



MPCC Programs

GENERAL EDUCATION AT MPCC

Mid-Plains Community College believes general education requirements are designed to be the academic foundation for lifelong learning. MPCC promotes the importance of general education core requirements in all of its degree programs (AA, AS, AGS, ADN, AAS). General Education requirements for students are composed of a comprehensive set of choices in communication, humanities, social sciences, mathematics, and natural sciences. The purpose of the requirements is to prepare students to function effectively as citizens in a democratic and technological society. The broad selection allows students an opportunity to explore and to gain knowledge through diverse stimulating courses and instructors.

College Student Learning Outcomes

All MPCC graduates should be able to demonstrate:

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

MPCC DIVISION MODEL
2009-2010

BUSINESS AND TECHNOLOGY DIVISION

Jean Condon, Area Division Chairperson

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

HEALTH OCCUPATIONS DIVISION

Diane Hoffmann, Area Division Chairperson

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

ECONOMIC DEVELOPMENT AND TRAINING DIVISION

Cinch Munson, Area Division Chairperson

Center for Enterprise
Community Education and Professional Development
Customized Training
Entrepreneurship
Railroad Training

APPLIED TECHNOLOGIES DIVISION

Kent Beel, Area Division Chairperson

Aviation
Auto Body Technology
Automotive Technology
Building Construction Technology
Custodial and Maintenance Training
Diesel Technology
Electrical Technology
Electronics Technology
Heating, Ventilation and Air Conditioning Technology
Machine Shop Technology
Renewable Fuels Technology
Safety Training
Small Engine Mechanics
Transportation
Upholstery-Refinishing
Welding

HUMANITIES, MATHEMATICS, AND SOCIAL SCIENCES DIVISION

Dr. Dona Henderson, Area Division Chairperson

Art
Education
English
Foreign Languages (French, Spanish)
Geography
History
Journalism
Library Technical Assistant
Mathematics
Music
Philosophy
Political Science
Psychology
Reading
Sociology
Speech
Theater

SCIENCE AND HUMAN SERVICES DIVISION

Sally Thalken, Area Division Chairperson

Agriculture
Biology
Chemistry
Criminal Justice
Early Childhood Education
Engineering
Family and Consumer Science
Nebraska Law Enforcement
Physical Education
Physics/Physical Science

ACADEMIC TRANSFER PROGRAM

Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree

Mid-Plains Community College (MPCC) offers the Associate of Arts, Science, and General Studies degrees for students intending to complete a baccalaureate degree at an upper division institution. MPCC college advisors assist students wishing to transfer using specially developed transfer guides specific to the declared major and the receiving college.

Most four-year colleges will accept up to 66 semester credit hours of freshman- and sophomore-level credits earned at a community college and require at least a "C" in each course transferred. At the initial advisory session, the student and advisor will plan a course of study to enable students to meet these requirements.

Students should obtain a personal copy of the catalog from the transfer institution. This publication is usually available from the admissions office of the receiving institution for a nominal charge. It is the student's responsibility to become familiar with all pertinent transfer requirements.

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

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

Degree requirements include:

1. A minimum of 60 semester credit hours of coursework.
2. A cumulative grade point average of at least 2.0.
3. Completion of 30 semester credit hours or the last 15 semester credit hours at MPCC.
4. General education courses: a minimum of 37 semester credit hours for the Associate of Arts degree, a minimum of 28 semester credit hours for the Associate of Science degree, and a minimum of 15 semester credit hours for the Associate of General Studies degree. The specific courses meeting the general education requirements are listed under each degree.
5. All financial obligations to the college must be fulfilled.
6. Taking the MPCC-approved outcomes examination (Either CAAP or WorkKeys).
7. Meeting with advisors to initiate Intent to Graduate one semester prior to the completion of degree requirements. Degrees will be conferred in May, August, or December.
8. Student participation in the commencement exercises is required unless excused for a valid reason by the Area Dean of Student Life. Commencement exercises are held each year at the close of the spring semester.

Program Objectives:

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

1. Apply effective written (English) skills,
2. Use effective oral (English) skills,
3. Demonstrate library skills necessary to continue educational endeavors,
4. Demonstrate an awareness of a variety of cultures, their values, institutions, and traditions,
5. Apply computational skills to the solution of problems,
6. Apply the scientific method to the solution of problems, and
7. Demonstrate the knowledge and critical thinking skills necessary to transfer to a four-year college or university.

ACADEMIC TRANSFER PROGRAM

Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree

Nebraska Transfer Initiative

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

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

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

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

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

In addition to the articulation agreements, MPCC has developed internal support services to assist in the transfer process. MPCC faculty and advisors work closely with students who plan to transfer to other colleges and universities. In all cases, the College advises the student to consider specific institutional transfer requirements. If you plan to transfer, it is important that you let your advisor know so they can provide the appropriate assistance.

NOTE: *Currently the University of Nebraska at Kearney requires twelve credit hours of Writing Intensive classes and six credit hours of Cultural Diversity classes. In order to help UNK transfer students fulfill some of those requirements, a number of MPCC courses have been selected to comply with UNK's Writing Intensive (WI) and Cultural Diversity (CD) components. MPCC courses will be designated in the MPCC schedule with a (WI) or (CD) after the course number. UNK will accept six credit hours each of WI and CD classes from MPCC.*

ACADEMIC TRANSFER PROGRAM

Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree

Academic Transfer Disciplines

Art

Courses within the art discipline give students opportunities for both the study of historical relevance and the development of their artistic expression. Selected courses meet general education requirements in humanities, while the program is designed for transfer into baccalaureate programs in either art, art education or graphic art. Students are encouraged to explore an array of media. Visual art offerings are integrated with technology when appropriate.

Biological Science

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

Business Administration

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

Criminal Justice

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

Economics

Economists study how individuals coordinate their wants and needs, given the scarcity of resources. They conduct research, collect and analyze data, monitor economic trends,

and develop forecasts. They research issues such as energy costs, inflation, interest rates, exchange rates, business cycles, taxes, or employment levels.

Education

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

Engineering

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

English

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

History

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

Library Technical Assistant Program

An Associate of Arts degree with an emphasis in library science has been developed through a partnership with other Nebraska community colleges, the Nebraska Library Commission, and the University of Nebraska at Omaha. Students will learn vital skills in the areas of youth and adult programming, circulation and acquisition of both print and electronic materials, reference services and collection development. Courses offered will fulfill requirements for the Nebraska Library Commission's Basic Skills Training Courses for Public Librarian Certification Program or for recertification continuing education. This degree is designed to transfer to the Library Science program at UNO. For further information and course requirements please contact Sherry Mihel at 308-535-3710.

