequisites: PLBG 1020
Lec: 9 **Lab:** 0 **Cr:** 9

Students study the commercial side of the plumbing trade. The focus is on metal stud framed, masonry, and concrete structures. The items discussed in the class direct attention to the metal, masonry, and concrete structures along with the different types of materials and tools that are common with these structures.

Political Science

POLS 1010 - Introduction to Urban Studies
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is designed to provide basic information about the field of urban studies and includes in-depth analyses of the issues, concepts, theories, and discourses of urban studies. Topics covered include the process of urbanization, American and comparative urban settlement patterns, urban and local government administration, economic development and growth, political economy perspectives, suburbanization and sprawl, urban planning, and urban lifestyles.

POLS 1050 - State and Local Government
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a survey of state and local government. Political, economic, social and cultural factors are considered. It also includes an examination of the following topics: a comparative analysis of the structure and function of the 50 American state governments; policy determination process and the significant variables that pattern this process; broad introduction to the political structure and operations of state and local governments; role and power of state and local governments; government institutions; political parties and interest groups; public policy; and state constitutions.

POLS 2050 - American National Government
Recommended: College-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an introduction to American national government, including a study of the structural function

of the political system and the elements of constitutionalism, republicanism, and federalism. It includes the party system and an analysis of the U.S. Constitution. The course is a descriptive, institutional approach with considerable attention to the policy-making process.

POLS 2060 - The Constitution
Recommended: College-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course focuses on some of the great issues that confront policy makers and citizens of the United States. The framework for study is the U.S. Constitution. Topics include executive privilege and delegation of powers; war powers and covert action; nomination, election, and succession of the president; criminal justice and a defendant's right to a fair trial; crime and insanity; crime and punishments; campaign spending; national security and freedom of the press; school prayer; gun control; right to assemble; right to live; right to die; immigration reform; affirmative action; and federalism.

POLS 2070 - Contemporary Social and Political Issues
Recommended: College-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines the social and political issues relevant to the 21st century through reading, discussion, and media. The overall theme of the course is globalization and global understanding. Topics include peacemaking and nonviolence; women and world order; education, hunger, and food distribution; ecological balance; international law and organization; human rights and social justice; world political economy and economic justice; militarism and the arms race; religious perspectives on justice and peace; and culture, community values, and change.

POLS 2900 - Special Topics in Political Science
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other political science courses.

Precision Machine Technology

PRMA 1050 - Print Reading
Lec: 3 **Lab:** 0 **Cr:** 3

Students develop skills required for visualizing and interpreting industrial prints and freehand technical sketching. Topics include identifying prints, drafting and print-reading procedures, machining specifications, geometric dimensioning, and tolerancing.

PRMA 1400 - Precision Machine Safety/Principles
Lec: 4 **Lab:** 0 **Cr:** 4

Students learn machine safety, metrology and metallurgy along with basic machine principles related to hole making bench work and layout.

PRMA 1401 - Machine Tool I
Recommended: PRMA 1400 is recommended at the same time as this course, but not required.
Lec: 9 **Lab:** 0 **Cr:** 9

This course introduces machines, tools, and processes associated with the machine trade. It covers fundamentals in bench layout, metal removal processes, drill presses, and horizontal and vertical saws. This course also covers the use of all precision measuring tools. **NOTE:** Completion of PRMA 1401 with a grade of C or better is required to advance to the next level class.

PRMA 1402 - Machine Tool II
Prerequisites: PRMA 1400 and PRMA 1401 with a grade of C or better must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students construct basic machine projects using various pieces of shop equipment including milling machines, engine lathes, drill presses, and grinders. Students focus on safety as well as setup and accuracy of completed projects.

PRMA 1403 - Machine Tool III
Prerequisites: PRMA 1402 with a grade of C or better must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students construct advanced projects using various pieces of shop equipment including milling machines, engine lathes, drill presses, and grinders. Students focus on safety as well as setup and accuracy of completed projects.

PRMA 1404 - Machine Tool IV
Prerequisites: PRMA 1403 with a grade of C or better must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students construct advanced projects using various pieces of shop equipment including milling machines, engine lathes, drill presses, and grinders. The course focuses on safety as well as setup and accuracy of completed projects.

PRMA 2410 - CNC I
Prerequisites: PRMA 1404 with a grade of C or better must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

This course introduces CNC machines with emphasis on machine setup and operation of the CNC mill and CNC lathe. Students spend time learning and writing basic G-Code functions needed for straight-line milling, hole-making, tapping, and engraving.

PRMA 2412 - CNC II
Prerequisites: PRMA 2410, DRAF 1100 and DRAF 2100 with grade of C or better in all must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students gain introductory knowledge and skills in using Cad/Cam software Mastercam. Students learn about geometry creation, drawing of 2D parts, saving programs, tool paths, creating lines and arcs, and bolt circles.

PRMA 2414 - CNC III
Prerequisites: PRMA 2412 with a grade of C or better must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

This course allows students to sharpen skills learned in CNC I and CNC II while working on advanced projects. The combination of both the mill and lathe are used. Students use Mastercam software to complete instructor approved projects.

PRMA 2500 - Tool and Die Technology
Prerequisites: PRMA 2414 with a grade of C or better must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

This course covers the fundamentals of basic die theory and design.

PRMA 2510 - Die Design and Construction
Prerequisites: PRMA 2500 with a grade of C or better must be completed prior to taking this course.
Lec: 4 **Lab:** 0 **Cr:** 4

In this course, students design and construct a basic die.

PRMA 2900 - Special Topics in Precision Machine Technology
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses of the Precision Machine Basics (PMBCC) Program.

Process Operations Technology

PROT 1000 - Introduction to Process and Power Operations
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students gain basic knowledge and skills to use various equipment and components found in the process and power operations industry. Topics include preventive and predictive maintenance, safety, lubrication, precision measuring devices, compressors, pumps, valves, steam systems, heat exchangers, cooling systems, and process instrumentation.

PROT 1010 - Safety Topics for Manufacturing, Process and Power Operations
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn how safety topics apply to manufacturing, process and power industries. During this course students have the ability to earn the OSHA 10 hour Industrial Safety credential.

PROT 1020 - Introduction to Process Operations in Manufacturing Technology
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

This course is designed to introduce students to the process, operations, and theory found in various manufacturing industries. Students become familiar with manufacturing design, production process and flow, production machine operations, and product logistics.

PROT 1030 - Introduction to Quality and Continuous Improvement
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

This course introduces students to quality and continuous improvement as it relates to process, power, and manufacturing. Topics include drawings and symbols, properties and behavior of materials, quality management principles, techniques, and tools. Students gain skills in measurement and analysis along with components and system calibration.

PROT 1100 - Process Instrumentation and Control
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course introduces instruments and controls used to monitor, maintain, and control industrial processes. Topics include instruments used to measure, record, monitor, maintain and adjust temperatures, pressures, flows, and levels.

PROT 1110 - Reading and Understanding Process Diagrams
Lec: 2 **Lab:** 0 **Cr:** 2

This course introduces students to symbols, labels, and diagrams used in the process and power industry. This course also introduces students to reading and understanding process diagrams.

PROT 1250 - Basic Electricity for Manufacturing, Power and Process
Lec: 5 **Lab:** 3 **Cr:** 6

Through lectures, discussions, demonstrations, coaching and problem solving, students learn and apply general electrical theory used in manufacturing, process, and power industries. Students study electron theory as it relates to ac and dc circuits. Students study various circuits, resistance, capacitance, inductance, symbols, and wiring diagrams. Lab assignments allow students to demonstrate an understanding of electrical theory, measuring, and control devices. The course emphasizes safety, as students are working with actual controls and voltages.

PROT 1302 - Stationary Engineering I
Lec: 3 **Lab:** 0 **Cr:** 3

This course provides basic instruction in low- and high-pressure boilers in the stationary engineering field. This is the first of two courses designed to help students obtain a City of Omaha, Third Grade Stationary Engineers Certificate. (Formerly INCT 1302)

PROT 1320 - Fuel Handling
Lec: 3 **Lab:** 0 **Cr:** 3

This course introduces students to skills generally required for entry-level employment in a steam power plant. Topics include the safety, systems, equipment, and procedures required in handling coal, oil, gas, or nuclear fuel to generate electricity in a power plant.

PROT 2020 - Manufacturing Prototyping
Prerequisites: PROT 1020 and INFO 1951 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces the basic concepts of additive manufacturing (AM) in the past, present and future. Students produce parts and assemblies using diverse prototyping technologies. Emphasis is placed on human-centered design, low volume production, the intersection of quality, cost, speed and materials, environmental impacts, and the scale of production.

PROT 2200 - Dynamics of Process Control
Prerequisites: CHEM 1210 and CHEM 1211, or CHEM 1212; and MATH 1410; and PHYS 1010 must be completed prior to taking this course.
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course introduces students to the application of physics, chemistry, and math as they apply to the concepts of process control. Topics include relationships dealing with energy, heat, temperature, pressure, solids, liquids, gasses, fluid systems, and heat transfer found in various processing plants.

PROT 2210 - Ethanol Process Fundamentals
Lec: 2.5 **Lab:** 3 **Cr:** 3.5

This course introduces students to theory and process fundamentals used in ethanol and other process industries. Topics include distillation, evaporation, dehydration, and separation as they apply to processing plants.

PROT 2302 - Stationary Engineering II
Lec: 4 **Lab:** 0 **Cr:** 4

This course provides advanced instruction in steam boilers, HVAC equipment, and related systems in the stationary engineering field. Formerly INCT 2302)

PROT 2310 - Steam Plant Operation I
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces students to skills generally required for entry-level employment in a steam power

plant. Topics include the generation of steam, valves, and piping used in the power plant; thermodynamics and heat transfer; pump theory and design; and water purification and treatment.

PROT 2320 - Steam Plant Operation II
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces students to skills generally required for entry-level employment in a steam power plant. Topics include boiler theory, boiler design, boiler components and types, combustion systems, boiler accessories, boiler operation and maintenance, steam turbines, condensers and cooling towers, auxiliary steam plant equipment, and environmental control systems.

PROT 2330 - Steam Plant Operation III
Lec: 6 **Lab:** 0 **Cr:** 6

This course introduces students to skills generally required for entry-level employment in a steam power plant. Topics include diesel engine theory and design, gas turbine theory and design, air-compressor theory and design, refrigeration theory and chiller design, electric generator theory and design, electrical distribution, electrical systems management, and fire safety.

PROT 2410 - Nuclear Plant Operation I
Prerequisites: CHEM 1010; PROT 2320; PROT 2330; and MATH 1410 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces students to skills generally required for entry-level employment in a nuclear power plant and provides students with the general systems and components associated with a nuclear power plant. This course follows the associate degree program recommendations outlined in the Uniform Curriculum Guide for Nuclear Power Plant Operator, Non-Licensed Operations Personnel developed by the Nuclear Energy Institute.

PROT 2420 - Nuclear Plant Operation II
Prerequisites: PROT 2410
Lec: 3 **Lab:** 0 **Cr:** 3

This course introduces students to skills generally required for entry-level employment in a nuclear power plant. Topics include basic atomic structure, basic nuclear interactions and reactions, the basic fission process, and basic reactor operation. This course follows the associate degree program recommendations outlined in the Uniform Curriculum Guide for Nuclear Power Plant Operator, Non-Licensed Operations Personnel developed by the Nuclear Energy Institute.

PROT 2900 - Special Topics in Process Operations Technology
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas related to the Process Operations Technology program.

PROT 2981 - PROT Internship
Lec: 0 **Lab:** 16.4 **Cr:** 4.5

The internship provides students the opportunity to apply their knowledge, learn new techniques, and get on-the-job training in the process, power and manufacturing industries. Based on state guidelines, students must complete 40 hours of work for each credit hour in the course.

Psychology

PSYC 1000 - Psychology for Everyday Living
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course provides a survey of the major themes in psychology and explores applications for daily living. Topics include adult development, personal problem-solving and motivation, anger management, parenting, stress management, and intimacy issues. **NOTE:** PSYC 1000 is highly recommended for vocational technical careers.

PSYC 1010 - Introduction to Psychology
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course is an introduction to the science of psychology, including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.

PSYC 1110 - Parenting and Family Problem Solving
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces students to effective parenting skills and strategies for solving family problems. It emphasizes parent-child relations, developmental milestones, family systems theory, family communication, family composition, and issues related to abuse and neglect. Students explore parenting challenges, such as single parenthood, divorce, custody

issues, step-family systems, and conflict management. Other topics include same-sex parenting, inter-racial families, and families faced with natural disasters and other catastrophes.

PSYC 1120 - Human Growth and Development

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course addresses the stages of the human life span: prenatal, infancy, toddlerhood, middle childhood, adolescence, adulthood, and gerontology. For each stage of the life span, the course examines cognitive, language, emotional, social, personality, and physical development. In addition, students explore the procedures used to conduct research about human development.

PSYC 1130 - Cognitive Development

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines current cognitive theories utilized in the field of education. The course is an in-depth study of the stage theories and their application to experiential and developmental environments. As students study stages of development, they learn implications for adaptation in the educational classroom setting. Students gain experience in assessing cognitive levels, reporting such findings, and planning curriculum to enhance development.

PSYC 2140 - Behavior Modification and Principles of Learning

Recommended: Reading assessment and college-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course exposes students to the history and various theoretical approaches to the study of learning and behavior modification. Students have opportunities to learn applied behavior modification techniques including observing and recording behavior and formulating and writing behavioral objectives. This course includes an examination of motivation, attitude formation, and cognitive intervention approaches.

PSYC 2150 - Survey of Human Sexuality

Prerequisites: PSYC 1010 or SOCI 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a survey of the topic of human sexuality. It presents materials concerning the biological, psychological, and socio-cultural facets of sexual behavior. (Cross-listed as SOCI 2150)

PSYC 2350 - Fundamentals of Abnormal Psychology

Prerequisites: PSYC 1010 or PSYC 1120
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines historical and contemporary views and issues of abnormal behavior. It also explores methods of explaining, diagnosing, and treating disordered behavior.

PSYC 2450 - Social Psychology

Prerequisites: PSYC 1010 or SOCI 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This is an introductory course in social psychology that demonstrates the interaction of social groups and individual behavior. (Cross-listed as SOCI 2450)

PSYC 2550 - Popular Readings in Social Science

Recommended: Reading assessment and college-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course explores the psychological and sociological authenticity of selected popular psychology, social issues, and self-help books. It emphasizes theoretical foundation, sociological conditions and variables, and therapeutic or pseudo-therapeutic advantages and disadvantages of each book. (Cross-listed as SOCI 2550)

PSYC 2650 - Research Methods

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This is an introductory course in research methods and design. The course is comprehensive. Students examine the entire research process including formulating research questions, sampling, measurement (surveys, scaling, qualitative, and quantitative), research design (experimental and quasi-experimental), data analysis, and research writing. It also addresses the major theoretical and philosophical underpinnings of research including the idea of validity in research, reliability of measures, and ethics. The course materials and text use an informal, conversational style to engage both the beginning and the more experienced students of research methods in several areas of study (e.g., psychology, business, nursing, social work, political science, and education).

PSYC 2900 - Special Topics in Psychology
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not included in other psychology courses.

Reading and Learning Skills

RDLS 0900 - Critical Reading for Career Success
Recommended: Placement testing recommended prior to taking this course, but not required.
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5

Students learn critical and analytical reading skills essential to college and career success. Students learn how to effectively locate and synthesize information, use library databases and online resources and build vocabulary skills. Students also gain skills in reading textbooks and technical career-related materials, including reading and analyzing tables, graphs, and occupational manuals.

Real Estate

REES 1000 - Real Estate Principles
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course gives a general survey of real estate principles and practices. Topics include real property rights, real estate transactions, property ownership, real estate financing appraisal, brokerage, legal instruments, real estate markets, planning, and regulation.

REES 1100 - Real Estate Law
Recommended: REES 1000
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course familiarizes students with the basic Nebraska Real Estate Act as it applies to ownership, conveyance, and rights in real property. It also familiarizes students with the role of the agent in the relationship between the broker and client.

REES 1110 - Real Estate License Law and Regulation
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is intended for students planning on taking the Nebraska Real Estate license exam. The course thoroughly considers detailed state requirements for licenses and includes exam-taking practices, advertising regulations, exam application for State of Nebraska, and practices and professionalism related to obtaining a Nebraska Real Estate license. This course may be used to meet the college credit requirement to qualify to sit for the State exam. Students not taking the exam should take REES 1100, Real Estate Law.

REES 2100 - Real Estate Finance
Prerequisites: REES 1000 or licensure must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course covers the various methods of financing real property and the financial institutions that provide the funds for financing residential, commercial, and income properties.

REES 2110 - Building and Property Management
Prerequisites: REES 1000 or licensure must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course offers practical skill building for real estate salespersons, brokers, and others. It gives attention to the management of income-producing real property, including leases, contracts, merchandising, tenant selection, relations with owners and tenants, collections, maintenance, accounting ethics, and legal and professional relationships.

REES 2120 - Real Estate Sales and Brokerage
Prerequisites: REES 1000 or licensure must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces students to the operational functions of the real estate licensee. It examines the role of the licensee in bringing parties together and creating a market for real property. Students become familiar with the marketing procedures within the real estate industry and the economic factors that cause activity in the real estate market.

REES 2130 - Real Estate Appraisal
Prerequisites: REES 1000 or licensure must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course analyzes and qualifies forces that create, maintain, and destroy real property values. Specifically, the course focuses on the appraisal process and

methods of arriving at a logical estimated value based upon market comparison, income, and cost approaches to value.