ACADEMIC TRANSFER PROGRAM

Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree

Mathematics

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

Music

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

Physical Education

The physical education courses are designed for students who wish to prepare for careers in education or in a related field. Employment opportunities are available in schools, recreation or youth-service agencies. Activity courses offer the opportunity to develop skill and knowledge for lifetime leisure enjoyment. Students are required to provide clothing appropriate for activities. MPCC offers a number of courses in athletic training which transfer to the University of Nebraska at Kearney. A student who is interested in pursuing a baccalaureate degree should consult a MPCC advisor and the transfer guide and catalog of the four-year institution.

Physical Science/Chemistry

The physical science and chemistry courses are designed for students who intend to transfer to four-year colleges and universities to complete educational requirements necessary for careers as chemists, geologists, geophysicists, meteorologists, physicists, astronomers, and numerous related occupations.

Physical science and chemistry courses are also a part of pre-professional programs, such as engineering, agriculture, medicine, nursing, and numerous health occupations. A student who is interested in pursuing a baccalaureate degree should consult a MPCC advisor and the transfer guide and catalog of the four-year institution.

Political Science

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

occupy positions within the legal profession, government, or teaching.

Pre-Professional

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

Psychology

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

Sociology

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

Spanish

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

Speech

Speech courses at MPCC serve to strengthen the student's communication skills as individuals, in interpersonal relationships, as well as in work environments. Speech courses meet general requirements or may be used for electives. Most courses transfer to other bachelor degree programs at most four-year schools.

Theater

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

ACADEMIC TRANSFER PROGRAM

Associate of Arts Degree

ASSOCIATE OF ARTS DEGREE

General Education Requirements

COMMUNICATION 9 Credit Hours

A. ENGLISH COMPOSITION 6 Credit Hours

1. ENGL 1010 Expository Writing I (required for AA degree)
2. Select one additional course:
 - a. ENGL 1020 Expository Writing II
 - b. ENGL 1030 Research Writing
 - c. ENGL 1050 Technical Writing

B. SPEECH 3 Credit Hours

Select one of the following:

1. SPCH 1010 Fund of Speech Communication
2. SPCH 1090 Fund of Human Communication
3. SPCH 1110 Public Speaking

HUMANITIES 12 Credit Hours

Select one course each from A, B and C; and then one additional course from A, B, C or D.

A. LITERATURE

1. ENGL 2010 Genre Survey: Short Story & Novel
2. ENGL 2030 Genre Survey: Poetry
3. ENGL 2040 Genre Survey: Drama
4. ENGL 2050 The Novel
5. ENGL 2060 20th Century Fiction
6. ENGL 2300 Shakespeare
7. ENGL 2460 American Literature Post 1865
8. ENGL 2510 Sci Fiction-Supernatural Literature
9. ENGL 2520 Literature of Nature
10. ENGL 2550 Short Fiction
11. THEA 2130 History of the Motion Picture

B. PERFORMING AND FINE ARTS

1. ARTS 1000 Art Structure
2. ARTS 1070 Design
3. ARTS 1210 Art Appreciation
4. ARTS 2310 Art History Survey I
5. ARTS 2320 Art History Survey II
6. MUSC 1660 Music Appreciation
7. THEA 1010 Introduction to Theater

C. HISTORY

1. HIST 1000 Western Civilization I to 1715
2. HIST 1010 Western Civilization II since 1715
3. HIST 1050 World History I
4. HIST 1060 World History II
5. HIST 2010 American History I to 1877
6. HIST 2020 American History II since 1877

D. PHILOSOPHY

1. PHIL 1010 Introduction to Philosophy
2. PHIL 1100 Introduction to Critical Thinking
3. PHIL 2200 Elements of Ethics

SOCIAL SCIENCES 9 Credit Hours

Select one course each from A and B; and one additional course from either A or B. Business majors should take ECON 2110 and 2120.

A. ECONOMICS/GEOGRAPHY/POLITICAL SCIENCE

1. ECON 1000 Contemporary Economic Issues
2. ECON 2110 Prin of Economics - Macro
3. ECON 2120 Prin of Economics - Micro
4. GEOG 1040 World Regional Geography
5. GEOG 1400 Cultural Geography
6. POLS 1000 American Government & Politics
7. POLS 1600 International Relations
8. POLS 1700 Comparative Politics
9. POLS 2900 American Constitutional Law

B. PSYCHOLOGY/SOCIOLOGY

1. FACS 1600 Human Development
2. PSYC 1810 Introduction to Psychology
3. PSYC 1900 Psych of Personal Adjustment
4. PSYC 2060 Lifespan Development
5. PSYC 2700 Positive Psychology
6. PSYC 2800 Abnormal Behavior
7. SOCI 1120 Introduction to Anthropology
8. SOCI 1530 Introduction to Sociology
9. SOCI 2010 Social Problems
10. SOCI 2250 Marriage & Family Relationships
11. SOCI 2500 Dealing with Diversity

NATURAL SCIENCES

4 Credit Hours

Select one lab course from the following courses:

1. BIOS 1010 General Biology
2. BIOS 1090 General Botany
3. BIOS 1110 Microbiology
4. BIOS 1120 Introduction to Zoology
5. BIOS 1140 Human Anatomy
6. BIOS 2130 Human Physiology
7. BIOS 2250 Human Anatomy & Physiology I
8. BIOS 2260 Human Anatomy & Physiology II
9. CHEM 1050 Survey of Chemistry I
10. CHEM 1060 Survey of Chemistry II
11. CHEM 1090 General Chemistry I
12. CHEM 1100 General Chemistry II
13. CHEM 2410 Organic Chemistry I
14. CHEM 2420 Organic Chemistry II
15. GEOG 1050 Physical Geography
16. PHYS 1100 Physical Science
17. PHYS 1150 Descriptive Physics
18. PHYS 1410 General Physics I
19. PHYS 1420 General Physics II

MATHEMATICS

3 Credit Hours

Select one of the following courses:

1. MATH 1150 College Algebra
2. MATH 1200 Elements of Statistics
3. MATH 1250 Trigonometry
4. MATH 1350 App Calculus (Manage./Social Sciences)
5. MATH 1450 Analytical Geometry & Calculus I
6. MATH 1550 Analytical Geometry & Calculus II
7. MATH 2450 Analytical Geometry & Calculus III
8. MATH 2600 Differential Equations

ELECTIVES TO COMPLETE A MINIMUM OF 60 HOURS

ACADEMIC TRANSFER PROGRAM

Associate of Science Degree

ASSOCIATE OF SCIENCE DEGREE

General Education Requirements

COMMUNICATION 9 Credit Hours

A. ENGLISH COMPOSITION 6 Credit Hours

1. ENGL 1010 Expository Writing I
(required for AS degree)
2. Select one additional course:
 - a. ENGL 1020 Expository Writing II
 - b. ENGL 1050 Technical Writing
 - c. BSAD 2250 Business Communications

B. SPEECH 3 Credit Hours

Select one of the following courses:

1. SPCH 1010 Fund of Speech Communication
2. SPCH 1050 Interpersonal Communication
3. SPCH 1090 Fund of Human Communication
4. SPCH 1110 Public Speaking
5. SPCH 2080 Small Group Communication

HUMANITIES and SOCIAL SCIENCES 9 Credit Hours

Select three classes from the following:

A. LITERATURE

1. ENGL 2010 Genre Survey: Short Story/Novel
2. ENGL 2030 Genre Survey: Poetry
3. ENGL 2040 Genre Survey: Drama
4. ENGL 2050 The Novel
5. ENGL 2060 20th Century Fiction
6. ENGL 2300 Shakespeare
7. ENGL 2460 American Literature Post 1865
8. ENGL 2510 Sci Fiction - Supernatural Literature
9. ENGL 2520 Literature of Nature
10. ENGL 2550 Short Fiction
11. THEA 2130 History of the Motion Picture

B. PERFORMING AND FINE ARTS

1. ARTS 1000 Art Structure
2. ARTS 1070 Design
3. ARTS 1210 Art Appreciation
4. ARTS 2310 Art History Survey I
5. ARTS 2320 Art History Survey II
6. MUSC 1660 Music Appreciation
7. THEA 1010 Introduction to Theater

C. PHILOSOPHY

1. PHIL 1010 Introduction to Philosophy
2. PHIL 1100 Introduction to Critical Thinking
3. PHIL 2200 Elements of Ethics

D. HISTORY

1. HIST 1000 Western Civilization I to 1715
2. HIST 1010 Western Civilization II since 1715
3. HIST 1050 World History I
4. HIST 1060 World History II
5. HIST 2010 American History I to 1877
6. HIST 2020 American History II since 1877

E. ECONOMICS/GEOGRAPHY/POLITICAL SCIENCE

1. ECON 1000 Contemporary Economic Issues

2. ECON 2110 Principles of Economics - Macro
3. ECON 2120 Principles of Economics - Micro
4. GEOG 1040 World Regional Geography
5. GEOG 1400 Cultural Geography
6. POLS 1000 American Government and Politics
7. POLS 1600 International Relations
8. POLS 1700 Comparative Politics
9. POLS 2900 American Constitutional Law

F. PSYCHOLOGY/SOCIOLOGY

1. FACS 1600 Human Development
2. PSYC 1810 Introduction to Psychology
3. PSYC 2700 Positive Psychology
4. PSYC 2800 Abnormal Behavior
5. SOCI 1120 Introduction to Anthropology
6. SOCI 1530 Introduction to Sociology
7. SOCI 2010 Social Problems
8. SOCI 2250 Marriage/Family Relationships
9. SOCI 2500 Dealing with Diversity

NATURAL SCIENCES & MATHEMATICS 10 Credit Hours

Select one lab science course from A, one math course from B, and one additional course.

A. LAB SCIENCE

BIOLOGY

1. BIOS 1010 General Biology
2. BIOS 1090 General Botany
3. BIOS 1110 Microbiology
4. BIOS 1120 Introduction to Zoology
5. BIOS 1140 Human Anatomy
6. BIOS 2130 Human Physiology
7. BIOS 2250 Human Anatomy/Physiology I
8. BIOS 2260 Human Anatomy/Physiology II

CHEMISTRY

1. CHEM 1050 Survey of Chemistry I
2. CHEM 1060 Survey of Chemistry II
3. CHEM 1090 General Chemistry I
4. CHEM 1100 General Chemistry II
5. CHEM 2410 Organic Chemistry I
6. CHEM 2420 Organic Chemistry II

PHYSICS/PHYSICAL SCIENCE

1. GEOG 1050 Physical Geography
2. PHYS 1020 Astronomy
3. PHYS 1100 Physical Science
4. PHYS 1150 Descriptive Physics
5. PHYS 1410 General Physics I
6. PHYS 1420 General Physics II

B. MATHEMATICS

1. MATH 1150 College Algebra
2. MATH 1200 Elements of Statistics
3. MATH 1250 Trigonometry
4. MATH 1350 App Calc for Managerial and Social Sciences
5. MATH 1450 Analytical Geometry & Calculus I
6. MATH 1550 Analytical Geometry & Calculus II
7. MATH 2450 Analytical Geometry & Calculus III
8. MATH 2600 Differential Equations

ELECTIVES TO COMPLETE A MINIMUM OF 60 HOURS

ACADEMIC TRANSFER PROGRAM

Associate of General Studies Degree

**ASSOCIATE OF GENERAL STUDIES DEGREE
General Education Requirements**

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

WRITTEN COMMUNICATION 3 Credit Hours

- 1.ENGL 1010 Expository Writing I
- 2.ENGL 1020 Expository Writing II
- 3.ENGL 1030 Research Writing
- 4.ENGL 1050 Technical Writing
- 5.BSAD 2250 Business Communications

ORAL COMMUNICATION 3 Credit Hours

- 1.SPCH 1010 Fund of Speech Communication
- 2.SPCH 1050 Interpersonal Communication
- 3.SPCH 1090 Fund of Human Communication
- 4.SPCH 1110 Public Speaking
- 5.SPCH 2080 Small Group Communication