REES 2200 - Real Estate Investments

Prerequisites: REES 1000 or real estate licensure must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course covers the risk analysis tools and techniques that can be used to determine the productivity of residential and commercial real estate. The course covers concise and practical hands-on approaches that lead to sound investment decisions in consideration of applicable tax laws and current regulations.

REES 2900 - Special Topics in Real Estate

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not included in other real estate courses.

Respiratory Therapy

RESP 1000 - Orientation to Respiratory Care

Prerequisites: Acceptance into the Respiratory Therapy (RPTAS) must be completed prior to taking this course.
Lec: 3 **Lab:** 0 **Cr:** 3

This course provides exploration into the field of respiratory care for students who are seeking a career in the profession. Emphasis is placed on the role of the respiratory care practitioner in dealing with the legal and psychological aspects of patient care. The student is acquainted with the medical terminology associated with the field of respiratory care. Other topics include employment opportunities, communication skills, and medical ethics.

RESP 1010 - Introduction to Respiratory Care

Prerequisites: RESP 1000
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course provides information about the manufacture, transport, and storage of medical gases. Oxygen therapy techniques are introduced. Students are instructed in the application of the following therapy modalities: aerosol and humidity therapy, incentive spirometry, resuscitation devices.

RESP 1020 - Cardiopulmonary Anatomy and Physiology

Prerequisites: BIOS 1310 or BIOS 2320; CHEM 1010; and acceptance into the Respiratory Therapy (RPTAS) program must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a study of advanced cardiopulmonary anatomy and physiology. Special emphasis is placed on airway structures, the mechanics of ventilation, blood gas transport, and acid-base balance.

RESP 1030 - Respiratory Care Procedures I

Prerequisites: RESP 1010 and RESP 1020
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is a study of general medical-surgical respiratory care procedures. Topics include patient physical assessment, bedside pulmonary mechanics, basic respiratory pharmacology, airway management, chest physiotherapy, and arterial blood gas analysis.

RESP 1031 - Current Concepts I

Prerequisites: RESP 1010 and RESP 1020
Lec: 2 **Lab:** 0 **Cr:** 2

Emphasis in this course is on obstructive lung disease. Included are common therapeutic modalities used in their treatment, laboratory values, patient assessment techniques, disease prevention, and disease management. The course includes discussions of current medical literature, physician lectures, and case presentations.

RESP 1040 - Respiratory Care Procedures II

Prerequisites: RESP 1020 and RESP 1030
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

The emphasis of this course is to develop skills in ventilatory management. Emphasis is placed on IPPB therapy, CPAP therapy, assessment of respiratory failure, continuous mechanical ventilation techniques, physiologic aspects of mechanical ventilation, and invasive and non-invasive monitoring techniques.

RESP 1041 - Current Concepts II

Prerequisites: RESP 1991 and RESP 1031
Lec: 2 **Lab:** 0 **Cr:** 2

This course allows students to build upon experiences in both the clinic and the classroom setting. Using critical-thinking skills, the student will be able to recognize the clinical signs and symptoms and treatment strategies for cystic fibrosis, pulmonary edema, neoplastic lung disease, AIDS, pulmonary abscesses, and pneumonia. Principles of chest radiography will be introduced and

will be referred to throughout the discussion of the pulmonary disorders.

RESP 1042 - Pharmacology for Respiratory Care

Prerequisites: RESP 1030 and RESP 1031
Lec: 3 **Lab:** 0 **Cr:** 3

Emphasis in this course is on respiratory care pharmacology. The course includes general principles and administration of medications used to treat respiratory diseases as well as interaction, pharmacologic action and effect, contraindications, and side effects. Drug dosage calculations will also be reviewed during the course.

RESP 1991 - Clinical Practicum I

Prerequisites: RESP 1010 and RESP 1020
Lec: 0 **Lab:** 16.5 **Cr:** 5.5

The student is assigned 16.5 hours per week to clinical practice in affiliated hospitals and healthcare agencies. Along with an orientation to clinical policies and facilities, emphasis is placed upon the basics of oxygen therapy, patient assessment techniques, incentive spirometry, medical aerosol and metered dose inhaler therapy, and medical asepsis.

RESP 1992 - Clinical Practicum II

Prerequisites: RESP 1031 and RESP 1991
Lec: 0 **Lab:** 16.5 **Cr:** 5.5

The student is assigned 16.5 hours per week to clinical practice in affiliated hospitals and healthcare agencies. Emphasis is placed on chest physiotherapy, airway management, arterial blood gas puncture, bedside monitoring techniques, hyperinflation techniques, and aerosol and humidity therapy.

RESP 1993 - Clinical Practicum III

Prerequisites: RESP 1041 and RESP 1992
Lec: 0 **Lab:** 16.5 **Cr:** 5.5

The student is assigned 16.5 hours per week to clinical practice in affiliated hospitals and healthcare agencies. The course provides the introduction to the adult critical care setting with emphasis on ventilator management and airway care. An observational surgery rotation is also contained in this clinical practicum.

RESP 2100 - Advanced Respiratory Care

Prerequisites: RESP 1040 and RESP 1992
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course covers advanced cardiopulmonary physiology and its application to the management of the patient in cardio-respiratory failure. The course provides the student with instructional opportunities and laboratory experiences in pulmonary function testing and pulmonary home healthcare.

RESP 2101 - Current Concepts III

Prerequisites: RESP 1992 and RESP 1041
Lec: 2 **Lab:** 0 **Cr:** 2

This course assists the student in integrating critical thinking and reasoning in the pulmonary management of the acutely ill adult client. The course outlines specific pulmonary diseases and their treatment. The course also includes discussions of current medical literature and case study presentations on topics related to adult critical care.

RESP 2120 - Cardiology and Hemodynamics

Prerequisites: RESP 1993 and RESP 2100
Lec: 3 **Lab:** 0 **Cr:** 3

This course builds upon prior clinical experiences in the Adult Intensive Care Unit and integrates the technical knowledge used in the hemodynamic monitoring of the adult critical care patient. The course also provides insight into the structure and importance of a well-defined pulmonary rehabilitation program.

RESP 2121 - Current Concepts IV

Prerequisites: RESP 1993 and RESP 2101
Lec: 2 **Lab:** 0 **Cr:** 2

This course assists students in integrating advanced-level cardiopulmonary diagnostic testing into the care plan of the adult patient. It includes physician lectures, discussions directed from current medical literature, and case study presentations on topics requiring the use of both recall and critical-reasoning skills in a clinical setting.

RESP 2122 - Pediatric and Neonatal Respiratory Care

Prerequisites: RESP 1993 and RESP 2100
Lec: 3 **Lab:** 0 **Cr:** 3

This course includes the study of cardiopulmonary physiology from fetal through adolescent life. The course topics include cardiac defects, respiratory support, monitoring techniques, ventilator management, and diseases specific to neonatal and pediatric patients.

RESP 2131 - Current Concepts V

Prerequisites: RESP 2121; RESP 2122; and RESP 2994
Lec: 2 **Lab:** 0 **Cr:** 2

This course introduces the student to the concepts of

health care research and preparation of continuing education programs for health care professionals. Opportunities for practical experience in teamwork dynamics, team facilitation, and group presentations are provided.

RESP 2132 - Respiratory Care Seminar

Prerequisites: RESP 2100; RESP 2120; RESP 2122; and RESP 2994
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course provides a comprehensive review for the entry-level and advanced-level credentialing examinations administered by the National Board for Respiratory Care. Test matrices and exam content areas for selected exams will be presented.

RESP 2994 - Clinical Practicum IV

Prerequisites: RESP 1993 and RESP 2101
Lec: 0 **Lab:** 16.5 **Cr:** 5.5

The student is assigned 16.5 hours per week to clinical practice in affiliated hospitals and healthcare agencies. This clinical course is designed to extend upon RESP 1993 by providing clinical exposure in the adult critical care unit. Emphasis will be placed on ventilator theory and patient management in both the acute care and long-term care settings. Additional rotations are scheduled in electrocardiography and diagnostic pulmonary function testing. An introduction to computerized clinical simulation exercise is also scheduled.

RESP 2995 - Clinical Practicum V

Prerequisites: RESP 2120; RESP 2122; and RESP 2994
Lec: 0 **Lab:** 16.5 **Cr:** 5.5

The student is assigned 16.5 hours per week to clinical practice in affiliated hospitals and healthcare agencies. This clinical practicum is designed to provide the student with clinical exposure and opportunities to gain skills in a variety of areas, including experiences in sleep lab studies, pulmonary rehabilitation, HBO, pediatrics and neonatal respiratory care, and home healthcare.

Civil Engineering Technology

SCET 1000 - Civil Engineering Fundamentals

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn an introduction to basic tools necessary for success as a Civil Engineer. Included are such topics as the history of civil engineering, professional ethics, the business practice of engineering, leadership, sustainability, emerging technologies, a discussion of the various disciplines within the field of Civil Engineering, and concepts of design and professional communication.

SCET 1090 - ArcGIS Fundamentals

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn the fundamentals of ArcGIS GIS software and general geographic information system (GIS) concepts, including data editing, cartographic map production, and geospatial data analysis.

SCET 1120 - AutoCAD Essentials

Lec: 9 **Lab:** 0 **Cr:** 9

Students learn 2-D computer-aided drawing techniques using AutoCAD software, including AutoCAD user interface, basic drawing and editing tools, organizing drawing objects in layers, text creation and editing, dimensioning, plotting and file management. Students also learn model space and layout, annotation with text, use of blocks, attributes and xrefs.

SCET 1130 - REVIT (Structure)

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn the basic functions of building information modeling and Revit concepts via hands-on experience with Autodesk Revit Structure software. Students will concentrate on structural building components (grids, columns, beams, slabs, foundations) and produce construction documents from 3-D models.

SCET 1150 - AutoCAD Civil 3-D Fundamentals

Prerequisites: SCET 1120 or instructor approval must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students learn to operate AutoCAD Civil 3D software. Students focus on tools applied specifically for civil engineers, including creating site plan, utility and roadway design, profiles, and section sheets.

SCET 1160 - Advanced AutoCAD Civil 3-D

Prerequisites: SCET 1150 or instructor approval must be completed prior to taking this course.
Lec: 9 **Lab:** 0 **Cr:** 9

Students learn advanced AutoCAD Civil 3D skills. Students work through Civil 3D engineering projects focusing on surveying, roadway design, grading, pipe network, and storm analysis topics. This is a hands-on, project-based course.

SCET 1170 - Advanced REVIT Structure
Prerequisites: SCET 1130
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn advanced Revit skills to apply Building Information Modeling in collaboration with other advanced users. Students learn by exploring advanced problems involving typical issues encountered in contract document production in a multi-user environment in the architecture, engineering and construction industries. Students explore personal areas of interest within the course objectives.

SCET 1220 - Site Layout
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn fundamental concepts of civil site and building layout procedures. Students use engineer's scale measuring tapes, builder's levels, theodolites, robotic total stations and Global Positioning Systems (GPS) to practice actual procedures used in construction site layout practices. Students become proficient in terminology used in surveying.

SCET 2010 - Fluid Mechanics
Prerequisites: MATH 1430 and PHYS 1010 or PHYS 210B or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn about fluid properties, the principles of fluid statics and dynamics, including the conservation of mass and energy. Pipe flow and open channels hydrology are emphasized with application to real world problems.

SCET 2250 - Advanced Surveying
Prerequisites: SCET 1220 and MATH 1430 must be completed prior to taking this course.
Lec: 5.5 **Lab:** 0 **Cr:** 5.5

Students learn land surveying theory and practices using a theodolite, total station and GPS unit. Topics studied are survey traverse and determination of azimuths and bearings, as well as coordinate geometry and curve computations. Students also learn topographic mapping, construction staking, and GPS basics, concepts and applications.

SCET 2300 - Structures I - Engineering Statics
Prerequisites: MATH 1430 and PHYS 1010 or PHYS 210B; or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn the basic principles of statics, free body diagrams, equilibrium, force systems, and friction.

SCET 2310 - Structures II - Strength of Materials
Prerequisites: SCET 2300 or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn the basic principles of the strength of materials, engineering materials and their properties, stress, and deformation.

SCET 2410 - Civil Site Design
Prerequisites: SCET 1000 or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students gain logical and practical design criteria for civil site project design, including site grading and earthwork, hydrologic analysis, hydraulic systems, and storm water management.

SCET 2900 - Special Topics in Civil Engineering Technology
Lec: Variable **Lab:** 0.0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses in the Civil Engineering Technology program.

Science

SCIE 1010 - Physical Science
Prerequisites: College-level reading, writing, and math proficiency; and MATH 0931 or MATH 0960 must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

This course is a survey in physical science with emphasis on scientific processes. It emphasizes the chemical and physical principles needed to better understand the world. The course may also include topics from astronomy, geology, and meteorology. This course includes both lecture and lab components.

SCIE 1300 - Astronomy
Prerequisites: College-level reading, writing, and math proficiency; and MATH 0931 or MATH 0960 must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is an introductory course in astronomy that covers the tools of astronomy, the night sky, the solar

system, stars and star systems, galaxies, and cosmology. This is a lecture-only course. The lab course that complements this course is SCIE 1310.

SCIE 1310 - Astronomy Laboratory
Prerequisites: College-level reading, writing, and math proficiency; and MATH 0931 or MATH 0960 must be completed prior to taking this course.
Pre/Corequisite: SCIE 1300
Lec: 0 **Lab:** 4.5 **Cr:** 1.5
Offered: Online

This lab course parallels the astronomy lecture course SCIE 1300. Focusing on inquiry, students study astronomical topics and learn to ask scientific research questions using online data from NASA and other sources. Topics include the celestial motions, the sun, classifying galaxies, moon orbits, stellar spectra, and extrasolar planets. Students participate in virtual science conferences; review research, and complete astronomical observations through field exercises.

SCIE 1400 - Introduction to Meteorology
Prerequisites: College-level reading, writing and math proficiency or assessment testing and MATH 0931 or MATH 0960 must be completed prior to taking this course.
Lec: 5 **Lab:** 3 **Cr:** 6

This course introduces and explores the dynamic nature of weather phenomena that impact our daily activities, travel, and industry. It covers atmospheric structure, clouds, precipitation, fronts, wind, storms, climate, and pollution. Special topics may include issues ranging from aviation accidents and global warming to alternate energy sources. This course includes both lecture and lab components.

SCIE 1500 - Early Undergraduate Research
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 1 **Lab:** 3 **Cr:** 2

This student research course is for motivated, creative, and inquisitive science students. It introduces students to the process of science. The objective of the course is for students to develop their own research question and then begin the process of answering that question by doing a critical review of the scientific literature, designing and carrying out scientific experiments, analyzing the collected data, and then communicating the results. This course can be taken by students in any of the science disciplines.

SCIE 1900 - Special Topics in Science
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other science courses, depending on interest and relevancy to curriculum.

Sign Language Studies

SLIS 1010 - American Sign Language I
Prerequisites: Assessment testing; or ENGL 0960 and RDLS 0100; or college-level reading assessment test score must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6
Offered: Online

This course acquaints students with American Sign Language, develops visual acuity, and builds comfort with the use of body and facial expressions to convey information. It uses a practical approach to teaching vocabulary, grammar, and the cultural aspects through real-life conversational experiences. Students further acclimate to the new modality of this language via classroom experiences conducted without voice. The course introduces additional information about interacting with the deaf community via outside community events, additional readings, and lab activities.

SLIS 1020 - American Sign Language II
Prerequisites: SLIS 1010 or departmental approval must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6
Offered: Online

This course emphasizes expansion and refinement of the fundamental comprehension and production skills. It addresses additional functional grammatical structures and targeted lexical items and stresses spontaneous, interactive use of American Sign Language through discussion of deaf-related events and activities. Students continue the study of information related to everyday life experiences of deaf Americans and deaf people elsewhere in the world. The course fosters receptive skills through interactive ASL lessons.

SLIS 1030 - American Sign Language III
Prerequisites: SLIS 1020 or department approval must be completed prior to taking this course.
Lec: 6 **Lab:** 0 **Cr:** 6

This course provides additional opportunities to expand students' ability to produce and comprehend advanced sign language as used in everyday conversational settings. Students develop competency in ASL vocabulary and cultural features of the language. They use advanced conversational skills and learn to identify grammatical non-manual signals and markers.

SLIS 1040 - American Sign Language IV
Prerequisites: SLIS 1030
Lec: 6 **Lab:** 0 **Cr:** 6

This course provides additional opportunities to expand students' ability to produce and comprehend advanced sign language as used in everyday conversational settings. Students develop competency in ASL vocabulary and cultural features of the language. The course bases activities on the cultural values of the deaf community.

SLIS 2201 - History, Psychology and Sociology of Deafness
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This is an introductory course which surveys historical, psychological, and sociological aspects of deafness. This course introduces students to aspects of deaf culture and the deaf community. It also examines current issues and trends and future directions in the education of children who are deaf or hard of hearing. Basic concepts, theories, research, and philosophical debates are explored through assigned readings, independent work, and classroom activities.

Sociology

SOCI 1010 - Introduction to Sociology
Recommended: Reading assessment and college-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to the scientific study of society and human social behavior. It focuses on the concepts of research methods, research findings, sociological theories, society, institutions, groups, social structure, culture, social interaction, socialization, social problems, social inequality, and social change. This course is transferable. Reading assessment and college-level reading skills are recommended for success in this course.

SOCI 1050 - Sociology of Healthcare
Recommended: Reading assessment and college-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a systematic attempt to relate sociological concepts to the fields of physical and mental health and illness. It provides an overview of socio-cultural aspects of health and includes community and healthcare, medical education, and the hospital as social institutions.

SOCI 1100 - Native American Studies
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course introduces the oral traditions, rituals, life-ways, and world views that comprise the diverse cultural traditions of Native American peoples and includes both historical and contemporary experiences.

SOCI 1250 - Introduction to Anthropology
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course provides an introduction to the study and methods of anthropology and the methodologies used to study human societies and cultures. It covers ancient to present societies. Reading assessment and college-level reading skills are recommended for success in this course.

SOCI 2050 - Current Social Problems
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course provides an introductory consideration of several major current social issues. It is designed to improve students' ability to understand and systematically investigate concerns vital to everyday life. Issues treated include poverty, pollution, and population as well as conflict, institutional problems, social change, and alienation. Reading assessment and college-level reading skills are recommended for success in this course.

SOCI 2060 - Multicultural Issues
Recommended: SOCI 1010 or SOCI 2050
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course focuses on the scientific sociological study of diversity in the United States and other societies. It emphasizes value systems, power relationships, forms of societal organization, and cultural contributions of selected racial, ethnic, or culturally marginalized populations. In addition, the course explores such emerging minorities as those based on ability, gender, sexual orientation, appearance, and age. It pays special attention to sociological theories of subordinate and dominant group relations.

SOCI 2110 - Introduction to Gerontology
Recommended: Reading assessment and college-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course provides an introduction to the social

aspects of aging. It places special significance on issues such as family relationships, socialization to retirement and old age, perceptions and stereotypes of the aged, bereavement and loss, and other physical and psychological consequences of this stage of development.

SOCI 2150 - Survey of Human Sexuality
Prerequisites: PSYC 1010 or SOCI 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a survey of the topic of human sexuality. It presents materials concerning the biological, psychological, and socio-cultural facets of sexual behavior. (Cross-listed as PSYC 2150)

SOCI 2160 - Marital and Family Relationships
Recommended: Reading assessment and college-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course develops an understanding of the social role of relationships and families. Topics include courtship and preparation for marriage, conflict situations and adjustments between spouses, parent-child relationships, social change and acceptance of alternatives to traditional heterosexual marriages, the family within the community, and consequences of disintegration of the family unit. (Formerly Marriage and the Family)

SOCI 2310 - Criminology
Prerequisites: SOCI 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines crime and criminology from a broad sociological perspective. Topics include definitions of crime, the various causes of criminal behavior, theoretical perspectives for studying socially deviant behavior, and systems of criminal justice.

SOCI 2311 - Juvenile Justice
Prerequisites: SOCI 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course examines juvenile delinquency from a sociological and practical perspective. Topics include definitions of juvenile delinquency; theoretical explanations; the various causes of juvenile delinquency; and methods of prevention, treatment, and control.

SOCI 2450 - Social Psychology
Prerequisites: PSYC 1010 or SOCI 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This is an introductory course in social psychology that demonstrates the interaction of social groups and individual behavior. (Cross-listed as PSYC 2450)

SOCI 2550 - Popular Readings in Social Science
Recommended: Reading assessment and college-level reading skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course explores the psychological and sociological authenticity of selected popular psychology, social issues, and self-help books. It emphasizes theoretical foundation, sociological conditions and variables, and therapeutic or pseudo-therapeutic advantages and disadvantages of each book. (Cross-listed as PSYC 2550)

SOCI 2650 - Research Methods
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This is an introductory course in research methods and design. The course is comprehensive, and, as such, students examine the entire research process including, formulating research questions; sampling; measurement (surveys, scaling, qualitative, and quantitative); research design (experimental and quasi-experimental); data analysis; and research writing. It also addresses the major theoretical and philosophical underpinnings of research, including the idea of validity in research, reliability of measures, and ethics. The course materials and text use an informal, conversational style to engage both the beginning and the more experienced students of research methods in several areas of study (e.g., psychology, business, nursing, social work, political science, and education). (Cross-listed as PSYC 2650)

SOCI 2900 - Special Topics in Sociology
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas that are not included in other Sociology courses.

Social Work

SOWK 1010 - Introduction to Social Work
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is for students who want to explore a

possible major in social work and/or to learn more about social work and its functions in society. Students examine historical and current issues and problems in social welfare, social services, and the social work progression. The course focuses on the values, beliefs, and goals of social work in the United States.

SOWK 1500 - Social Work and Civic Engagement
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is designed to acquaint students with the social work profession, professional roles and functions, and social services delivery systems. Students have an opportunity to observe and participate in social services activities within Nebraska and Iowa communities incorporated with didactic experiences. Students have an opportunity to explore their vocational aptitude for social work practice via interactive encounters with clients and helping professionals.

SOWK 2120 - Race, Class, and Gender
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course examines the effects of race, class, and gender on social policy and social injustice. The focus is on institutional manifestations of racism, classism, and sexism, and how these are interconnected and are mutually reinforcing. The consequences of institutionalized oppressions are examined at the individual, group, family, and societal levels.

Spanish

SPAN 1050 - Spanish for Business I
Recommended: SPAN 1110 or equivalent for those with no prior Spanish experience
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Those in business are finding the need to interact more and more with Spanish-speaking customers. To better serve these customers, it is important to have a grasp of Spanish language and culture. This course provides the necessary skills to communicate in Spanish at a beginning level. **NOTE:** It is strongly recommended that students who have no prior experience in Spanish take SPAN 1110 or place out of SPAN 1110 using the Spanish placement test prior to enrolling in SPAN 1050.

SPAN 1051 - Spanish for Business II
Prerequisites: SPAN 1050
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students continue to develop skills in order to communicate at a more advanced level of Spanish in business settings.

SPAN 1060 - Spanish for Healthcare I
Recommended: SPAN 1110 or equivalent for those with no prior Spanish experience
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Those in the medical profession are finding that they need to help and serve more Spanish-speaking clients than they have in the past. To serve these clients better it is important that these medical professionals have a grasp of the Spanish language and culture. The course provides the necessary skills to communicate in Spanish at a beginning level. **NOTE:** It is strongly recommended that students who have no prior experience in Spanish take SPAN 1110 or place out of SPAN 1110 using the Spanish placement test prior to enrolling in SPAN 1060.

SPAN 1061 - Spanish for Healthcare II
Prerequisites: SPAN 1060
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students continue to focus on the skills begun in Spanish 1060 such that they can communicate with Spanish clients at a more advanced level.

SPAN 1110 - Elementary Spanish I
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online, Hybrid

This is the first of two introductory courses 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.

SPAN 1120 - Elementary Spanish II
Prerequisites: SPAN 1110
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online, Hybrid

Students continue to focus on the skills begun in SPAN 1110. The course covers past tenses and subjunctive mood as well as Spanish-speaking cultures.

SPAN 1410 - Spanish for High Beginners I
Prerequisites: Strong oral skills in Spanish; instructor referral or approval; the Spanish language placement examination; or previous beginning-level coursework in Spanish must be completed prior to taking this course.
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

This is the first of two courses for students considered to be high beginners in Spanish - people with previous beginning-level coursework in Spanish, heritage speakers, people who understand 50 percent or more of Spanish conversation, and/or people who have strong oral skills in Spanish. The course is for students who are too advanced for SPAN 1110 but who are also not quite prepared for SPAN 1120. It emphasizes grammar, vocabulary acquisition, speaking, listening, and culture. Students focus on development of reading and writing skills. The course includes nouns, pronouns, and adjectives, as well as present, progressive, preterit, and imperfect indicative tenses. This course is offered as an online independent study.

SPAN 1411 - Spanish for High Beginners II

Prerequisites: SPAN 1410
Recommended: SPAN 1110 and SPAN 1120
Lec: 7.5 **Lab:** 0 **Cr:** 7.5
Offered: Online

This is the second of two courses for students considered to be high beginners in Spanish. The course is designed for students who are too advanced for SPAN 1120, but who are also not quite prepared for SPAN 2110. It emphasizes grammar, vocabulary acquisition, speaking, listening, and culture. Students focus on development of reading and writing skills. The course includes nouns, pronouns, adjectives, subjunctive mood tenses, commands, perfect indicative and subjunctive mood tenses, and conditional and future tenses. This course is offered as an online independent study.

SPAN 1810 - Spanish Study Abroad

Prerequisites: SPAN 1110; SPAN 1120; or an equivalent course subject to instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course begins on campus and includes travel to a Spanish-speaking country later in the quarter. Students research the Spanish-speaking country to be visited and present information gathered to peers. The class then visits the cities and monuments of the country. Students use the Spanish acquired in the classroom to communicate in everyday situations in hotels, restaurants, cafes, and on tours, and they are able to try a new type of cuisine and lifestyle. Immersion in the culture enables students to experience diverse cultural practices, culinary habits, music styles, and dance forms.

SPAN 1900 - Special Topics in Spanish I

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course permits instruction in special content areas not included in other Spanish courses. Topics include Spanish for social service personnel and courses examining specific cultures.

SPAN 2050 - Intermediate Spanish for Business I

Prerequisites: SPAN 1051
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course reinforces the skills learned in SPAN 1050 and SPAN 1051. It is taught primarily in Spanish and prioritizes oral communication.

SPAN 2051 - Intermediate Spanish for Business II

Prerequisites: SPAN 2050
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course reinforces the skills learned in SPAN 2050. It is taught primarily in Spanish and prioritizes oral communication.

SPAN 2060 - Intermediate Spanish for Healthcare I

Prerequisites: SPAN 1061
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course is a continuation of the skills learned in SPAN 1060 and SPAN 1061. This course is taught primarily in Spanish and is focused on oral communication.

SPAN 2061 - Intermediate Spanish for Healthcare II

Prerequisites: SPAN 2060
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

This course reinforces and expands the skills learned in Intermediate Spanish for Medical Personnel I. It is taught primarily in Spanish and prioritizes oral communication. (Formerly Intermediate Spanish for Medical Personnel II)

SPAN 2110 - Intermediate Spanish I

Prerequisites: SPAN 1120, SPAN 1061, or SPAN 1051
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course builds on previously attained grammar and stresses vocabulary building. It presents the perfect, past subjunctive, future, and conditional tenses as well as commands. It is taught primarily in Spanish.

SPAN 2120 - Intermediate Spanish II
Prerequisites: SPAN 2110 or equivalent must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

This course continues the grammar review of Intermediate Spanish I and introduces literary readings. Classes are conducted in Spanish.

SPAN 2210 - Conversation Skills I
Prerequisites: SPAN 2120
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

To truly understand Spanish, one must be comfortable speaking it. This course develops the skills needed to hold a beginning conversation in Spanish. Readings and video presentations on Spanish-speaking culture and civilization are used as topics for class conversations. The class is conducted entirely in Spanish and emphasizes conversation, reading, writing, and comprehension.

SPAN 2220 - Conversation Skills II
Prerequisites: SPAN 2210
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course develops the skills needed to hold an intermediate conversation in Spanish. It uses readings and video presentations on Spanish-speaking culture and civilization for class conversations. It is conducted entirely in Spanish and emphasizes conversation, reading, writing, and comprehension at a high intermediate level.

SPAN 2480 - Cinematica
Prerequisites: SPAN 2120 or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students view, discuss, and analyze Spanish and Latin American films, gaining insight into Hispanic culture. Classes conducted in Spanish.

SPAN 2490 - Introduction to Latin American Literature
Prerequisites: SPAN 2120
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a general survey of Spanish-American literature. It covers various genres from pre-Columbian literature through present day. Through close critical readings of literary texts, students attempt to discern the relationship of each writer to the particular cultural, political, and historical context and study the means by which the author attempts to articulate the Spanish-American experience and identity through writing.

SPAN 2900 - Special Topics in Spanish II
Prerequisites: SPAN 2120 and ability to converse in basic Spanish must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other Spanish courses. Topics include advanced grammar study, intensive conversation and pronunciation, and period literature. It is taught entirely in Spanish.

SPAN 2981 - Spanish for Business Internship
Prerequisites: SPAN 2051
Lec: Variable **Lab:** 0 **Cr:** Variable

This internship provides students with the opportunity to work in a business setting where Spanish is used. It prepares business students to use Spanish in the workplace and/or to expose students to a bilingual/international business setting. To develop an internship to meet their academic and career goals, students must meet with their faculty advisor. Based on state guidelines, students must complete 40 hours of work for each credit hour.

SPAN 2982 - Spanish for Healthcare Internship
Prerequisites: SPAN 2061
Lec: Variable **Lab:** 0 **Cr:** Variable

The internship provides the opportunity to work in a medical setting that offers Spanish interpretation experience. To meet academic and career objectives, students must meet with program faculty prior to enrollment. Based on state guidelines, students must complete 40 hours of work for each credit hour. (Formerly Spanish for Medical Personnel Internship)

Theatre

THEA 1000 - Introduction to Theatre
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students survey the various facets of art and craft of theatre, with emphasis on the relationship between theatre and culture as well as theatre's contributions to literature, film, and television. All elements and professions of theatre are explored: the dramatist, the producer, the director, the actor, the production designers, the stage manager, the tech director and crew, and the role of the audience. An overview of theatre history and theatrical genres is included.

THEA 1110 - Theatre Technology I
Lec: 3 **Lab:** 3 **Cr:** 4

Beginning and experienced students learn the basic arts and crafts of technical theatre in a professional theatre environment. The course includes overviews of the procedure and safety issues and practices set construction, lighting, and costume. It is a prerequisite for admission to the certified Theatre Technology Apprentice program offered through the Omaha Community Playhouse.

THEA 1120 - Theatre Technology II
Prerequisites: THEA 1110
Lec: 2.5 **Lab:** 4.5 **Cr:** 4

Students continue work begun in THEA 1110 with focus on real work situations and experiences. Topics include overview and practice in properties, scenic painting, and sound design and support. Students also begin work in their chosen areas of emphasis. These areas include sound, lights, construction, scenic painting, costume, props, stage management, box office, and house management.

THEA 1130 - Theatre Technology III
Prerequisites: THEA 1120
Lec: 2.5 **Lab:** 4.5 **Cr:** 4

Students continue the work begun in THEA 1110 and THEA 1120 with focus on real work situations and experiences, continuing their rotation within their selected artistic areas of emphasis. These areas include sound, lights, construction, scenic painting, costume, props, stage management, box office, and house management. Students begin the process of career development through the creation of professional materials, such as resumes and portfolios.

THEA 2010 - Script Analysis
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn to do close readings of dramatic texts to explore themes and technical challenges. The course emphasizes analysis from technical, performance, and directorial points of view and the importance of unity in the technical elements of a production.

THEA 2020 - Fundamentals of Acting I
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This is a basic acting course for students with limited acting experience who have an interest in studying the demands and the discipline of acting, especially in live theatre. Exercises in relaxation, movement, voice, concentration, trust, partner/group interaction, improvisation, imagination, and memorization prepare students for basic character and scene work.

THEA 2021 - Fundamentals of Acting II
Prerequisites: THEA 2020
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a continuation of THEA 2020 with further practice in characterization and scene work. Students develop two scenes and two monologues, with a focus on character development and the acting process.

THEA 2030 - Playwriting I
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to the craft of the playwright. Students study the fundamentals of dialogue, character development, and scene structure through writing exercises, workshops, and discussion.

THEA 2031 - Playwriting II
Prerequisites: THEA 2030 or instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is a further exploration of the craft of playwriting, focusing on non-traditional dramatic structure. Through independent study and in-class writing, students develop an appreciation for a variety of theatre styles, while stimulating their own creative output.

THEA 2040 - Movement for the Actor
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course includes the study and practice of physical techniques and approaches used to develop physical self-awareness, freedom of expression, flexibility and endurance, awareness of space and time, centers, and energy for characterization and performance.

THEA 2050 - Voice for the Actor
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students study and practice vocal techniques to develop physical alignment and release, breathing and resonance, articulation and range, imagery, and text for performance.

THEA 2150 - Stage Rigging
Prerequisites: THEA 1110 or instructor approval must be completed prior to taking this course.
Lec: 2 **Lab:** 7.5 **Cr:** 4.5

The course builds on concepts and skills introduced in Theatre Technology I with specific emphasis on stage rigging. It covers rigging topics, including repair and

maintenance, motorized rigging, trussing, and special applications, in the lecture portion and reinforces them during labs under non-production conditions. Students apply fundamental skills in the installation of flying scenery as well as use of stage rigging equipment under show conditions.

THEA 2160 - Principles of Stage Lighting

Prerequisites: THEA 1110 or instructor approval must be completed prior to taking this course.
Lec: 2 **Lab:** 7.5 **Cr:** 4.5

This course builds on concepts and skills introduced in THEA 1110 with specific emphasis on stage lighting. It covers lighting topics, including wiring and repair of electrical cables, basic color theory, and refraction principles, in the lecture portion and reinforces them during labs under non-production conditions. Students apply fundamental skills in light console operation and temporary installations of lighting systems under show conditions.

THEA 2170 - Stage Management

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an introduction to the creative and administrative work of stage management, including responsibilities and methods in rehearsal and productions, union considerations, and communication skills for collaboration.

THEA 2900 - Special Topics in Theatre

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other theatre courses.

THEA 2920 - Theatre Practicum

Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

Students earn credit for practical theatre production experience in topics such as design, construction, performance, and promotion.