HUMANITIES 3 Credit Hours

A. LITERATURE

- 1.ENGL 2010 Genre Survey: Short Story & Novel
- 2.ENGL 2030 Genre Survey: Poetry
- 3.ENGL 2040 Genre Survey: Drama
- 4.ENGL 2050 The Novel
- 5.ENGL 2060 20th Century Fiction
- 6.ENGL 2300 Shakespeare
- 7.ENGL 2460 American Literature Post 1865
- 8.ENGL 2510 Sci Fiction-Supernatural Literature
- 9.ENGL 2520 Literature of Nature
- 10.ENGL 2550 Short Fiction
- 11.THEA 2130 History of the Motion Picture

B. PERFORMING AND FINE ARTS

- 1.ARTS 1000 Art Structure
- 2.ARTS 1070 Design
- 3.ARTS 1210 Art Appreciation
- 4.ARTS 2310 Art History Survey I
- 5.ARTS 2320 Art History Survey II
- 6.MUSC 1660 Music Appreciation
- 7.THEA 1010 Introduction to Theater

C. PHILOSOPHY

- 1.PHIL 1010 Introduction to Philosophy
- 2.PHIL 1100 Introduction to Critical Thinking
- 3.PHIL 2200 Elements of Ethics

D. HISTORY

- 1.HIST 1000 Western Civilization I to 1715
- 2.HIST 1010 Western Civilization II since 1715
- 3.HIST 1050 World History I
- 4.HIST 1060 World History II
- 5.HIST 2010 American History I to 1877
- 6.HIST 2020 American History II since 1877

SOCIAL SCIENCE 3 Credit Hours

A. ECONOMICS/GEOGRAPHY/POLITICAL SCIENCE

- 1.ECON 1000 Contemporary Economic Issues
- 2.ECON 2110 Principles of Economics - Macro
- 3.ECON 2120 Principles of Economics - Micro
- 4.GEOG 1040 World Regional Geography
- 5.GEOG 1400 Cultural Geography
- 6.POLS 1000 American Government/Politics
- 7.POLS 1600 International Relations
- 8.POLS 1700 Comparative Politics
- 9.POLS 2900 American Constitutional Law

B. PSYCHOLOGY/SOCIOLOGY

- 1.EDUC 2890 Developmental Psychology
- 2.PSYC 1810 Introduction to Psychology
- 3.PSYC 2700 Positive Psychology
- 4.PSYC 2800 Abnormal Behavior
- 5.SOCI 1120 Introduction to Anthropology
- 6.SOCI 1530 Introduction to Sociology
- 7.SOCI 2010 Social Problems
- 8.SOCI 2250 Marriage/Family Relationships
- 9.SOCI 2500 Dealing with Diversity

NATURAL SCIENCES & MATHEMATICS 3 Credit Hours

A. LAB SCIENCE

BIOLOGY

- 1.BIOS 1010 General Biology
- 2.BIOS 1090 General Botany
- 3.BIOS 1110 Microbiology
- 4.BIOS 1120 Introduction to Zoology
- 5.BIOS 1140 Human Anatomy
- 6.BIOS 2130 Human Physiology
- 7.BIOS 2250 Human Anatomy & Physiology I
- 8.BIOS 2260 Human Anatomy & Physiology II

CHEMISTRY

- 1.CHEM 1050 Survey of Chemistry I
- 2.CHEM 1060 Survey of Chemistry II
- 3.CHEM 1090 General Chemistry I
- 4.CHEM 1100 General Chemistry II
- 5.CHEM 2410 Organic Chemistry I
- 6.CHEM 2420 Organic Chemistry II

PHYSICS/PHYSICAL SCIENCE

- 1.GEOG 1050 Physical Geography
- 2.PHYS 1020 Astronomy
- 3.PHYS 1100 Physical Science
- 4.PHYS 1150 Descriptive Physics
- 5.PHYS 1410 General Physics I
- 6.PHYS 1420 General Physics II

B. MATHEMATICS

- 1.MATH 1150 College Algebra
- 2.MATH 1200 Elements of Statistics
- 3.MATH 1250 Trigonometry
- 4.MATH 1350 App Calc for Managerial and Social Sciences
- 5.MATH 1450 Analytical Geometry & Calculus I
- 6.MATH 1550 Analytical Geometry & Calculus II
- 7.MATH 2450 Analytical Geometry & Calculus III
- 8.MATH 2600 Differential Equations

ELECTIVES TO COMPLETE A MINIMUM OF 60 HOURS

ASSOCIATE OF APPLIED SCIENCE DEGREE

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree is designed to prepare students through a comprehensive program of study in a specific occupation to enter the work force upon graduation. Each program has its own detailed course requirements that must be completed. Please refer to the specific AAS program suggested sequence of study, or contact an advisor or the division chair of the program for assistance.

Degree requirements include:

1. A minimum of 60 semester credit hours of coursework.
2. A cumulative grade point average of at least 2.0.
3. The student must complete 30 semester credit hours or the last 15 semester credit hours required for graduation at MPCC.
4. All required courses of a program must be completed, including a minimum of 12 semester hours of general education courses.
5. All financial obligations to the college must be fulfilled.
6. Taking the MPCC approved outcomes examination (Either CAAP or WorkKeys).
7. Student participation in the commencement exercises is required unless excused for a valid reason by the Area Dean of Student Life. Commencement exercises are held each year at the close of the spring semester.

PROGRAMS THAT OFFER THE ASSOCIATE OF APPLIED SCIENCE DEGREE **PG NO.**

Associate Degree Nursing	73
Auto Body Technology	75
Automotive Technology	76
Building Construction Technology	78
Business	80
Business Technology	85
Dental Assisting	88
Diesel Technology	89
Early Childhood Education	91
Electrical Technology	93
EMT - Paramedic	95
Fire Science Technology	96
Graphic Design	97
Heating, Ventilation, & Air Conditioning	98
Information Technology	100
Licensed Practical Nursing	104
Medical Laboratory Technician	106
Nebraska Law Enforcement	108
Welding and Machine Shop Technology	110

ASSOCIATE OF APPLIED SCIENCE DEGREE General Education Requirements

Must select a minimum of one course from each of the following four categories.