THEA 2981 - Cooperative Study I

Lec: 0 **Lab:** 14.5 **Cr:** 4

This course is the first in a series of apprenticeship courses in theatre technology. As part of the apprenticeship, individuals rotate through self-selected shop rotations throughout the year working alongside of Journeymen-Sponsors, and Master Craftsmen who are professional craftspeople in light and sound (in the electrics department), props, box office and stage management, and scenic painting. Secondarily, students work on actual productions to experience working under show conditions backstage.

THEA 2982 - Cooperative Study II

Lec: 0 **Lab:** 14.5 **Cr:** 4

This course is the second in a series of apprenticeship courses in theatre technology. As part of the apprenticeship, individuals rotate through self-selected shop rotations throughout the year working alongside of Journeymen-Sponsors and Master Craftsmen who are professional craftspeople in the theatre industry. The rotations may include work in the following craft areas: scene shop, costuming, light and sound (in the electrics department), props, box office and stage management, and scenic painting. Secondarily, students work on actual productions to experience working under show conditions backstage.

THEA 2983 - Cooperative Study III

Lec: 0 **Lab:** 14.5 **Cr:** 4

This course is the third in a series of apprenticeship courses in theatre technology. As part of the apprenticeship, individuals rotate through self-selected shop rotations throughout the year working alongside of Journeymen-Sponsors and Master Craftsmen who are professional craftspeople in the theatre industry. The rotations may include work in the following craft areas: scene shop, costuming, light and sound (in the electrics department), props, box office and stage management, and scenic painting. Secondarily, students work on actual productions to experience working under show conditions backstage.

THEA 2984 - Cooperative Study IV

Lec: 0 **Lab:** 14.5 **Cr:** 4

This course is the beginning of a second-year apprenticeship, where students arrange to work in a specific area in a specific craft with a specific Journeyman Sponsor over the course of the academic year. During the course of the year, students produce a capstone portfolio and develop a significant capstone project in cooperation with professional staff that demonstrates the apprentice has accumulated the skills of the trade to such a degree that they may find entry-level employment in the trade. Capstone experiences may include general technician, costuming, box office and stage management, props, scenic painting, and electrics (either lighting/sound or both). Second-year apprentices are expected to work behind the scenes on shows as well as in shops to prepare shows for the stage.

THEA 2985 - Cooperative Study V
Lec: 0 **Lab:** 14.5 **Cr:** 4

This course is the middle course of a second-year apprenticeship, where students arrange to work in a specific area in a specific craft with a specific Journeyman Sponsor over the course of the academic year. During the course of the year, students produce a capstone portfolio and develop a significant capstone project in cooperation with professional staff that demonstrates the apprentice has accumulated the skills of the trade to such a degree that they may find entry-level employment in the trade. Capstone experiences may include general technician, costuming, box office and stage management, props, scenic painting, and electrics (either lighting/sound or both). Second-year apprentices are expected to work behind the scenes on shows as well as in shops to prepare shows for the stage.

THEA 2986 - Cooperative Study VI
Lec: 0 **Lab:** 14.5 **Cr:** 4

This course is the final course of a second-year apprenticeship, where students arrange to work in a specific area in a specific craft with a specific Journeyman Sponsor over the course of the academic year. During the course of the year, students produce a capstone portfolio and develop a significant capstone project in cooperation with professional staff that demonstrates the apprentice has accumulated the skills of the trade to such a degree that they may find entry-level employment in the trade. Capstone experiences may include general technician, costuming, box office and stage management, props, scenic painting, and electrics (either lighting/sound or both). Second-year apprentices are expected to work behind the scenes on shows as well as in shops to prepare shows for the stage. Students who successfully complete the apprenticeship course sequences receive an apprentice certificate.

Toyota

TTEN 1000 - Introduction to Toyota
Prerequisites: Students must have completed all of the requirements for admissions into the T-TEN program prior to taking this course.
Lec: 3 **Lab:** 2 **Cr:** 5

Introduction to Toyota is required for all students entering MCC's T-TEN program. Shop and environmental safety course will be assigned to be completed before students are able to work in the auto shop lab. Includes an introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. The policies and procedures needed for the student's dealer internships will be covered. Toyota curriculum is infused to meet the requirements of T-TEN course T256. Instructor approval required. 11 lecture, 22 lab hrs/wk. (3-week course).

TTEN 1010 - Automotive Electrical Systems 1-TOYOTA
Prerequisites: TTEN 1000
Lec: 4 **Lab:** 2 **Cr:** 6

This is the first of two courses focusing on electrical and electronic systems for T-TEN students. Electrical theory, circuits, and devices such as batteries, starters, alternators and test meters will be covered. The identification of different types of circuits and how they work, including the application of Ohm's law to demonstrate the relationship between current, voltage and resistance is also covered. All concepts discussed in the classroom will be reinforced in lab. The integration of applied mathematics, chemistry, physics, and other scientific concepts is a large portion of this course. Practical skills established include: component identification, wiring techniques, test equipment usage, fault diagnostic strategies, safety practices, and appropriate work habits. Toyota curriculum is infused to meet the requirements of T-TEN course T623. Instructor approval required. 11 lecture, 22 lab hrs/wk. (4-week course).

TTEN 1020 - Automotive Electrical Systems 2 - Toyota
Prerequisites: TTEN 1010
Lec: 4 **Lab:** 2 **Cr:** 6

In part one of this sequence TTEN 1010 the topic of study was centered on basic electrical principles. The identification of different types of circuits and how they work, including the application of Ohm's law to demonstrate the relationship between current, voltage and resistance was also covered. A continuance of the battery and starting systems will carry over briefly as a review and will be discussed when the topics applied to the concepts at hand. In this course we will take those concepts one-step further and apply them directly to the work that you'll do anytime you diagnose an electrical problem. Drawing from your prior learning in part one of this sequence, you will apply that knowledge in detail toward the diagnosis of electrical systems utilizing all resources available.

TTEN 1100 - Suspension and Alignment - Toyota
Prerequisites: TTEN 1020
Lec: 3 **Lab:** 2 **Cr:** 5

This course concentrates on Toyota automotive

suspension and steering systems including diagnosis and repair. Fundamentals of front and rear suspension, steering geometry, diagnosing suspension and steering problems, and overhaul techniques are covered in this course. Rebuilding and repair of the different types of front and rear suspensions including strut types are practiced. This course provides a detailed study of wheel balancing including radial force variation, computer controls for steering and suspension systems including inputs, logic, and actuators, and four wheel alignment. Wheel alignment factors and procedures, Steering and Handling concerns and diagnostics are also covered in detail. Instructor approval required. 11.5 lecture, 23 lab hrs/wk. (3-week course).

TTEN 1110 - Automotive Brakes - Toyota

Prerequisites: TTEN 1100
Lec: 4 **Lab:** 2 **Cr:** 6

This course is designed to teach students the principles of automotive brakes. Basic concepts and terminology, fundamental principles, diagnosis and overhaul techniques are an integral part of this course. Special emphasis is placed on the study, diagnosis and repair of braking systems found on late model, domestic and import vehicles. The student should acquire knowledge of brake systems and trouble-shooting procedures for disc and drum brakes. Students will be taught to properly use industry standard equipment to service disk and drum brake components and systems to manufacture standards. Computer controlled systems integrated into the automotive brake system will be studied.

TTEN 1120 - Internal Combustion Engines - Toyota

Prerequisites: TTEN 1110
Lec: 4 **Lab:** 2 **Cr:** 6

The operating principles and function of each of the major parts of the reciprocating piston internal combustion engine are presented and discussed. Service, overhaul, and troubleshooting techniques as they relate to each component are also covered.

TTEN 2110 - Electronic Engine Controls 1 - Toyota

Prerequisites: TTEN 1120
Lec: 4 **Lab:** 2 **Cr:** 6

Electronic Engine Controls I is the first course of a two part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused to meet the requirements of T-TEN course 852. The course will consist of six instructional units; Basic Engine Operation, Engine Controls Basics, Air Induction Systems, Ignition Systems, Fuel Systems, Fuel Trim. Approximately one fourth of the class will be classroom and three fourths will consist of lecture/lab activities.

TTEN 2120 - Electronic Engine Controls 2 - Toyota

Prerequisites: TTEN 2110
Lec: 4 **Lab:** 2 **Cr:** 6

Electronic Engine Controls II is the second course of a two part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused to meet the requirements of T-TEN course 852. Toyota course 874 curriculum is also infused in the series. The course will consist of four instructional units; No Start Diagnosis, OBDII Systems and Misfire, Engine Control System Diagnosis, and Emissions Systems. Approximately one fourth of the class will be classroom and three fourths will consist of lecture/lab activities.

TTEN 2200 - Automatic Transmissions - Toyota

Prerequisites: TTEN 2120
Lec: 4 **Lab:** 2 **Cr:** 6

This course includes instruction in automatic transmissions, including principles of operation, trouble-shooting and overhaul procedures. Instruction includes hydraulically-operated transmissions, transaxles, and torque converters common to the automotive field.

TTEN 2210 - Power Trains - Toyota

Prerequisites: TTEN 2200
Lec: 3 **Lab:** 2 **Cr:** 5

Power Trains details the theory, operation, diagnosis and service of modern drive train components. This includes information on the latest clutches, manual transmissions and transaxles, solid and independent rear axle assemblies, drive shafts, drive axles, U-joints and CV joints. Basic drive train components such as gears, bearings and seals are identified and explained. This course also includes detailed explanations of the operation of electronically controlled systems. Scan tool use and code retrieval to aid in diagnosis are also covered.

TTEN 2220 - Climate Control - Toyota

Prerequisites: TTEN 2210
Lec: 3 **Lab:** 2 **Cr:** 5

This course covers the automotive heating, ventilation, and air conditioning systems and the engine cooling system. Lecture sessions are devoted to the purpose, operational theory, and diagnostic processes common to

each of the above areas. Lab sessions are provided to develop student skills in servicing, trouble-shooting, and repairing each component within the specific system. Students will work on both components and live vehicles as part of the learning process.

TTEN 2230 - Toyota Hybrid Vehicle Systems
Prerequisites: TTEN 2120
Lec: 3.0 **Lab:** 2.0 **Cr:** 5.0

Students are introduced to hybrid vehicles and associated hybrid systems. Students learn to identify specific hybrid vehicle high voltage components. Students will also learn proper hybrid vehicle service and maintenance procedures.

TTEN 2981 - Toyota Cooperative Work Experience
Prerequisites: Instructor Approval must be completed prior to taking this course.
Lec: 0 **Lab:** 12 **Cr:** 4

Students apply their knowledge, learn new techniques, and receive on-the-job training at an automotive dealer or independent repair facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

TTEN 2982 - Toyota Cooperative Work Experience 2
Prerequisites: Instructor Approval must be completed prior to taking this course.
Lec: 0 **Lab:** 12 **Cr:** 4

Students apply their knowledge, learn new techniques, and receive on-the-job training at a Toyota automotive dealer facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

TTEN 2983 - Toyota Cooperative Work Experience 2
Prerequisites: Instructor Approval must be completed prior to taking this course.
Lec: 0 **Lab:** 12 **Cr:** 4

Students apply their knowledge, learn new techniques, and receive on-the-job training at a Toyota automotive dealer facility. Individualized, hands-on laboratory training utilizing live work is included in this course.

Utility Line Technician

UTIL 1010 - Pole Climbing
Pre/Corequisite: UTIL 1030 or instructor approval
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students learn proper and safe skills to climb wooden structures. Students learn the set-up, safety and operation of digger/derrick trucks. **NOTE:** Completion of UTIL 1010 with a grade of C or better is required to advance to the next level class.

UTIL 1020 - Electricity I
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students learn about electrical theory, Ohm's Law, series circuits, parallel circuits, series/parallel circuits including direct current (D.C.) and alternating current (A.C.). This course also covers inductance, capacitance and power factor. **NOTE:** For students enrolled in the UTIL program, completion of UTIL 1020 with a grade of C or better is required to advance to the next level class.

UTIL 1030 - Ropes, Rigging, and Safety
Prerequisites: UTIL 1010 or instructor approval
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students explore and learn about tools, equipment, basic rope knots and splices. Students learn the set-up, safety and operation of the mini derrick machine. **NOTE:** Completion of UTIL 1030 with a grade of C or better is required to advance to the next level class.

UTIL 1110 - Line Construction I
Pre/Corequisite: UTIL 1030
Lec: 5 **Lab:** 1.5 **Cr:** 5.5

Students learn to use hand tools, hand signals, basic wiring techniques, pole setting, framing and the use of vacuum excavation equipment. Students also learn to identify electrical apparatus. **NOTE:** Completion of UTIL 1110 with a grade of C or better is required to advance to the next level class.

UTIL 1240 - Underground Distribution Systems I
Prerequisites: UTIL 1010, UTIL 1020, UTIL 1030 and UTIL 1110 all must be completed with a grade of C or better or instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students are introduced to URD systems, underground cables, and apparatus. Students learn various termination techniques and construct a model URD system in the lab.

UTIL 2020 - Transformer Theory
Prerequisites: UTIL 1010, UTIL 1020, UTIL 1030 and UTIL 1110 must be completed with a grade of C or better or instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students learn principles of electromagnetic induction, use and application of transformers, banking of transformers, calculating transformer loads, maintenance, testing, and proper connection of transformers.

UTIL 2030 - Secondary Electrical Systems
Prerequisites: UTIL 1240, UTIL 2020, UTIL 2110 AND UTIL 2210 must be completed with a grade of C or better or instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students learn the application of transformer banks, metering systems, and watt-hour meters. Students study the specifications and relationship to delivery systems for supplying various voltages.

UTIL 2110 - Line Construction II
Prerequisites: UTIL 1010, UTIL 1020, UTIL 1030 and UTIL 1110 all must be completed with a grade of C or better or instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students practice skills needed for stringing and sagging wire, dead ends, anchoring, guying, clipping in, and splicing of overhead conductors. Students learn the set-up, safety and operation of aerial platforms.

UTIL 2210 - Overhead Distribution Systems I
Prerequisites: UTIL 1010, UTIL 1020, UTIL 1030 and UTIL 1110 or instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students explore the design and construction of overhead distribution systems involving staking and layout of lines using the National Electrical Code, National Safety Code, and construction specifications. Students learn safety and operation of skid steer machines and their attachments.

UTIL 2220 - Overhead Distribution Systems II
Prerequisites: UTIL 1240, UTIL 2020, UTIL 2110 and UTIL 2210 all must be completed with a grade of C or better or instructor approval must be completed prior to taking this course.
Lec: 5 **Lab:** 1.5 **Cr:** 5.5

Students participate in on-site field construction of overhead distribution systems using techniques previously studied.

UTIL 2230 - Distribution Systems Maintenance
Prerequisites: UTIL 1240, UTIL 2020, UTIL 2110 and UTIL 2210 all must be completed with a grade of C or better or instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students learn to use the proper tools, equipment and techniques for maintenance of overhead distribution systems. Students use designated specifications to gain practical field experience.

UTIL 2240 - Underground Distribution Systems II
Prerequisites: UTIL 1240, UTIL 2020, UTIL 2110 and UTIL 2210 all must be completed with a grade of C or better or instructor approval must be completed prior to taking this course.
Lec: 4 **Lab:** 1.5 **Cr:** 4.5

Students learn construction, maintenance and troubleshooting of underground distribution systems including trenching and termination, primary and secondary cables.

UTIL 2981 - Internship
Prerequisites: Completion of Utility Line Technician program coursework or instructor approval must be completed prior to taking this course.
Lec: 0 **Lab:** 40 **Cr:** 8

This is a supervised work experience for ten weeks and is normally a summer quarter activity following the completion of the UTIL coursework. Students submit regular reports while employed at an electrical utility or industrial plant. Students must have a Class A CDL and be certified in First AID/CPR to participate in an internship. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Video/Audio Communication Arts

VACA 1020 - Audio I
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is an introduction to the theory and application of the sound production process with

emphasis on learning and practicing sound acquisition and recording techniques. Microphone acquisition, basic audio editing, and track mixing and sound for video and/or music are the basis for assignments.

VACA 1110 - Introduction to Scriptwriting

Prerequisites: English Level 1 course must be completed prior to taking this course.
Recommended: ENGL 1010
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course introduces scriptwriting for video production, television, and motion picture film. Using the two-column and screenplay formats, students complete lab exercises and assignments about the structure of concept, treatment, and finished script. It reviews broadcast or corporate examples. Students can use the scripts for projects in Moving Image Lab, Video II, and Video III.

VACA 1130 - Video I - Studio

Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is an introduction to the video medium. Students learn and practice the basics of operating a video camera, recording quality images and sound, and editing tape. Both studio and location assignments provide practical learning opportunities.

VACA 1200 - Sound for Film

Prerequisites: VACA 1020 and PHOT 1500
Lec: 3.5 **Lab:** 3.0 **Cr:** 4.5
Offered: Online, Hybrid

Students study the use of sound as a part of the storytelling process of film and video production. Students will approach audio recording, editing, and mixing from a digital cinema perspective. Students explore audio capture techniques for on-location sound, create foley sound effects, record and edit replacement dialogue, and develop multi-track soundscapes for a variety of moving image projects.

VACA 2020 - Audio II

Prerequisites: VACA 1020
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is a continuation of Audio I. Additional microphone and recording techniques are learned and practiced. Computer desktop editing and track mixing, recording, and editing are introduced and emphasized. Sound for video as well as digital media and the Internet are the basis for assignments.

VACA 2030 - Audio III

Prerequisites: VACA 2020
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course includes advanced recording theory and application for use in the professional sound recording environment. It covers sound processing and mastering in depth.

VACA 2050 - Pro-Tools

Prerequisites: VACA 2020
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course concentrates on the industry-standard Pro-Tools Digital Audio Workstation software and hardware. Students learn how to use advanced Pro-Tools techniques and concepts in the professional recording and editing environments.

VACA 2060 - Audio Mixing and Summing

Prerequisites: VACA 1020; VACA 2020; and VACA 2050
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is an advanced study of procedures to achieve controlled mixes in the digital and analog mixing environments. It focuses on aspects of digital and analog summing, headroom, gain stages, subgroups, side-chair processing, hardware inserts, delay compensation, clocking, maintaining digital resolution, digital synchronization, A/D D/A conversion, sample rate conversion, dithering, serial order of processing, mid/side processing, and more. Students complete such assignments as signal flow drawings, equipment research, and a final project focusing on subgroup mixing techniques.

VACA 2080 - Surround Sound Mixing

Prerequisites: VACA 1020
Lec: 3.5 **Lab:** 3.0 **Cr:** 4.5

Students are introduced to the processes of recording, mixing, and formatting surround sound for video and music. Students become familiar with various surround formats and speaker set ups and complete a variety of video/music projects focusing on recording, mixing, and finalizing sound in the 5.1 surround field. All projects will be mixed in the 5.1 mix room, on the Pro Tools HD native system.

VACA 2120 - Screenwriting Principles

Prerequisites: VACA 1110
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course is an overview of writing screenplays for motion picture film. It covers storytelling using the standard three-act screenplay structure and relates

fundamental principles, including script format, structure, plot points, and character development, to sample scripts, films, and exercises.

VACA 2130 - Video II - Field
Prerequisites: PHOT 1500
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

Camera operation, sound recording, and editing assignments provide an intermediate skill level of learning and practice. It introduces and applies lighting for the studio and on location.

VACA 2131 - Video III - Project Development
Prerequisites: VACA 2130
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course serves as a practicum for individual student productions. Students are responsible for the conception, production, direction, and post-production of a storytelling media program. Students achieve competence in planning and executing a script to a final product. The course reviews key production elements and critiques at each stage of the production.

VACA 2220 - Digital Media Editing
Prerequisites: PHOT 1500
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course serves as a practicum for digital production or post-production. Students are responsible for the conception, production, direction, and post-production of a media program directed toward digital delivery. The course reviews key production elements and critiques at each stage of the production.

VACA 2230 - Video Post-Production
Prerequisites: VACA 1130
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This course is an introduction to digital applications, such as compositing and media compression for computer and Internet delivery. Students achieve basic competence in appropriate software applications as used in industry.

VACA 2240 - Cinematography
Prerequisites: PHOT 1500
Lec: 3.5 **Lab:** 3 **Cr:** 4.5

This class is an exploration into the art of cinematography, including composition, camera movement and lighting as used in cinema production. Students study the art form and actively work with camera and lighting to gain better appreciation for the craft as well as gaining technical skills in cinematography.

VACA 2250 - Art In Film
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students will examine the aesthetics of the art form (cinematography, sound and editing) and gain a greater understanding of the entire film making process. Students will also increase their appreciation for film as an art form, and discuss form, content, and the socio-historical context of the medium through the study of important movements in International cinema. Beyond analyzing the components of film making, students will delve into basic concepts of film theory, including the auteur theory, genre theory, the issue of audience identification and the concept of visual pleasure in narrative cinema. Students will also discuss the depiction of gender, race and class on the screen.

VACA 2310 - The Business of Media
Recommended: ENGL 1010
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Online, Hybrid

Students gain foundational knowledge of copyright, Fair Use, broadcast regulations, contracts, and entrepreneurship in the media entertainment industry. Students explore the basic legal considerations of starting their own production company including pricing, invoicing, insurance, and taxes.

VACA 2540 - Video Portfolio Development
Prerequisites: VACA 2131 or instructor approval
Lec: 1 **Lab:** 6 **Cr:** 3

Students put the commercial application of the video process into finished form. Instructors advise students and critique their work. Students complete comprehensive portfolios of their work as their final products.

VACA 2900 - Special Topics in Video/Audio
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in special content areas not included in other courses of the Video/Audio Communication Arts program.

VACA 2940 - MetroVision Practicum
Prerequisites: PHOT 1500
Lec: 0 **Lab:** 9 **Cr:** 3

This practicum is a studio and field production class. It is a hands-on opportunity for students to gain experience on location, in the studio, and with remote video productions. This course stresses the nature of

collaborative work and various stages and processes involved with producing existing regularly scheduled productions. It may also include the development of new programming. Students gain advanced production experience with lighting, shooting, editing, directing, and producing MetroVision programming, which airs on a local cable television channel.

VACA 2981 - Internship
Lec: Variable **Lab:** 0 **Cr:** Variable

Through internships, students gain experience working in a professional video workplace performing a variety of functions, including set preparation, video production and post-production, and audio production and post-production. Based on state guidelines, students must complete 40 hours of work for each credit hour.

Welding

WELD 0900 - Introduction to Welding
Lec: 2 **Lab:** 3 **Cr:** 3

This course introduces the basic principles and techniques for safe set-up, shut-down, and operation of a number of welding and welding-related processes, including oxy-acetylene, shielded metal arc (stick), gas metal arc (MIG), and gas tungsten arc welding (TIG).

WELD 1000 - Print Reading for Welders
Lec: 3 **Lab:** 0 **Cr:** 3

This course is a good first welding course. Students learn the elements of print reading with special emphasis on interpreting welding symbols. The course covers basic welding information, such as process fundamentals and selection considerations, weld types, joint design, and welding terminology. Students successfully completing this course are well-prepared for success in the program.

WELD 1100 - Industrial Cutting Processes
Lec: 2 **Lab:** 3 **Cr:** 3

Students gain a working knowledge of oxy-fuel cutting (manual and machine), plasma cutting (manual and machine), and air carbon arc and plasma gouging.

WELD 1150 - Welded Sculpture I
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn the fundamental skills required to create sculptures in steel and copper using oxy-acetylene welding and cutting processes and related metal-working equipment. Students apply the basic elements and principles of design and practice achieving unity and harmony to a greater degree as they work on succeeding pieces.

WELD 1160 - Welded Sculpture II
Prerequisites: WELD 1150
Lec: 2 **Lab:** 3 **Cr:** 3

Students learn the fundamental skills required to create sculptures in steel and copper using gas metal arc welding, plasma cutting processes, and other welding-related metal-working equipment. Students combine these skills with those learned in Welded Sculpture I, applying the basic elements and principles of design and practice achieving unity and harmony to a greater degree as they work on succeeding pieces.

WELD 1200 - Gas Metal Arc Welding (MIG) - Steel I
Prerequisites: WELD 1100
Lec: 2 **Lab:** 3 **Cr:** 3

This course uses the theory and techniques in basic gas metal arc welding to produce sound fillet welds and sound groove welds in both the flat and vertical positions. Students weld using short-circuit and spray modes of metal transfer.

WELD 1261 - Combination Welding - Automotive
Lec: 2 **Lab:** 3 **Cr:** 3

This course acquaints students with the various welding and cutting techniques applicable to the automotive field.

WELD 1262 - Quick Start
Lec: 2 **Lab:** 3 **Cr:** 3

This course gives students a quick start into a welding career by preparing them to pass the type of welding test given by many employers. Students learn the fundamentals of oxy-acetylene cutting, gas metal arc welding, and air carbon arc cutting. It also explores print reading for welders.

WELD 1300 - Oxy-Acetylene Welding
Lec: 2 **Lab:** 3 **Cr:** 3

This course covers the basic skills and use of equipment necessary to be knowledgeable in this discipline. Students learn to weld various joint types in all positions with steel and braze filler materials. This is an excellent preparatory class for TIG welding classes.

WELD 1400 - Gas Tungsten Arc Welding (TIG) - Steel I

Recommended: WELD 1300
Lec: 2 **Lab:** 3 **Cr:** 3

This course emphasizes the theory and techniques used in basic gas tungsten arc welding of steel fillet and groove welds in the flat and vertical positions. It covers the equipment and its proper adjustment and also includes the many types of tungsten electrodes and the use of different gases.

WELD 1410 - Gas Tungsten Arc Welding (TIG) - Stainless I

Prerequisites: WELD 1400 with a grade of C or better
Recommended: WELD 1300
Lec: 2 **Lab:** 3 **Cr:** 3

This course emphasizes the theory and techniques used in basic gas tungsten arc welding of stainless steel in the flat and vertical positions. It covers the equipment and its proper adjustment and also includes the many types of tungsten electrodes and the use of different gases.

WELD 1420 - Gas Tungsten Arc Welding (TIG) - Aluminum I

Prerequisites: WELD 1410
Recommended: WELD 1300
Lec: 2 **Lab:** 3 **Cr:** 3

This course emphasizes the theory and techniques used in basic gas tungsten arc welding of aluminum in the flat and vertical positions. It covers the equipment and its proper adjustment and also includes the many types of tungsten electrodes and the use of different gases.

WELD 1500 - Shielded Metal Arc Welding (Stick) - Flat

Prerequisites: WELD 1100
Lec: 2 **Lab:** 3 **Cr:** 3

This course covers fundamental understanding and skills in the safe use of arc welding equipment. Typical operations include striking the arc, making fillet welds in the flat position, and making groove welds in the flat position. It uses a variety of methods to examine the weldments such as visual inspection, fillet weld break tests, and root/face bend test specimens.

WELD 1510 - Shielded Metal Arc Welding (Stick) - Vertical

Prerequisites: WELD 1500 with a grade of C or better
Lec: 2 **Lab:** 3 **Cr:** 3

Vertical position weldments are basic to welding technology. This course studies and uses various techniques in the vertical position, including the use of E6010 and E7018 electrodes.

WELD 1700 - Introductory Fabrication

Prerequisites: DRAF 1100, WELD 1000, WELD 1100, WELD 2200; and WELD 1200, WELD 1400, and WELD 1500 with grades of C or better must be completed prior to taking this course.
Lec: 2 **Lab:** 3 **Cr:** 3

This is a basic course in the fabrication of projects. It explores the use of layout tools and project drawings or sketches and emphasizes actual vs. estimated time and cost considerations.

WELD 2200 - Gas Metal Arc Welding (MIG) - Steel II

Prerequisites: WELD 1200 with a grade of C or better
Lec: 2 **Lab:** 3 **Cr:** 3

This course is a continuation of GMAW - Steel I, including fillet and groove welds in the horizontal and overhead positions and the study of pulsed-spray transfer.

WELD 2220 - Gas Metal Arc Welding (MIG) - Stainless

Prerequisites: WELD 2200
Lec: 2 **Lab:** 3 **Cr:** 3

This course is an advanced course covering gas metal arc welding of stainless steel in all positions using short-circuit and pulsed-spray modes of metal transfer.

WELD 2230 - Gas Metal Arc Welding (MIG) - Aluminum

Prerequisites: WELD 2200
Lec: 2 **Lab:** 3 **Cr:** 3

This is an advanced course covering gas metal arc welding of aluminum in all positions using short-circuit, spray, and pulsed-spray modes of metal transfer.

WELD 2240 - Flux-Cored Arc Welding I

Prerequisites: WELD 2200
Lec: 2 **Lab:** 3 **Cr:** 3

This course covers gas-shielded and self-shielded flux-cored arc welding in the flat and vertical positions using semiautomatic equipment.

WELD 2241 - Flux-Cored Arc Welding II

Prerequisites: WELD 2240
Lec: 2 **Lab:** 3 **Cr:** 3

This course covers gas-shielded and self-shielded flux-

cored arc welding in the horizontal and overhead positions using semiautomatic equipment.

WELD 2242 - Submerged Arc and Metal-Cored Welding
Prerequisites: WELD 2200
Lec: 2 **Lab:** 3 **Cr:** 3

This course covers automatic submerged arc welding in the flat position, manual submerged arc welding in the horizontal position, and metal-cored welding of flat and horizontal fillet and groove welds using semiautomatic equipment.

WELD 2400 - Gas Tungsten Arc Welding (TIG) - Steel II
Prerequisites: WELD 1400 with a grade of C or better
Lec: 2 **Lab:** 3 **Cr:** 3

This course is a continuation of Gas Tungsten Arc Welding - Steel I, covering welding in the horizontal and overhead positions. It includes the study of pulse-arc welding.

WELD 2410 - Gas Tungsten Arc Welding (TIG) - Stainless II
Prerequisites: WELD 1410
Lec: 2 **Lab:** 3 **Cr:** 3

This course is a continuation of Gas Tungsten Arc Welding - Stainless I. It covers welding in the horizontal and overhead positions and includes the study of pulse-arc welding.

WELD 2420 - Gas Tungsten Arc Welding (TIG) - Aluminum II
Prerequisites: WELD 1420
Lec: 2 **Lab:** 3 **Cr:** 3

This course is a continuation of Gas Tungsten Arc Welding - Aluminum I. It covers welding in the horizontal and overhead positions, and it includes the study of pulse-arc welding.

WELD 2500 - Shielded Metal Arc Welding (Stick) - Horizontal
Prerequisites: WELD 1500 with a grade of C or better
Lec: 2 **Lab:** 3 **Cr:** 3

The ability to weld in the horizontal position is important in both plate and pipe welding. Students learn the proper techniques for welding fillet and groove welds using E6010 and E7018 electrodes.

WELD 2510 - SMAW (Stick) - Overhead
Prerequisites: WELD 1510
Lec: 2 **Lab:** 3 **Cr:** 3

Overhead weldments are basic to welding technology. This course studies and applies various techniques in the vertical position including the use of E6010 and E7018 electrodes.

WELD 2520 - Shielded Metal Arc Welding (Stick) - Pipe I
Prerequisites: WELD 1100 and WELD 2510
Lec: 2 **Lab:** 3 **Cr:** 3

This course features basic pipe welding including techniques involving pipe-to-plate, single, and multiple pass fillet welds in the horizontal, vertical, and overhead positions using E6010 and E7018 electrodes.

WELD 2530 - Shielded Metal Arc Welding (Stick) - Pipe II
Prerequisites: WELD 2520
Lec: 2 **Lab:** 3 **Cr:** 3

This course stresses advanced pipe welding techniques for welding open root, pipe-to-pipe connections. Students weld in the horizontal (2G), multi-position vertical uphill progression (5G), and multi-position 45-degree incline (6G) positions using E6010 and E7018 electrodes. Students test each pipe position using visual inspection and root-face bend test specimens.

WELD 2540 - Shielded Metal Arc Welding (Stick) - Pipe III
Prerequisites: WELD 1100; WELD 2400; and WELD 2520
Lec: 2 **Lab:** 3 **Cr:** 3

This course includes GTAW (TIG) open root and SMAW (Stick) E7018 Fill/Cap pipe-to-pipe welding in 2G, 5G, and 6G positions.

WELD 2600 - Gas Shielded Arc Welding - Pipe
Prerequisites: WELD 1100; WELD 2241; and WELD 2400
Lec: 2 **Lab:** 3 **Cr:** 3

This course includes root, fill, and cover passes on pipe in all positions with gas metal arc welding. It also includes gas tungsten arc welding root passes with flux-core arc welding of the fill and cover passes.

WELD 2710 - Industrial Fabrication Project
Prerequisites: WELD 1700; WELD 2400; and WELD 2510
Lec: 2 **Lab:** 3 **Cr:** 3

This course consists of constructing projects where students apply techniques and principles acquired in previous courses. Students document their fabrication by use of weld prints, parts lists, and time-cost estimates.

WELD 2810 - Welder Pre-Qualification
Prerequisites: Special course requirements; contact a full-time instructor must be completed prior to taking this course.
Lec: 2 **Lab:** 3 **Cr:** 3

Students wanting to be certified welders must pass a welder performance qualification test. This course is preparation for such a test. Students identify the appropriate code and welding procedure, become familiar with the requirements of the test, prepare the test coupons, and work on skill-building in preparation for the test. Testing is not done as part of this course.

WELD 2820 - Welder Qualification (Certification)
Prerequisites: Special course requirements; contact a full-time instructor must be completed prior to taking this course.
Lec: 1 **Lab:** 0 **Cr:** 1

Student welders wishing to be certified welders take the welder performance qualification test.

Workforce Innovation

WIDX 1000 - Introduction to Prototype Design
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the fundamentals of prototype design. Students learn the three integrated concepts of design thinking, business acumen, and low-volume production to ideate, prototype, and manufacture a human-centered product. A comparison of careers and occupations that require prototyping skills is also explored.

WIDX 1105 - Digital Electronics in Prototyping
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students are introduced to basic electronic circuits, digital devices, and digital circuits. This course emphasizes the concepts and principles through hands-on activities. Students learn the development strategies necessary to create new electronic products, electronic components, and microcontroller basics; use basic equipment; and basic electronics theory. Topics also include how to read schematic diagrams, build circuit prototypes, test prototypes, and construct circuits using a variety of tools and circuit boards.

WIDX 1210 - Prototyping With Solidworks
Prerequisites: WIDX 1000
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore the SolidWorks Interface and use fundamental techniques, tools, and workflows to bring prototypes to life in three dimensions. Through hands-on exercises, assignments, and projects, students use digital sketch tools to draw, create, and modify solids and complex shapes and then print the shapes, parts and assemblies using a variety of materials and equipment. Successful completion of WIDX 1210 Prototyping with SolidWorks and WIDX Intermediate SolidWorks prepare students to sit for the CSWA exam.