WRITTEN COMMUNICATION **3 Credit Hours**

1. BSAD 2250 Business Communications
2. ENGL 1010 Expository Writing I
3. ENGL 1040 Basic Technical Communications

ORAL COMMUNICATION **3 Credit Hours**

1. BSAD 1030 Business & Professional Speaking
2. SPCH 1010 Fund of Speech Communication
3. SPCH 1090 Fund of Human Communication
4. SPCH 1110 Public Speaking

SOCIAL SCIENCES **3 Credit Hours**

1. BSAD 1100 Personal Finance
2. ECON 1000 Contemporary Economic Issues
3. ECON 2110 Principles of Economics-Macro
4. ECON 2120 Principles of Economics-Micro
5. EDUC 2890 Developmental Psychology
6. POLS 1000 American Government & Politics
7. POLS 1600 International Relations
8. PSYC 1810 Introduction to Psychology
9. PSYC 1900 Psychology of Personal Adjustment
10. PSYC 2060 Lifespan Development
11. SOCI 1000 Human Relations
12. SOCI 1120 Introduction to Anthropology
13. SOCI 1530 Introduction to Sociology
14. SOCI 2010 Social Problems
15. SOCI 2250 Marriage & Family Relationships
16. SOCI 2500 Dealing with Diversity

SCIENCE AND MATHEMATICS **3 Credit Hours**

1. Any science course may fulfill this requirement
2. ACCT 1025 Bookkeeping for Business
3. ACCT 1030 Introductory Accounting I
4. MATH 1000 General Math A
5. MATH 1001 General Math B
6. MATH 1002 General Math C
7. MATH 1010 Intermediate Algebra
8. MATH 1150 College Algebra
9. MATH 1200 Elements of Statistics
10. MATH 1250 Trigonometry
11. MATH 1350 App Calculus for Managerial/
Social Sciences
12. MATH 1450 Analytical Geometry & Calculus I
13. MATH 1550 Analytical Geometry & Calculus II
14. MATH 2450 Analytical Geometry & Calculus III
15. MATH 2600 Differential Equations
16. OFFT 2080 Bus Mathematics & Calculators

ASSOCIATE OF APPLIED SCIENCE DEGREE

Diplomas and Certificates

Diploma requirements include:

1. Complete 30 to 44 semester credit hours of prescribed coursework.
2. Cumulative grade point average of at least 2.0.
3. Complete the first 50 percent of the semester credit hours or the last 25 percent of the semester credit hours at MPCC.
4. Fulfill all financial obligations to the college.
5. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
6. Student participation in the commencement exercises is required unless excused for a valid reason by the Area Dean of Student Life. Commencement exercises are held each year at the close of the spring semester.

Certificate requirements include:

1. Complete 12 to 29 semester credit hours of prescribed coursework.
2. Cumulative grade point average of at least 2.0.
3. Complete the first 50 percent of the semester credit hours or the last 25 percent of the semester credit hours at MPCC.
4. Fulfill all financial obligations to the college.
5. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
6. Student participation in the commencement exercises is required unless excused for a valid reason by the Area Dean of Student Life. Commencement exercises are held each year at the close of the spring semester.

ASSOCIATE DEGREE NURSING

Health Occupations Division

ASSOCIATE DEGREE NURSING (ADNR)

ADN classes start in August. An acceptance form will be sent to those applicants admitted; this form must be returned by the specified deadline to secure a position in the next available class.

The nursing program is designed to prepare students for employment as registered nurses. The practitioner will develop entry level skills and is eligible to take the NCLEX-RN: National Council (of State Boards of Nursing) Licensing Examination-Registered Nurses. The program meets the requirements for accreditation by the Bureau of Examining Boards, Board of Nursing of the State of Nebraska. Mid-Plains Community College is fully accredited by the Higher Learning Commission, a member of the North Central Association. The Associate Degree in Nursing Program is accredited by the National League for Nursing Accrediting Commission**. Advanced placement for LPN's is available. Call or write for specific information.

The nursing program includes nursing and non-nursing courses. Non-nursing courses are available at the NPCC South Campus and McCook Community College.

Clinical sites will be in local hospitals, long term care facilities and various other community agencies and clinics.

The Associate Degree in Nursing program is a **selective admission program**. Approval for admission will be granted by the Faculty Organization in the ADN program. Early application is encouraged for high school students meeting the ACT requirement. All admission requirements must be met to be accepted into the ADN program. Failure to respond to requests for information, incomplete files, or failure to meet deadlines will inactivate the application for admission.

Eligibility for licensing in Nebraska is determined by the Regulations Governing the Practice of Nursing. Contact the nursing program for that criteria.

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

1. Fulfill Mid-Plains Community College's General Admission Requirements. (See catalog).
2. Complete application to Mid-Plains Community College specifying interest in ADN/RN program.
3. Submit official high school transcript or GED.
4. Submit official college transcripts if other than Mid-Plains Community College.
5. Complete COMPASS/ESL® testing. Scores will be used to determine admission into ADN/RN program. COMPASS/ESL® Test Scores must meet the nursing criteria of: Pre-algebra 43; Reading 80; and Writing 48.

6. Submit two letters of recommendation from teachers and/or current employers.
7. Submit ACT scores which must have a composite score of at least 21 with all subscores 19 or higher **OR** complete 12 credit hours from the ADN program of study to include 8 credits from the required sciences (A&P I & II, Chemistry or Microbiology) with a grade of "C" or higher. Check with science department for prerequisite courses for required sciences. Nutrition and Pharmacology must be taken within 7 years of the date of acceptance into the ADN program.
8. Must successfully complete a nursing assistant class within six months of beginning the ADN program, be currently employed as a nursing assistant, or complete a Nursing Assistant skills check off the summer prior to beginning the program if not currently working as a Nursing Assistant.

Once all of the above criteria are met, the applicant will be accepted into the first available class and receive written notification of acceptance. It is the applicant's responsibility to notify the Nursing Department when the applicant thinks the file is complete.

The following must be completed by the first day of class:

1. Immunizations must be current (refer to immunization form.)
2. Current 2-man provider CPR card.
3. Proof of professional liability insurance.
4. Criminal background check.