WIDX 1225 - How to Build Almost Everything
Prerequisites: WIDX 1000; and WIDX 1105
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn advanced methods of prototype design using a variety of materials and equipment found in the Prototype Design Laboratory. Students build at least two major projects and several mini projects that enable them to develop skills using a variety of materials and equipment. The focus of the course is application of skills rather than theory and concepts.

WIDX 1320 - Intermediate SolidWorks
Prerequisites: WIDX 1210
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course continues to focus on developing skills for the successful use of SolidWorks parametric software. Students use the SolidWorks interface and intermediate techniques, tools and workflows to bring prototypes to life in three dimensions. Through hands-on exercises, assignments, and team projects, students use digital sketch tools to draw, create, and modify solids and complex shapes and then print the shapes, parts and assemblies using a variety of materials and equipment.

WIDX 2510 - Robotic Concepts in Prototyping
Prerequisites: WIDX 1000
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students are introduced to the design, use, and programming of robots. Topics include robot anatomy, sensing, degrees-of-freedom, the Cartesian coordinate

system, lean manufacturing concepts, maintenance, as well as, the history and future of robotic concepts in modern technology. Students demonstrate safe practices when programming robots for a variety of automated tasks.

WIDX 2516 - Rapid Prototyping
Prerequisites: WIDX 1225
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Hybrid

Students learn about digital tools and techniques relevant to the task of visualizing and prototyping 3-D designs in the Prototype Design Lab. Students review the fundamentals and theory behind rapid prototyping methods; different types of application methods, tools, techniques, and materials; physical limitations of rapid prototyping; and its impact on the design process. Students use a variety of machines and microprocessor programming in small groups to complete a project.

WIDX 2644 - Prototyping the Internet of Things
Prerequisites: INFO 1011 and WIDX 1225
Lec: 0 **Lab:** 0 **Cr:** 4.5

This course introduces students to the network of physical objects which are embedded with electronics, software, sensors, and network connectivity that enable these objects to collect and exchange data. Concepts include networking everyday objects, embedding electronics, data collection, economic implications, data analysis, and user analysis.

WIDX 2900 - Special Topics in Prototyping
Recommended: WIDX 1000
Lec: 4.5 **Lab:** 0.0 **Cr:** 4.5
Offered: Hybrid

This course addresses several knowledge, skills, and abilities identified in the program DACUM and reinforced by subsequent meeting with the Prototype Design Degree Advisory Board. These areas include: applying design thinking, determining best prototype method, collaborate on prototype ideas, and modify existing prototypes. This course is part of the Sympatico, and other corporate partners, experience. It provides students with direct, hands-on projects from an MCC employer interested in innovating their projects and developing the knowledge, skills, and competencies of potential employees.

WIDX 2980 - Prototype Design Capstone
Prerequisites: Instructor approval must be completed prior to taking this course.
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

This course gives Prototype Design program students the opportunity to integrate the skills and knowledge acquired throughout the curriculum. Students work with an industry partner to develop a prototype from concept to completion. This is the final course for the Prototype Design program.

Workplace Skills

WORK 0200 - Career and Learning Strategies
Lec: Variable **Lab:** 0 **Cr:** Variable

Students learn skills related to career awareness and choice, learning and study skills, and basic skills enhancement and development. After successful completion of this course, the student better understands the process of achieving his/her educational goals.

WORK 0900 - Basic Computer Skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students learn essential technical skills to be successful in academic learning and workplace environments. Topics include an overview of computer components and functions, computer-based technologies including Internet, email, college learning management system, file management and word processing basics.

WORK 1230 - Career Planning
Lec: 2 **Lab:** 0 **Cr:** 2
Offered: Online, Hybrid

Students learn skills needed to make decisions regarding career planning. Topics include career assessments, work values, decision-making, and career planning strategies.

WORK 1250 - Learning Anxiety
Lec: Variable **Lab:** 0 **Cr:** Variable

Students master learning strategies in overcoming learning anxieties associated with formal learning environments in completing high stakes exams and tests.

WORK 1400 - Employability Skills
Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online

Students experience multiple opportunities to apply Nebraska Career Readiness Standards including developing interpersonal skills, working in teams, practicing effective communication skills, and utilizing problem-solving techniques. Students gain knowledge in establishing a personal brand, skills in networking, and

develop a professional career portfolio while engaging in career planning and development.

WORK 1401 - Employability Skills for Process, Power, and Energy-Related Fields

Lec: 4.5 **Lab:** 0 **Cr:** 4.5

Students explore energy related industries, research employers, and determine desirable employability skills in the workplace. Students learn interpersonal, teamwork, and communication skills to problem solve and think creatively and employ effective time management and professional skills to be successful in this career field.

WORK 1402 - Employability Skills Fundamentals

Lec: 1 **Lab:** 0 **Cr:** 1

Students enhance their interpersonal skills, increase their ability to work in teams and communicate effectively, think creatively, and use problem-solving techniques.

WORK 1410 - Secrets to Business Success

Lec: 3 **Lab:** 0 **Cr:** 3
Offered: Online

Students learn the soft skills and self-management skills needed to provide exceptional customer service and support in workplace environments.

WORK 1420 - Interpersonal Communication Skills for the Workplace

Lec: 4.5 **Lab:** 0 **Cr:** 4.5
Offered: Online, Hybrid

Students explore the basic concepts of interpersonal communication and develop effective interpersonal communication skills. Topics include effective verbal and nonverbal communication in workplace interactions and application of appropriate communication in a variety of work environments.

WORK 2900 - Special Topics in Workplace Skills

Prerequisites: Assessment testing or instructor approval must be completed prior to taking this course.
Lec: Variable **Lab:** 0 **Cr:** Variable

This course permits instruction in various skill areas related to workplace skills not included in other WORK courses.

WORK 2981 - Workplace Skills Internship

Prerequisites: WORK 1400
Lec: Variable **Lab:** 0 **Cr:** Variable

Students apply the principles and concepts acquired in employability skills including appropriate work behavior and attitude and interpersonal communication skills in an employment setting. Students document tasks performed in a portfolio reviewed by the work supervisor and faculty sponsor to assure appropriate competencies are developed and reinforced.

Faculty

Academic Success Area

Cynthia H. Catherwood, *Associate Vice President for Academic Affairs, Dean of Academic Success*, B.A., M.A., Creighton University

Stefanie Emrich, *Reading and Learning Skills Instructor*, B.S., M.S., University of Nebraska-Lincoln

Debra Holst, *Academic Foundations Instructor*, B.S., University of Nebraska at Omaha; M.S., University of Nebraska-Lincoln

Sheryl Mason, *English as a Second Language Instructor*, B.S., University of Nebraska-Lincoln, M.A., Monterey Institute of International Studies

Kevin Mortensen, *English as a Second Language Instructor*, B.A., Creighton University; M.A., University of Nebraska at Omaha

Ed Pfeffer, *English as a Second Language Instructor*, B.S., University of Nebraska-Lincoln; M.S., M.A., Ohio University

Kathryn Rieken-Gutshall, *Reading Instructor*, B.A., Buena Vista University; M.S., University of Nebraska at Omaha

Christopher M. Watson, *Reading and Learning Skills Instructor,* M.Ed. AOL., Midland University

Applied Technology Area

Nathan Barry, *Dean of Career and Technical Education*, B.S., University of Nebraska at Kearney; M.B.A., MidAmerica Nazarene University; Ph.D., University of Nebraska-Lincoln

Gregory Babst, *Utility Line Technician Instructor*, A.A.S., Northeast Community College

Tim Bowling, *Utility Line Technician and Electrical Instructor*, A.A.S., Metropolitan Community College; journeyperson

Dave Havranek, *Utility Line Technician Instructor*

Kevin Ingalls, *Diesel Technology Instructor*, A.A.S. Southeast Community College; ASE Master Medium/Heavy Truck Technician

Michael Kuebler, *Truck Driving CDL-A Instructor*

Brooks Rash, *Diesel Technology Instructor*, A.O.S., Wyoming Technical Institute

Scott Resler, *Diesel Technology Instructor,* ASE Heavy/Medium Duty expert Certified, Detroit HDEP/MDEG Certified, Western Star/Freightliner Expert Certified, Aftertreatment and electrical specialist; Cummins multi-engine Certified, Paccar engine and Paccar transmission Certified

Robert Wasilewski, *Truck Driving CDL-A Instructor, A.A.S.,* Metropolitan Community College; B.S., Bellevue University

Business Area

Steven Nichols, *Interim Dean of Business*, *Business Administration Instructor*, B.S., Wayland Baptist University; M.A., M.B.A., Bellevue University

Victoria Badura, *Accounting/Business Administration Instructor*, B.S.B.A., M.A.C.C., University of Nebraska at Omaha; Ph.D., Capella University; C.P.A. certificate and license, state of Nebraska, Postsecondary Teaching Permit, Nebraska Department of Education.

Larry Buland, *Finance Real Estate/Business Administration Instructor,* B.G.S., M.B.A, University of Nebraska at Omaha; M.S. Kansas State University, AFC®, Real Estate license, State of Nebraska; Postsecondary Teaching Permit, Nebraska Department of Education.

Robert Caldwell, *Business Administration Instructor*, A.A., Mohawk Community College, B.S., State of New York, M.P.A., University of Omaha-Nebraska, M.B.A., Doane University

Deb Gaspard, *Business Administration Instructor*, B.A., University College; M.B.A., Tulane University

William Jefferson, *Accounting/Business Administration Instructor*, B.B.A., Ohio University; M.B.A., Wharton Division University of Pennsylvania, Ph.D., Northcentral University

Rita Kleeman, *Accounting and Real Estate Instructor*, B.A., Briar Cliff University; C.P.A. certificate and license, State of Nebraska; Real Estate license, State of Nebraska

Tammy Madsen, *Business Administration/ Workplace Skills Instructor, B.S.B.A*., University of Nebraska-Lincoln; M.B.A., University of Phoenix; Doctorate of Education Ed.D. in Higher Education and Adult Learning from Walden University; Graduate Certificate in Human Resources, aPHR, Kaplan University; Graduate Certificate in Positive Psychology, University of Missouri, Postsecondary Teaching Permit, Nebraska Department of Education.

Asante' Moody, *Management Instructor*, A.A.S, Kansas City Kansas Community College; B.G.S. University of Nebraska at Omaha; M.A., Doane College

Heather Nelson, *Entrepreneurship/Business Administration Instructor*, B.S.B.A., University of Nebraska-Lincoln; Executive M.B.A., University of Nebraska at Omaha; M.S., Peru State College, Graduate Certificate in Human Resources, Peru State College.

Ashley Peters, *Accounting/Business Administration/Finance Instructor,* B.S., Southern Nazarene University, M.B.A., Upper Iowa University; M.S. Southern New Hampshire University; M.S. Oklahoma State University, AFC®,

Liliana Petersen, *Entrepreneurship/Business Administration Instructor*, M.S., M.B.A., Creighton University, Ph.D., Northcentral University.

Daniel Prentice, *Accounting Instructor*, C.P.A., Nebraska, B.A., Moody Bible Institute, M.A., Regis University

Carley Raneri, *Accounting Instructor*, B.S.B.A., University of Nebraska at Omaha; C.P.A. certificate and license, State of Nebraska

Andrew Sagartz, *Legal Studies/Business Administration Instructor*, B.S., Lesley College; M.B.A., Thunderbird School of Global Management; J.D., The Ohio State University; law licenses, State of Illinois and of Ohio

Tim Sweeney, *Economics Instructor*, B.S., Montana State University; M.A., University of Oklahoma; M.A., University of Colorado at Colorado Springs; PMP

Sherman Willis, *Legal Studies/Insurance Instructor,* B.A., Grinnell College, J.D., University of Iowa, RICP®, Licensed Insurance Agent - States of Nebraska & Iowa, law license, State of Nebraska, Postsecondary Teaching Permit, Nebraska Department of Education.

Seth Woodke, *Real Estate/Economics/Business Administration Instructor,* B.S.B.A., University of Nebraska at Lincoln; M.B.A., University of Nebraska at Omaha; M.S., University of Nebraska at Omaha; Real Estate license, State of Nebraska

Construction Education Area

Jacquie Armstrong, *Associate Dean of Construction Education*, B.A. Washington State University; MAOM, University of Phoenix

Jerry Delaney, *Electrical Apprenticeship Coordinator***,** N.S.E.D. Licensed Electrical Contractor

Christopher Dyer, *Heating, Air Conditioning, and Refrigeration Technology Instructor*, Master Commercial Air Conditioning and Sheet Metal Contractor

Richard Hart, *Architectural Design Technology Instructor*, B.A., Washington University; M.B.A., Webster University

Andrew Henrichs, *Construction and Building Science Instructor*, A.A.S., Southeast Community College

Stephanie Ling, *Architectural Design Technology Instructor*, AIA, Registered Architect, B.S.D-Architect, M.ARCH, University of Nebraska - Lincoln.

Luke Littleton, *Plumbing Apprenticeship Coordinator*, A.A., Metropolitan Community College; B.S., Bellevue University

Robert Nirenberg, *Heating, Air Conditioning, and Refrigeration Technology Instructor*, B.A. Cornell College

Zachary Pechacek, *Electrical Technology Instructor*; Master Electrician

Chris Pitschmann, *Heating, Air Conditioning, and Refrigeration Technology Instructor*, A.A.S. Metropolitan Community College; Stationary 3rd Grade Engineer, Master Commercial Air Conditioning and Sheet Metal Contractor; State of Iowa HVAC/R Master License, State of Iowa Hydronics Master License, State of Iowa Mechanical Master License

Andrew Queen, *Plumbing Technology Instructor*, Master Plumbing License, Omaha, Grade VI Water Operator/Backflow License, Stationary 3rd Grade Engineer

Scott Schmidt, *Heating, Air Conditioning, and Refrigeration Technology Instructor*, A.A.S., Metropolitan Community College; Stationary 3rd Grade Engineer, Master Commercial Air Conditioning and Sheet Metal Contractor

Trevor Secora, *Construction and Building Science Instructor*, A.A.S., Metropolitan Community College; journeyperson, B.S. Wayne State College; Carpenter, Local 444

Ryan Schafer, *Construction and Building Science Instructor*

Dustin Shropshire, *Civil Engineering Instructor*, A.A.S., Metropolitan Community College

Timothy Sievers, *Auto Collision Technology Instructor*, A.A.S. Northeast Community College, ASE Master Collision Instructor; I-Car PDP Instructor, Certified Axalta, Glasurit, Spies Hecker, Refinish Technician

Laurie Smith, *Electrical Technology Instructor*, A.A.S., Metropolitan Community College; IBEW Local 22

Joshua Steele*, Construction and Building Science Instructor*, B.S., University of Nebraska at Kearney; M.B.A., Midland University

Paul Sutherland, *Electrical Technology Instructor*, Journeyman License, Nebraska

Marty Vaughan, *Electrical Technology Instructor*, A.A.S., Metropolitan Community College; Master Electrician, IBEW Local 763

Yuliya Vishnevskaya, *Civil Engineering Technology Instructor*, B.S., M.S., Ph.D., St. Petersburg Mining University-Russia; M.S., University of Nebraska-Lincoln

Corey Woods, *Construction and Building Science Instructor*, A.A.S., Metropolitan Community College B.S. Wayne State College

Culinary Arts, Hospitality, and Horticulture Area

Brian O'Malley, *Associate Dean of Culinary Arts, Hospitality and Horticulture; Executive Director of the Institute for the Culinary Arts*, B.A., New England Culinary Institute, M.S., Bellevue University

Lauren Balak, *Hospitality and Restaurant Leadership Instructor*, A.O.S., The Culinary Institute of America, B.S., The University of Memphis

Thomas Bruning, *Horticulture, Land Systems, and Management Instructor*, B.S. Buena Vista College; M.S. Iowa State University

Douglas Chrisman, *Culinary Arts Instructor*, A.A., B.A., Culinary Institute of America

James Davis, *Culinary Arts and Management Instructor*, A.O.S., Le Cordon Bleu

Kristina Engler, *Horticulture, Land Systems, and Management Instructor*, B.A., College of Saint Benedict; M.L.A., M.U.R.P., University of Minnesota; Registered Landscape Architect

Grove, Chase, *Culinary Arts and Management Instructor*, A.A.S, Metropolitan Community College, B.S., University of Nebraska-Lincoln

Oystein Solberg, *Culinary Arts and Management Instructor*, Norwegian culinary diploma, Steinkjer VGS

Jeana Svoboda, *Horticulture, Land Systems*, *and Management Instructor*, A.A.S., McCook Community College; B.S. University of Nebraska-Lincoln; M.S. University of Nebraska-Lincoln

Health Careers Area

Stacey Ocander, *Dean of Health Careers*, B.A., Wayne State College; M.A., Ed.D. University of South Dakota

Diana Blum, *Nursing Instructor*, A.S., B.S.N., College of Saint Mary; M.S.N., Nebraska Wesleyan University; Post Master's Nursing Administration certificate, Nebraska Wesleyan University

Constance Crouch, *Certified Nursing Assistant Instructor*, B.A., University of Northern Colorado; B.S.N., Nebraska Methodist College

John Detwiler, RRT, *Respiratory Care Technology Instructor*, certificate, Metropolitan Community College; A.A.S., Metropolitan Community College; B.S., University of Nebraska-Lincoln