Program Objectives

1. Contribute to the on-going database to identify human needs for clients of all ages.
2. Utilize the nursing process to meet patient's needs in a caring, non-judgmental manner utilizing goal directed critical thinking with scientific rationale.
3. Provide competent, knowledgeable care to patients with health problems utilizing therapeutic communication and patient education.
4. Utilize knowledge gained from the nursing, humanistic, physical and behavioral sciences to provide specialized nursing care to clients.
5. Participate in life-long learning to enhance professional growth.
6. Functions in beginning management role while planning and providing care for a group of patients.
7. Demonstrate accountability by functioning within nursing's ethical and legal frameworks.
8. Prepare to pass the licensing exam (NCLEX-RN)

Career Potential

The Associate Degree Registered Nurse gives care within the framework of his/her educational background. The

ASSOCIATE DEGREE NURSING

Health Occupations Division

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

ASSOCIATE DEGREE NURSING Sequence of Study

First Semester (Fall)	Credit Hours
ADNR 1101 Nursing Concepts I	5
ADNR 1121 Clinical I	3
ADNR 1130 Issues & Trends in Nursing I	1
BIOS 2250 Anatomy/Physiology I *	4
BIOS 2251 Anatomy/Physiology I Lab	
CHEM 1050 Survey of Chemistry I	
CHEM 1051 Survey of Chemistry I Lab	
OR	
CHEM 1090 General Chemistry *	<u>4</u>
CHEM 1091 General Chemistry Lab	
	Total 17
Second Semester (Spring)	Credit Hours
ADNR 1201 Nursing Concepts II	5
ADNR 1221 Clinical II	4
BIOS 2260 Anatomy/Physiology II *	4
BIOS 2261 Anatomy/Physiology II Lab	
PHAR 1500 Pharmacology	<u>2</u>
	Total 15
Summer Session	Credit Hours
ADNR 1505 Nursing Concepts III	2
ADNR 1525 Clinical III	1
BIOS 1110 Microbiology *	4
BIOS 1111 Microbiology Lab	
PSYC 2060 Lifespan Development	<u>3</u>
	Total 10
Third Semester (Fall)	Credit Hours
ADNR 2290 Nursing Concepts IV	5
ADNR 2330 Clinical IV	4
BIOS 1400 Introduction to Nutrition	3
PSYC 1810 Introduction to Psychology	<u>3</u>
	Total 15
Fourth Semester (Spring)	Credit Hours
ADNR 2400 Nursing Concepts V	3
ADNR 2420 Clinical V	5
ADNR 2430 Issues & Trends in Nursing II	1
ENGL 1010 Expository Writing I	3
SOCI 1530 Introduction to Sociology	<u>3</u>
	Total 15
	A.D.N. Total 72

LPN to RN Bridge Program for Advanced Placement	Credit Hours
ADNR 1550 LPN to ADN Bridge (Advance Placement)	3

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

***National League for Nursing
Accrediting Commission
61 Broadway
New York, NY 10006
800-669-1656, Ext. 153
www.nlnac.org*

Progression in the Nursing Program

Students must receive grades of "C" or above in all courses in the nursing curriculum, including all required general education courses, in order to progress to the next semester. If a student receives a grade lower than a "C" in a course required during a given semester, withdrawal from the program is required. Unsatisfactory clinical performance will result in a non-passing grade for the nursing course.

Educational Advancement

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

AUTO BODY TECHNOLOGY

Applied Technologies Division

AUTO BODY TECHNOLOGY (AUTB)

The Auto Body Technology program provides students with the basic knowledge and skills for all phases of the auto body industry using the latest equipment and training materials. Options available to the students include an Associate of Applied Science Degree, Diploma-44 Credit Hours, Diploma-32 Credit Hours, or a Basic Auto Body Certificate.

Program Objectives

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

Employment Opportunities

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

Recommended Electives

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

AUTB 1005 Safety is a prerequisite for all Auto Body Technology classes, except night classes.

NEW PROGRAM OPTION!
*AUTOMOTIVE TECHNOLOGY
 CUSTOMIZATION & RESTORATION
 CERTIFICATE - See Page 77*

ASSOCIATE OF APPLIED SCIENCE DEGREE

AUTO BODY TECHNOLOGY

Suggested Sequence of Study

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

First Semester (Fall)	Credit Hours
AUTB 1005 Safety	1
AUTB 1110 Basic Metal Working	5
AUTB 1090 Auto Body Painting	4
AUTB 1130 Auto Body Hydraulics	3
AUTB 1150 Auto Body Welding	<u>3</u>
Total	16

Second Semester (Spring)	Credit Hours
AUTB 1210 Advanced Metal Working	5
AUTB 1220 Advanced Auto Body Painting	5
AUTB 1230 Automotive Electrical	2
AUTB 1240 Job Estimating	2
AUTB 1250 Auto Air Conditioning	<u>2</u>
Total	16

Summer Session	Credit Hours
AUTB 1510 Frame Repair & Alignment	6
AUTB 1520 Wheel Alignment	3
AUTB 1530 Auto Body Mechanics	<u>3</u>
Total	12

Auto Body Program Credit Hours	44
General Education Requirements	12
Electives	<u>4</u>
A.A.S. Degree Total	60

DIPLOMA - 44 CREDIT HOURS

The **Diploma-44 Credit Hours** option is for students who want technical knowledge and experience in the Auto Body field. Students must complete the 44 credit hours of the Auto Body Program courses listed above for the fall, spring, and summer terms.

DIPLOMA - 32 CREDIT HOURS

The **Diploma-32 Credit Hours** option is awarded to students who want only two semesters of the Auto Body program. Students must complete the 32 credit hours of the Auto Body courses listed above for the fall and spring semesters.

BASIC AUTO BODY CERTIFICATE

The **Basic Auto Body Certificate** is awarded to students who want only courses listed in the fall semester for a total of 16 credit hours.

AUTOMOTIVE TECHNOLOGY

Applied Technologies Division

AUTOMOTIVE TECHNOLOGY (AUTO)

The Automotive Technology Program provides fundamental knowledge, skills, and training necessary for entry-level employment or career advancement as an automotive technician. Electronics and computerization are emphasized to meet the changing demands of the automotive industry. Award options include an Associate of Applied Science degree and five certificates (Basic Engine & Electrical Repair, Transmission & Drive Line, Suspension & Alignment, Tune-up and Automotive Technology).

Program Objectives

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

Employment Opportunities

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

Recommended Electives

Electives to be considered include classes in business, communication, computers, electronics, diesel technology and others with the approval of an advisor.

A business management class is strongly recommended.

TRAN 1005 Safety is a prerequisite for all Auto Technology classes, except night classes.

NEW PROGRAM OPTION!
*AUTOMOTIVE TECHNOLOGY
 CUSTOMIZATION & RESTORATION
 CERTIFICATE - See Page 77*

*ASSOCIATE OF APPLIED SCIENCE DEGREE
 AUTOMOTIVE TECHNOLOGY*

Suggested Sequence of Study

First Semester (Fall)			Credit Hours
AUTO	1200	Auto Suspension Sys.	2
AUTO	1215	Auto Brake Systems	4
AUTO	1500	Auto Parts Management	.5
AUTO	2430	A/C and Climate Control	4
AUTO	1755	Wheel Alignment	2
TRAN	1005	Safety	1
MATH	1000	General Math A	3
			Total 16.5

Second Semester (Spring)			Credit Hours
AUTO	1105	Gas Engine Design & Fund.	3
AUTO	1120	Automotive Engine Repair	5
AUTO	1265	Body Controls	2
AUTO	1505	Auto Parts Management II	.5
AUTO	1750	Auto Elect.Sys. Diag./Repair	2
TRAN	1130	Mechanics Electrical	2
BSAD	1100	Personal Finance	3
			Total 17.5

Third Semester (Fall)			Credit Hours
AUTO	1140	Applied Automotive Welding	2
AUTO	2200	Auto Service Management	.5
AUTO	2315	Automotive Drive Lines	4
AUTO	2400	Stand. Transmission & Transfer Cases	4
AUTO	2415	Automatic Transmission	4
ENGL	1040	Basic Technical Comm.	3
			Total 17.5

Fourth Semester (Spring)			Credit Hours
AUTO	2205	Auto Service Management II	.5
AUTO	2300	Adv. Electronics & Computers	4
AUTO	2330	Automotive Fuel Systems	4
AUTO	2340	Engine Performance & Drivability	4
AUTO	2460	Preparing for ASE Certification	3
SPCH	1010	Fund. of Speech Communication	3
			Total 18.5

Automotive Program Credit Hours	58
General Education Requirements	<u>12</u>
A.A.S. Degree Total	70

AUTOMOTIVE TECHNOLOGY CONT'D

Applied Technologies Division

AUTOMOTIVE TECHNOLOGY DIPLOMA - 44 CREDIT HOURS

The 44 credit hour Diploma option is for students who want technical knowledge and experience in the Automotive Technology field. Students must complete at least 44 credit hours of the Automotive Technology Program courses listed above for the 1st year and 2nd year terms.

AUTOMOTIVE TECHNOLOGY BASIC ENGINE & ELECTRICAL REPAIR CERTIFICATE

		Credit Hours
TRAN 1005	Safety	1
AUTO 1105	Gasoline Eng Design & Fund	3
AUTO 1120	Automotive Engine & Repair	5
TRAN 1130	Mechanics Electrical	2
AUTO 1750	Auto Electrical Sys Diag & Rep	2
Total		13

AUTOMOTIVE TECHNOLOGY TRANSMISSION & DRIVE LINE CERTIFICATE

		Credit Hours
AUTO 2315	Automotive Drive Lines	4
AUTO 2400	Standard Trans & Transfer Cases	4
AUTO 2415	Automatic Transmissions	4
TRAN 1005	Safety	1
Total		13

AUTOMOTIVE TECHNOLOGY SUSPENSION & ALIGNMENT CERTIFICATE

		Credit Hours
AUTO 2315	Automotive Drive Lines	4
AUTO 1200	Auto Suspension Systems	2
AUTO 1215	Automotive Brake Systems	4
AUTO 1755	Wheel Alignment	2
TRAN 1005	Safety	1
TRAN 1130	Mechanics Electrical	2
Total		15

AUTOMOTIVE TECHNOLOGY TUNE-UP CERTIFICATE

		Credit Hours
AUTO 2300	Adv Electronics & Computers	4
AUTO 2330	Automotive Fuel Systems	4
AUTO 2340	Engine Performance & Driveability	4
TRAN 1005	Safety	1
TRAN 1130	Mechanics Electrical	2
AUTO 1750	Auto Electrical Sys Diagnosis & Rep	2
Total		17

AUTOMOTIVE TECHNOLOGY CERTIFICATE

		Credit Hours
AUTO 1200	Auto Suspension Systems	2
AUTO 1215	Automotive Brake Systems	4
AUTO 1755	Wheel Alignment	2
TRAN 1005	Safety	1
AUTO 1105	Gasoline Engine Design & Fund	3
AUTO 1120	Automotive Engine & Repair	5
TRAN 1130	Mechanics Electrical	2
AUTO 1750	Auto Electrical Sys Diagnosis & Rep	2
AUTO 2430	Air Conditioning	4
Total		25

AUTOMOTIVE TECHNOLOGY CUSTOMIZATION & RESTORATION CERTIFICATE

First Semester (Fall)		Credit Hours
AUTB 1110	Basic Metal Working	5
AUTB 1090	Auto Body Painting	4
AUTB 1130	Auto Body Hydraulics	3
TRAN 1005	Safety	1
MATH 1000	General Math A or Higher	3
Total		16

Second Semester (Spring)		Credit Hours
AUTB 1210	Advanced Metal Working	5
AUTB 1220	Advanced Auto Body Painting	5
AUTB 1240	Job Estimating	2
UPHR 1690	Auto Interior Recovering	2
WELD 1760	Mig Welding (GTAW)	2
Total		16

Third Semester (Fall)		Credit Hours
AUTO 1105	Gasoline Engine Design and Fundamentals	3
AUTO 1120	Automotive Engine Repair	5
AUTO 1265	Body Controls	2
AUTO 1500	Automotive Parts Management	.5
AUTO 1750	Auto Electric Diag/Repair	2
TRAN 1130	Mechanics Electrical	2
Total		14.5

Fourth Semester (Spring)		Credit Hours
AUTO 1200	Automotive Suspension System	2
AUTO 1215	Automotive Brake System	4
AUTO 1755	Wheel Alignment	2
AUTO 2200	Automotive Service Management	.5
AUTO 2430	A/C and Climate Control	4
UPHR 1680	Auto Seat Upholstering	2
WELD 1750	Tig Welding (GTAW)	2
Total		16.5

BUILDING CONSTRUCTION TECHNOLOGY

Applied Technologies Division

BUILDING CONSTRUCTION TECHNOLOGY (BLDC)

The **Building Construction Technology Program** is an open-entry, open-exit program that provides skills and training necessary for employment in the areas of residential and light commercial construction. Students may earn an Associate of Applied Science Degree, Diploma-44 Credit Hours, Diploma-32 Credit Hours, or certificates (Concrete and Masonry, Framing and Exterior Construction, Interior Finish, and Building Construction).