Kristin Dolezal, *Nursing Assistant Program Director and Instructor*, B.S.N., Nebraska Methodist College; M.S.N., Regis University

Dawn Goodsell, *Health Information Management Systems Instructor*, A.S., B.S., Clarkson College; RHIA, CCS, CPC-I, CPC, COC

Kelly Hajek, **RHIA,** *Health Data and Information Management Program Director/Instructor*, A.S., B.B.L., College of St. Mary; RHIA,

Janice Hess, *Health Information Management Systems Instructor*, B.S., M.Ed., University of Nebraska-Lincoln; RHIA, RHIT, RHDS

Craig Jacobus, *Program Director and Emergency Medical Services Instructor*, NRP, B.A., Trinity Christian College; EMT-P; Ingalls Hospital/South Cook County Emergency Medical Services System, EMSI, St. James Hospital, Chicago Heights; B.S., D.C., National College of Chiropractic Medicine

Peter Landmark, *Emergency Medical Services Paramedic Instructor*, NRP, B.S., Creighton University

Kevin Laughlin, *Emergency Medical Services Paramedic Instructor*, A.S. Tidewater Community College, Critical Care Paramedic, Creighton University

Dona Marotta, *Medical Assisting Instructor and Program Director,* B.S., M.H.A., Bellevue University

Grace Miller, *Emergency Medical Services Paramedic Instructor*, Paramedic-Nebraska, National Registered E.M.T., A.A.S., Metropolitan Community College

Nancy Pares, *Nursing Instructor and Director of Nursing Programs*, B.S.N., University of Nebraska Medical Center; M.S.N., Nebraska Wesleyan University; Post Master's Nursing Administration certificate, Nebraska Wesleyan University

Troy Peterson, *Nursing Instructor,* RN-BSN Nebraska Wesleyan University, A.A.S Metropolitan Community College, Paramedic Certificate- Metropolitan Community College, B.S. Business Admin- Midlands Lutheran College

Brandy Robbins, *Respiratory Therapy Instructor*, A.A.S., Metropolitan Community College, B.S., Bellevue University, M.S., Chadron State College

Candace Ryan, **RRT,** *Respiratory Care Technology Instructor and Program Director*, B.S., Midland Lutheran College; M.H.A., Bellevue University

Lori Saville, *Nursing Instructor,* B.S.N., Nebraska Wesleyan University; M.S.N., Nebraska Methodist College

Aimee Semin, **RRT,** *Respiratory Care Technology Instructor*, B.S., Midland Lutheran College

Melanie Shaw, *Medical Assisting Instructor*, A.A.S., Metropolitan Community College, C.M.A. Alegent Health Medical Assisting

Jeffrey Strawn, *Fire Science and EMS Instructor and Program Director*, B.A., Bellevue University; EMT certification, Creighton University

Jean Templeton, *Certified Nursing Assistant Instructor and Program Director*, B.S.N., Mount Marty College; M.S.N., University of Nebraska College of Nursing

Kristine Vacha, *Health Information Management Systems Instructor*, certified dental assistant; A.A.S., Metropolitan Community College; B.A.S., Peru State College

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Alex Winter, *Nursing Instructor*, B.S.N., Clarkson College; M.S.N., Regis University; Ed.D. Walden University

Nancy Zolck, *Certified Nursing Assistant Instructor*, B.S.N., RN, Methodist College of Nursing, Omaha, NE; Board Certified gerontological nurse by American Nurses Association

Humanities and the Arts Area

Virginia (Susan) Trinkle, *Dean of Humanities and the Arts,* B.A., University of Nebraska-Lincoln; M.A., University of Notre Dame

Sana Amoura, *English and Speech Instructor*, B.S., M.A., University of Nebraska at Omaha, Ph.D., University of Nebraska-Lincoln

Alison Arant, *English Instructor*, B.A., John Brown University, M.A., Creighton University, Ph.D., University of South Carolina

Kimberly Armstrong, *English Instructor*, B.A. Creighton University; M.A. Texas Tech University; Ph.D., University of Connecticut

Donovan Beery, *Design, Interactivity, and Media Arts Instructor*, B.F.A., University of Nebraska-Kearney

Anne Burton, *Art Instructor*, B.A., University of Richmond; M.F.A., University of Nebraska-Lincoln

Laura Chambers, *Humanities Instructor*, B.A., M.A., Creighton University

Adam Dienst-Scott, *Photography Instructor*, B.F.A., Emporia State University; M.F.A., Kansas State University

Susan Ely, *English Instructor*, B.A., M.A., University of Nebraska at Omaha

Helen Fountain, *English Instructor*, B.A., M.A., University of Nebraska at Omaha

Kris Fulkerson, *English Instructor*, B.A., Creighton University; M.A., University of Nebraska-Lincoln

Lawrence Gawel, *Photography Instructor*, B.F.A., Edinboro University; M.F.A., Pennsylvania State University

Amanda (Dora) Gerding, *English Instructor*, A.A.S., Minnesota State Community and Technical College; B.A., Minnesota State University; M.A., University of Nebraska at Omaha

Katherine Gubbels, *English Instructor*, B.A., University of Nebraska at Omaha; M.A., Ph.D., University of Iowa

Alea Hall, *English Instructor*, B.A., M.A., University of Nebraska-Omaha

R.C. Hoover, *English Instructor*, B.A., M.A., Washington State University

Katie Hupp, *English Instructor and Writing Center Coordinator*, B.A., University of Nebraska-Lincoln; M.A., University of Nebraska at Omaha; Ph.D., University of Nebraska-Lincoln

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Kam Jamshidi, *Speech Instructor,* B.S., Northern Michigan University; M.A., Minnesota State University, Mankato

Chad Jorgensen, *English Instructor*, B.A., University of North Carolina-Greensboro; M.A., University of Nebraska at Omaha

Erin Joy, *English Instructor*, B.A., M.A., University of Nebraska at Omaha; M.A., Iowa State University

Elizabeth Kay, *English Instructor*, B.A., Weber State University; M.F.A., University of Nebraska at Omaha

BonnieJean Kurle, *Philosophy Instructor*, B.A., M.A., Gonzaga University; Ph.D., Purdue University

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Steve Lovett, *English Instructor*, B.A., South Dakota State University; M.A., Creighton University; Ph.D., University of Nebraska-Lincoln

Robert Maass, *Video and Audio Communications Instructor*, B.S., University of Nebraska at Kearney

Luann Matthies, *Design, Interactivity, and Media Arts Instructor*, B.A., Midland Lutheran College; M.A.Ed., University of Nebraska at Kearney; M.F.A., University of South Dakota

Janet McCarthy, *Philosophy Instructor*, B.A., M.A., Cleveland State University

Brett Mertins, *English Instructor*, B.A., M.A., University of Nebraska at Omaha

TeAnna Mirfield, *Video Audio Communication Arts Instructor,* M.A., Emerson College

Carrie L. Morgan, *Art History Instructor,* B.A. University of Nebraska-Lincoln; M.A. University of Missouri-Kansas City; M.L.I.S. San Jose State University

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Amy Rector, *English Instructor*, B.S., M.A., University of Nebraska at Omaha

Kym Snelling, *English Instructor*, B.A., M.A., University of Nebraska at Omaha

Ian Snyder, *Design, Interactivity, and Media Arts Instructor*, B.S., Texas State University

Sara Lihz Staroska, *English Instructor*, B.A., Creighton University; M.F.A., California College of the Arts

Nanci Stephenson, *Fashion Design and Interior Design Instructor*, B.S., M.S., ASID, University of Nebraska-Lincoln

Cindy Stover, *Speech Instructor*, B.S., Kearney State College; M.A., University of Nebraska at Kearney

Shelia Talbitzer, *Photography Instructor*, B.A., University of Nebraska-Lincoln; M.F.A., University of Notre Dame

Melissa Tayles, *English Instructor*, B.A., M.A., Fort Hays State University

Mary L. Umberger, *Speech Instructor*, B.A., University of Nebraska-Lincoln; M.A., Ph.D., University of Maryland-College Park

Marni Valerio, *English Instructor*, B.A., University of Dallas; M.A., University of Nebraska at Omaha

Scott Working, *Theatre Instructor*, B.F.A., M.A., University of Nebraska at Omaha; M.F.A., University of Iowa

Industrial Technology Area

Scott Broady, *Associate Dean of Industrial Technology,* B.S., University of Nebraska at Kearney; Graduate Certificate in Career and Technical Education, Northern Arizona University

Joseph Baker, *Auto Collision Technology Instructor*, A.A.S., Metropolitan Community College; ASE Master Collision Instructor; I-CAR PDP instructor; PPG automotive refinishing MVP; Chief Frame Alignment certification in laser measuring

John Banark, *Precision Machine Instructor*, A.A., Iowa Western Community College

Christian Beaty, *Welding Technology Instructor*, A.A.S., Southeast Community College; member, American Welding Society

Jeff Blatchford, *Electrical Mechanical Maintenance Technology Instructor*, A.A.S., Metropolitan Community College

Robert Boyer, *Manufacturing, Power, and Process Operations Technology Instructor*, A.A.S./HVACR, Metropolitan Community College; B.A., Bellevue University

Nicholas Braun, *Welding Technology Instructor*, A.A.S., Southeast Community College

Alan Cox, *Automotive Technology Instructor*, A.A.S., Metropolitan Community College; diploma, Greer Technical Institute; ASE master certified; factory training from Nissan, Ford, Mitsubishi, and General Motors

David Donham, *Automotive Technology Instructor*, A.A.S., Southeast Community College

Joseph Eledge, *Advanced Manufacturing Instructor*

Christopher Ellinwood, *Welding Technology Instructor*, A.A.S., Southeast Community College; certified welding inspector; certified welding educator

William Fisher, *Process Operations Technology Instructor*

Robert Gentleman, *Automotive Technology Instructor*, A.A.S., Metropolitan Community College, ASE Master Technician L1Certified, Acura Master Technician, factory training from Kia, Hyundai, Nissan, and Toyota.

William Gentleman, *Toyota T-Ten Automotive Technology Instructor*, ASE Master Technician, L1 Certified, Toyota Master Certified, Lexus Master, Factory training from Honda/Acura and Nissan

Robert Hocking, *Welding Technology Instructor,* certified welding inspector; certified welding educator

David Lueders, *Mechanical Design Technology Instructor*, A.S., B.S., University of Nebraska

Patrick McKibbin, *Auto Collision Technology Instructor;* ASE Master Collision Instructor; I-CAR PDP instructor; trained in Axalta Refinish, Sherwin Williams Auto Refinish, and Chief Measuring Systems; and GM Training

Darin Owens, *Welding Technology Instructor*, A.A.S., Southeast Community College

Richard Swierczek, *Automotive Technology Instructor*, UTI Omaha; factory training from General Motors Cadillac, Oldsmobile, Subaru (master tech); ASE master tech L1 certified, ATRA; ATSG training and certified, Snap-On certified

Chad Woodworth, *Automotive Technology Instructor,* Level 3 Certified, Chrysler, A.S.E., Master Level

Mark Wulf, *Toyota T-TEN Automotive Technology Instructor*, Lexus Master Certified Diagnostic Specialist, ASE master certified, L1 certified, T-TEN Graduate

Information Technology Area

Arthur Brown II, *Dean of Information Technology*, A.A.S., Metropolitan Community College; B.S., Bellevue University, M.S.Ed., University of Nebraska Kearney

Jared Bernard, *Information Technology Instructor*, A.S., Mt. San Antonio College; B.S., Utah Valley State College; M.S., University of Utah

Christopher Chisholm, *Information Technology Instructor*, A.S., B.S., University of Nebraska, Lincoln; M.S., University of Nebraska at Omaha

Michael Guericke, *Information Technology Instructor*, B.S., Doane College; IT Fundamentals Certification, CompTIA

Mansel Guerin, *Information Technology Instructor*, A.S., Metropolitan Community College; B.S., Bellevue University; M.S., Bellevue University

Lucas Hartman, *Information Technology Instructor*, A.A.S., Metropolitan Community College, B.S., M.S., University of Nebraska-Omaha

Jonathan Jones, *Computer Programming Technology Instructor*, B.S., M.S., Fort Hays State University

Ingrid (Tania) Kuisma, *Information Technology Instructor*, B.S., University of Nebraska-Lincoln; M.S., University of Nebraska at Omaha

Pamela McCloskey, *Information Technology Instructor*, A.A.S., Community College of the Air Force; B.A., Peru State College

Jayson McCune, *Information Technology Instructor*, B.S., M.S., University of Nebraska at Omaha

Mike Miller, *Information Technology Instructor*, A.A.S, Computer Science, Community College of the Air Force, B.S., M.S., Management of Information Systems, Bellevue University

Laurie Olberding, *Information Technology Instructor*, B.S., University of Nebraska-Lincoln; M.Ed., Peru State College

Patrick Phillips, *Information Technology Instructor*, A.A.S., Southeast Community College; B.A., University of Nebraska-Lincoln; M.A., University of Nebraska-Lincoln

Alan Reinarz, *Computer Programming Technology Instructor*, B.S., Michigan State University; B.A., University of Nebraska at Omaha

Guillermo Joseph Rosas, *Information Technology Instructor*, A.A.S., Community College of the Air Force; B.S., MBA, Bellevue University

Gary Sparks, *Information Technology Instructor*, A.S., Community College of the Air Force; B.S., Bellevue University; M.S., Bellevue University

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Lian Ti, *Information Technology Instructor*, B.S.B.A, MBA, University of South Dakota

Susan Yi, *Information Technology Instructor*, B.S., M.S., University of Nebraska-Omaha

Math and Natural Sciences Area

Michael Flesch, *Dean of Math and Natural Sciences*, Culinary Arts, Hospitality and Horticulture, B.S., M.S.Ed., University of Nebraska at Kearney

Manar Al-Suqaier, *Mathematics Instructor*, B.S., M.S., University of Jordan

Kandyce Arnold, *Mathematics Instructor*, B.S., M.S., Chadron State College

Adriel C. Baltimore, *Mathematics Instructor*, B.S., M.S., Creighton University

Khaled Banihani, *Mathematics Instructor*, M.S., University of Nebraska at Omaha; B.A., Humboldt State University

Lois Bartsch, *Biology Instructor*, B.S., M.S., Iowa State University; Ph.D., Washington State University

Scott Brewer, *Mathematics Instructor*, B.S. Creighton University, M.A.T, University of Nebraska-Omaha

Kaiguo Chang, *Chemistry Instructor*, B.S. Qufu Normal University, China; M.S., Chinese Academy of Science; Ph.D., University of Rhode Island

Jacqueline Clifford, *Biology Instructor*, B.S., M.S., Doane University; M.S., University of Nebraska Kearney

Jose Conceicao, *Chemistry Instructor*, B.S., Hope College; M.S., Yale University; M.A., Ph.D., Rice University

Carla Delucchi, *Biology Instructor*, B.A., University of California; Ph.D., Cornell University

Jennifer Doorlag, *Mathematics Instructor*, B.A., Northwestern College; M.A.T., University of Nebraska at Omaha

Dylan Drake-Wilhelm, *Chemistry Instructor*, B.S., University of Minnesota, Twin Cities; M.S., University of Nebraska, Lincoln; Ph.D., Texas Tech University

Chad Haugen, *Mathematics Instructor*, B.S., M.S., University of Nebraska at Omaha

Zhongming Huang, *Mathematics Instructor*, B.S., Guangdon University, M.S., Tennessee Technical University, Ph.D., Southern Illinois University

Jeba Inbarasu, *Biology Instructor*, B.S., Bharathi College; B.Ed., Madurai Kamaraj University; M.S., Holy Cross College; M.Phil., M.A., Madras University; Ph.D., Christian Medical College; Ed.D., University of Phoenix

Michelle Jansen-Griswold, *Mathematics Instructor*, BS St. Cloud State University, MS University of Nebraska Omaha

Lance Johnson, *Biology Instructor*, B.S., Hastings College, Ph.D., University of Nebraska Medical Center

Amanda Olson, *Mathematics Instructor*, B.S., M.A., Minnesota State University

Joseph Lee, *Mathematics Instructor*, B.S., M.A., University of Nebraska at Omaha

Robinson Luke, *Mathematics Instructor*, B.A., Canterbury University, Christchurch, New Zealand; B.Ed., M.S., Mahathma Gandhi University, India

Bhaswati Manish, *Biology Instructor,* Res Associate - University of Nebraska Medical Center, Post Doc - The Ohio State University, Creighton University, Icahn School of Medicine at Mount Sinai, BSc (Zoology Hons) - University of Calcutta, MSc (Zoology with Cytology & Molecular Genetics Special) - The University of Burdwan, PhD. (Molecular Neuroscience) - Indian Institute of Chemical Biology

John Masters, *Chemistry Instructor*, B.S., University of Nebraska Lincoln; PhD, Colorado State University; Postdoctoral Fellow, Memorial Sloan-Kettering Cancer Center

Amy McGill, *Biology Instructor*, B.S., Houston Baptist University; M.S., Texas A&M University

Rachel J. Meyer, *Biology Instructor*, AA-Crown College, RN-St. Lukes Hospitals School of Nursing, BS- South Dakota State University, MS-University of Nebraska Omaha, PhD-South Dakota State University

Rachel Neurath, *Mathematics Instructor*, B.S., College of Saint Mary; M.A.T., University of Nebraska at Omaha

Steven Reller, *Mathematics Instructor*, B.S., M.A., Minnesota State University Mankato

Thankam Samuel, *Mathematics Instructor*, B.S., M.S., B.Ed., M.Ed., Ph.D., University of Kerala (India)

Joseph Sherwin, *Physics Instructor*, B.S., M.S., Ph.D., Penn State University

Kendra Sibbernsen, *Physics Instructor*, B.S., University of Nebraska at Kearney; M.S., University of Nebraska-Lincoln; Ph.D., Capella University

Nathan Stanley, *Mathematics Instructor*, B.A. Creighton University; M.A., University of Northern Iowa

Emily Van Hook, *Mathematics Instructor*, B.A., Hamilton College; M.A.T., Providence College

Marcia Vergo, *Mathematics Instructor*, B.S., University of Nebraska at Kearney; M.S., University of Nebraska at Omaha

Dustin Waderich, *Mathematics Instructor*, B.A., M.A.T., University of Nebraska at Omaha

Alan Wasmoen, *Biology Instructor*, B.A., Concordia College; M.S., Mayo Graduate School of Medicine

Li Westman, *Mathematics Instructor*, B.E., Shanghai Jiao Tong University; M.S., M.A., University of Nebraska at Omaha

Dawn Zuber, *Mathematics Instructor*, B.S., Georgia Southern University; M.A.T., University of Nebraska at Omaha

Social Sciences Area

M. Jane Franklin, *Dean of Social Sciences*, B.Ed., B.Ph. Ed., Brock University; M.Ed., Iowa State University

Victoria Alapo, *Geography Instructor*, B.S., University of Ibadan (Nigeria); M.S., Western Kentucky University

Kojo Allen, *Psychology and Sociology Instructor*, B.A., Lougaloo College; M.A., Jackson State University

Alberto José Badillo, *Spanish Instructor*, B.A., East Texas Baptist University; M.A., Stephen F. Austin State University; Ph.D., University of Nebraska-Lincoln

H. Lynn Bradman, *Psychology Instructor*, B.A., M.A., University of Nebraska-Lincoln

Stewart Brewer, *History Instructor*, B.A., M.A., Brigham Young University; Ph.D., University of Albany

Mary Burbach-Sohail, *Human Relations and Sociology Instructor*, B.S., University of Nebraska-Lincoln; M.A., University of Nebraska at Omaha

Karina Clarke, *Spanish Instructor*, B.A., Washington University in St. Louis; M.A., Loyola University

Jennifer Cohen, *Psychology Instructor*, B.A., University of Nebraska-Lincoln; M.A., University of Northern Colorado

Cynthia J. Cusick, *Human Services Instructor*, B.S., Midland University at Fremont, NE; M.S.W., University of Nebraska at Omaha; certified master social worker; licensed mental health professional; licensed independent mental health practitioner

Samantha Delagarza, *Psychology Instructor*, B.A., M.A., Ph.D., Texas A&M University

Carri Dyer, *Human Relations and Sociology Instructor*, B.S., M.S., University of Nebraska at Omaha

Jennifer Fauchier, *Social Sciences Instructor*, B.A., University of Dubuque; M.A. (R), St. Louis University

Bonnie Fitzgerald, *History Instructor*, B.A., M.A., University of Nebraska at Omaha

Amy Forss, *History and Human Relations Instructor*, B.G.S., M.A., University of Nebraska at Omaha; B.S., Peru State College; Ph.D., University of Nebraska-Lincoln

Ayofemi "Tulani" Grundy Meadows, *Human Relations and Political Science Instructor*, B.A., Spelman College; J.D., University of Pennsylvania Law School

Brenda Jennings, *Criminal Justice Instructor*, B.A., Midland University at Fremont, NE, M.A., Johns Hopkins University

Dallas Jurisevic, *Spanish Instructor*, B.A., University of San Diego; M.A., New York University, Spain; Ph.D., University of Nebraska-Lincoln

Jessica Kunz, *Human Relations and Education Instructor*, B.S., Wayne State College; M.S., University of Nebraska at Omaha

Laura LaMarr, *Sociology Instructor*, A.S., Central Texas College; B.S., Bellevue University; M.A., University of Nebraska at Omaha

Michelle Miller, *Human Services and Psychology Instructor,* B.S., University of Nebraska-Lincoln, Ed.S., Florida State University

Sara Miller, *Human Services Instructor*, B.A., M.S., Creighton University, Ph.D., University of Northern Colorado

Carol Moore, *Psychology Instructor*, B.S., Wayne State College; M.HR., University of Oklahoma; Ph.D., Capella University

Ryan Newton, *Psychology Instructor*, B.A., Wake Forest University; M.A., Southern Connecticut State University

Leigh Ann Opitz, *Geography Instructor*, B.A., University of Nebraska at Omaha; M.A., University of Nebraska at Omaha

Deanna Peterson, *Early Childhood Education Instructor*, B.G.S., University of Kansas; M.A., University of Kansas

Jill Ramet, *Human Relations and Psychology Instructor*, B.A., Creighton University; M.A., University of Nebraska at Omaha

Edith Sample, *Psychology Instructor*, B.A., University of St. Francis; M.A., Ball State University

Diane Sjuts, *Criminal Justice Instructor*, B.A., Midland Lutheran College; M.S., Bellevue University

Brenda Smith, *Criminal Justice Instructor*, B.S., Bellevue University

Michelle Todd, *Geography Instructor*, B.S., University of Nebraska at Kearney; M.A., University of Nebraska at Omaha

Jennifer Vaughn, *Psychology Instructor*, A.S., Ricks College; B.S., University of Utah; M.A., Lewis & Clark College

Educational Terms

Academic Evaluation - Computer-generated analysis which lists academic program course and credit requirements. The Evaluation (or Audit) enables the student and his/her advisor to assess the student's academic progress as s/he completes courses applied toward an associate degree, certificate of achievement or other academic credential (also known as a Degree Audit).

Academic Year - Comprised of four quarters at MCC, the academic year runs from Fall quarter through Summer quart

Blended Course - A blended course combines elements of online, videoconferencing and on-campus learning, with on-campus time reserved for active learning and application. Unlike a hybrid course, which mandates a 50/50 split of online and on-campus learning, a blended course splits online and on-campus time as course content dictates.

Career Certificate - A career certificate is awarded for successful completion of a structured sequence of courses that is at least 24.0 and a maximum of 36.0 credit hours in length. (formerly known as specialist diploma)

Census Date - Date used by colleges to determine enrollment figures and to determine students' eligibility for financial aid disbursements.

Certificate of Achievement - A certificate of achievement is awarded for successful completion of a program of study that is at least 48.0 credit hours in length.

Corequisite - An academic course required to be taken in conjunction with another course. In some cases, previous completion of the required course is acceptable.

Course Description - This is a statement found in the College catalog that identifies the content of a specific course.

Course Number - The number following a course subject identifies a specific course, such as BSAD 1000 (Introduction to Business).

Course Objective - Each course offered has defined objectives that program faculty have agreed make up the essentials of the course. These objectives are part of the syllabus distributed at the beginning of each class. Individual instructors determine how to best assess the extent to which students have mastered these objectives: tests, homework assignments, presentations, research projects, etc.

Course Section - A combination of two characters (can be numerals or letters) that immediately follows a course subject and number. The course section uniquely identifies the location and the time of the course.

Course Subject - This four-letter code identifies the area of study, such as business management (BSAD).

Credit Hour - This is a unit used in giving credit for a course and usually determines the number of hours per week the student is in class.

Degree - The associate degree is offered to a student who successfully completes a two-year program of study. MCC offers associate in arts, associate in science, and associate in applied science degrees.

Diploma - This document indicates successful completion of one of the College's programs of study.

Elective - An elective class permits students to select a course of their choice to apply toward program requirements.

Full-Time Student - Students enrolled in 12.0 or more credit hours are considered to be full-time students.

Grade Point Average - This is the cumulative, numerical average of the grades a student has received. The range may be from a low of 0.0 to a high of 4.0.

Hybrid Course - This is a coordinated approach to learning, using both online technology and classroom interaction with faculty and peers.

Internship - This is work related to students' programs of study for which they receive college credit. The internship is generally taken near the end of a program of study.

Major - A major indicates a specific group of classes needed to complete a certificate or degree program. It is also referred to as the program of study.

Non-Standard Courses - These courses may run for less than the full quarter, more than the full quarter, and/or may have non-standard begin and end dates not within the designated academic quarter dates.

Option - A degree or certificate option is an area of interest within a program of study. A degree or certificate is awarded for the program, not the option. For students completing multiple options within a program, only one major degree is awarded.

Part-Time Student - Students enrolled in fewer than 12.0 credit hours are considered to be part-time students.

Prerequisite - Requirements to enter selected courses have been established; students must complete these requirements before enrolling in the course.
Program of Study - A program of study indicates a specific group of classes needed to complete a certificate or degree program. It is also referred to as the major.

Quarter - This is one of four periods of instruction offered at MCC: Fall (FA), Winter (WI), Spring (SP), and Summer (SS). Academic quarters are 11 weeks in length (except for the Summer quarter with one 10-week and two five-week sessions). Students must register and pay for each quarter they attend. Quarters are often referenced in relation to the academic year in which they occur, such as 15/WI for Winter classes in the 2015 academic year.

Remote Delivery Course - A remote course offers synchronous delivery of course content through live video conferencing during scheduled class times. Any hands-on or applied learning also occurs remotely, with no on-campus activity required.

Specialist Diploma - A specialist diploma was awarded for successful completion of a structured sequence of courses that is at least 24.0 and a maximum of 36.0 credit hours in length. In fall 2013, specialist diplomas were renamed career certificates.

Standard Courses - Full-quarter classes that begin and end within the designated academic quarter dates (see begin and end dates in the academic calendar).

Syllabus - A document presented to students at the start of the quarter that outlines content, policies, and activities in a class. MCC syllabi follow a standard template that includes the course description, course objectives, assessment policies, the instructor's expectations of students, learning and technology support, and a schedule of assignments.

Synonym - A unique six-digit number assigned to every course section at MCC.

Transcript - An official record of the grades earned at an institution.

Transfer - The conveyance of a student's credits from one institution to another.

College Policies and Procedures

Animals on Campus

Animals are not allowed on campus with the exception of service animals for people with disabilities. At no time should animals be left in vehicles. Questions should be directed to a disability support counselor or center executive director.

The ADA and Nebraska law [Section 20-127] allows service animals accompanying people with disabilities to be on MCC's campuses. A service animal must be permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised. If there are any questions as to whether an animal qualifies as a service animal, a determination will be made by Disability Support Services counselors. Emotional Support Animals (ESA) and Therapy animals do not assist an individual with a disability in the activities of daily living; therefore, they are not protected by laws for service animals.

Annual Notice to Students

Annually, MCC informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the institution complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office concerning alleged failures by the institution in complying with the provisions of the Act.

Children on Campus

Out of respect for all students and concern for safety and liability issues, children not registered in MCC classes are not permitted to attend class with their parent or guardian or to be left unattended at any College location. MCC police will attempt to locate a parent or guardian of an unattended child. Legal authorities may be called to deal with the situation if the attempt to locate the parent or guardian is unsuccessful. Students who disregard this policy may face disciplinary action.

Drug-Free Schools and Communities Act Notice

MCC's standards of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees on College property or as part of any of the College's activities. Illicit drug use means the use of illegal drugs and the abuse of alcohol and other drugs, including anabolic steroids. State and federal laws and any applicable city ordinances pertaining to the possession and use of illicit drugs and alcoholic beverages shall be observed by all College students and employees. A student's violation of the standards stated in this paragraph shall result in disciplinary sanctions.

Provisions of this act require the annual distribution to students of a notice of the standards of conduct. A copy is available online at mccneb.edu/police.

Family Educational Rights and Privacy Act (FERPA)

Access to Student Information

Students' rights concerning access to educational records are outlined in the Family Educational Rights and Privacy Act, as amended. These rights include:

- providing students with the opportunity to inspect their educational records;
- providing students with the opportunity to challenge through a hearing the content of their educational records if it is believed that they contain information that is inaccurate or misleading; and
- limiting disclosure of information from students' records to those who have students' written consent or to officials specifically permitted within the law, such as College officials and - under certain conditions - local, state, and federal officials.

Students who wish to grant parental, spouse, or third-party access to their educational records may do so by submitting an Authorization to Release Student Information form to the Records office.

Metropolitan Community College will not disclose any personally identifiable information about students (except directory information listed below, at the discretion of the College) without the written consent of the student. Each student, however, has the right to restrict the release of this information by submitting an opt out of directory information form or sending in a written request to the Records office. MCC's directory information may include, at the discretion of the College:

- student's name
- MCC email address
- credit hour status (full- or part-time for the term)
- start and end dates of attendance (start date of first quarter of when classes were taken and end date of the last quarter when classes were completed only)
- degrees, honors, and awards received
- major field of study
- photographs, audios, and videos of students participating in official school activities and events*

*In consideration of acceptance of enrollment, students authorize Metropolitan Community College to use their image, likeness, name and comments in, but not limited to, photographs, videos and audio recordings created or used for the purposes of publicity/marketing and advertising for the College.

Students have the right to restrict access to their directory information by completing a Request to Opt Out of Directory Information form. By completing this form, students are requesting that directory information not be released to non-College personnel. As a result of the decision to request confidential status, students should know:

- all address changes must be made in person with a form of ID;
- no information can be given to friends or relatives trying to locate a student through MCC;
- information as to student status is suppressed, so loan companies, prospective employers, family members, etc., are informed that MCC has no record of the student's attendance; and
- the graduation program or any other official publication does not contain the student's name.

Students who object to the disclosure of any of the above information and would like it withheld from disclosure must complete an Opt Out of Directory Information form found in the MyWay Portal. (Student Services, Student Services Home, Opt Out of Directory Information form)

College Ombudsperson

Processes for Addressing Concerns of Students, Employees, and Members of the Public

College students, employees, and members of the public who wish to report suspected wrongdoing, share a concern, lodge a complaint or seek guidance in navigating College policies and procedures may refer to Board of Governors Policy 10801 and College Procedures Memorandum X-14.

To report suspected criminal wrongdoing contact the MCC Police Department at 531-622-2222, or contact any other law enforcement agency with jurisdiction.

To report suspected non-criminal wrongdoing - such as suspected mismanagement of public funds or actions creating a substantial and significant danger to the health or safety of any individual or the security of public property - contact the College Legal Compliance Officer, James R. Thibodeau, Associate Vice President for Compliance and General Counsel, at 531-622-2428.

For assistance handling unresolved concerns (such as academic grades, student aid, discipline, and so forth), redress of grievances, and assistance with navigating College policies and procedures, contact the College Ombudsperson at 531-622-8030, or email concerns to ombudsperson@mccneb.edu.

Individuals making reports may remain anonymous to the extent possible, and will not be subject to retaliation or reprisal. Employees and students and who knowingly make false or bad faith reports may be subject to disciplinary action.

Solicitation and Distribution of Literature

The College forbids the solicitation of students, employees, visitors, and guests on College property for the sale of goods and services, religious or charitable purposes, or any other activity not officially sanctioned by the College without the prior consent of the president or designee.

The College reserves the right to limit the time, place, and manner of solicitation on College property for any purpose and by any individual or group to reasonable times, places, and methods that do not interfere with the educational or student activities of the College; the safe and unobstructed movement of students, employees, visitors, and guests of the College; the safety of all individuals on College property; and promotion of the cleanliness and preservation of College grounds and facilities.

The College prohibits the placement of any kind of flier or other kind of paper, sticker, pamphlet, or other solicitous information, whether for-profit or not, on any vehicles or anywhere else on College property at any time. College organizations wishing to post announcements on approved College bulletin boards must seek prior permission of the director of student services, executive director, or their designees.

Nondiscrimination and Equal Opportunity Statement

Metropolitan Community College does not discriminate on the basis of race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of l975 and related Executive Orders 11246 and 11375, and all amendments to the above.

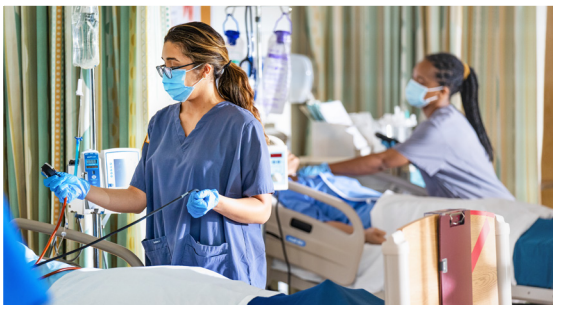
Contacts:

Concerning Title VI (race), Title IX (gender equity), Section 504 (disability), Americans with Disabilities Act/Program and Services Accessibility and age, contact:

- Julie Langholdt - Dean of Student Advocacy and Accountability: 531-622-2202, jlangholdt@mccneb.edu (students);
- Missy Beber - Associate Vice President of Human Resources: 531-622-2236, mlbeber@mccneb.edu (employees);
- Scott Kardell - Director of Facilities Operations: 531-622-2546, sakardell@mccneb.edu (accessibility);
- or the United States Department of Education Assistant Secretary for Civil Rights - Office for Civil Rights (OCR): 1-800-421-3481, ocr@ed.gov.
- Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation, or affirmative action or diversity issues, contact: Associate Vice President for Equity and Inclusion: 531-622-2649, cgooch@mccneb.edu.

The address for all of the above individuals is as follows:

Metropolitan Community College
30th and Fort streets
P.O. Box 3777
Omaha, NE 68103-0777



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