Program Objectives

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

Employment Opportunities

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

Recommended Electives

Electives in HVAC, Business, Welding, Electrical Technology, Drafting, and Computers would be beneficial to the students.

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

ASSOCIATE OF APPLIED SCIENCE DEGREE BUILDING CONSTRUCTION TECHNOLOGY Suggested Sequence of Study

First Semester (Fall)		Credit Hours
BLDC 1005	Safety	1
BLDC 1110	Framing Construction I	5
BLDC 1120	Exterior Finish I	5
BLDC 1130	Construction Drafting	2
BLDC 1150	Construction Materials & Practices	2
MATH 1001	General Math B	<u>3</u>
Total		18

Second Semester (Spring)		Credit Hours
BLDC 1210	Interior Walls & Cabinetry	4
BLDC 1220	Interior Trim	5
BLDC 1230	Codes & Standards	2
BLDC 1530	Supporting Trades	2
BLDC 1550	Construction Welding	2
General Education Course		<u>3</u>
Total		18

Summer Semester		Credit Hours
BLDC 2500	Cooperative Internship	<u>8</u>
Total		8

Third Semester (Fall)		Credit Hours
BLDC 1760	Concrete and Forming	2
BLDC 2110	Framing Construction II	5
BLDC 2120	Exterior Finish II	5
BLDC 2170	Plumbing	1
ELTR 1005	Electrical Safety	1
General Education Course		<u>3</u>
Total		17

Fourth Semester (Spring)		Credit Hours
BLDC 1140	Blueprint Reading	2
BLDC 1215	Interior Finish	4
BLDC 1260	Spreadsheet/Estimating	2
BLDC 1770	Brick and Block Masonary	2
BLDC 2220	Cabinet/Millwork	4
General Education Course		<u>3</u>
Total		17

Building Construction Program Credit Hours	69
General Education Requirements	<u>9</u>
A.A.S. Degree Total	78

BUILDING CONSTRUCTION TECHNOLOGY CONT'D

Applied Technologies Division

*BUILDING CONSTRUCTION TECHNOLOGY
DIPLOMA - 44 CREDIT HOURS*

The Diploma option is for students who want only "hands-on" training in the Building Construction field. Students must complete the 44 credit hours of the Building Construction Technology Program courses listed above for the fall, spring, and summer terms.

*BUILDING CONSTRUCTION TECHNOLOGY
DIPLOMA - 32 CREDIT HOURS*

The Diploma option is awarded to students who want only two semesters of the Building Construction Technology Program. Students must complete the 32 semester credit hours of the Building Construction courses listed above for the fall and spring semester.

*BUILDING CONSTRUCTION TECHNOLOGY
CONCRETE & MASONRY CERTIFICATE*

		Credit Hours
BLDC 1005	Safety	1
BLDC 1140	Construction Blueprint Reading	2
BLDC 1510	Concrete, Masonry & Commercial Construction	6
BLDC 1530	Supporting Trades	2
BLDC 1550	Construction Welding	2
		Total 13

*BUILDING CONSTRUCTION TECHNOLOGY
FRAMING & EXTERIOR CONSTRUCTION
CERTIFICATE*

		Credit Hours
BLDC 1005	Safety	1
BLDC 1110	Framing Construction	5
BLDC 1120	Exterior Finish	5
BLDC 1150	Construction Materials/Practices	2
		Total 13

*BUILDING CONSTRUCTION TECHNOLOGY
INTERIOR FINISH CERTIFICATE*

		Credit Hours
BLDC 1005	Safety	1
BLDC 1130	Construction Drafting & Sketching	2
BLDC 1210	Interior Walls and Cabinetry	5
BLDC 1220	Interior Trim and Finish	5
BLDC 1230	Construction Codes & Standards	2
BLDC 1260	Computer Spreadsheet & Estimating	2
		Total 17

*BUILDING CONSTRUCTION TECHNOLOGY
CERTIFICATE*

		Credit Hours
BLDC 1005	Safety	1
BLDC 1110	Framing Construction	5
BLDC 1120	Exterior Finish	5
BLDC 1130	Construction Drafting & Sketching	2
BLDC 1210	Interior Walls & Carpentry	5
BLDC 1230	Construction Codes & Standards	2
		Total 20

BUSINESS

Business and Technology Division

ASSOCIATE OF APPLIED SCIENCE
DEGREE IN BUSINESS

The Associate of Applied Science Degree in **Business** offers five areas of emphasis: accounting, business administration, computer information management, logistics/materials management and marketing. This two-year degree provides necessary business and interpersonal skills to succeed in the job market, including leadership, listening, team membership, and communication skills. During the final semester, students will experience practical on-the-job training to practice, reinforce, and review program competencies. All required courses of the program must be completed, including a minimum of 12 semester hours of general education courses.

Program Objectives

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

Employment Opportunities

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

Electives

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

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

***Electives**

ACCT	1010	Payroll Accounting
ACCT	1040	Introductory Accounting II
ACCT	2020	Income Tax Accounting for Individuals
ACCT	2130	Intermediate Accounting I
ACCT	2160	Intermediate Accounting II
ACCT	2170	Introductory Cost Accounting
BSAD	1100	Personal Finance
BSAD	2010	Principles of Selling
BSAD	2100	Organizational Behavior
BSAD	2310	Principles of Management
BSAD	2350	Advertising
BSAD	2370	E-marketing
BSAD	2410	Principles of Marketing
BSAD	2720	Business Law II
CSCE	Any CSCE course approved by the Business Advisor and Division Chair	
ECON	1000	Contemporary Economic Issues
ECON	2110	Principles of Economics-Macro
ECON	2120	Principles of Economics-Micro
ENGL	1010	Expository Writing I
FACS	2300	Visual Merchandising
INFO	Any INFO course approved by the Business Advisor and Division Chair	
OFFT	1150	Input Keyboard Technology I OR
OFFT	1160	Input Keyboard Technology II
OFFT	2050	Records Management
OFFT	2170	MS Office Integration
OFFT	2350	Administrative Procedures & Mgmt
PSYC	1810	Introduction to Psychology
REES	1710	Real Estate Principles and Practices
REES	1720	Real Estate Finance
REES	1730	Real Estate Law
REES	1740	Real Estate Appraisal
REES	1750	Real Estate Investments
REES	1760	Real Estate Management
REES	1770	Real Estate Sales and Brokerage
SOCI	1000	Human Relations
SOCI	1530	Introduction to Sociology
SOCI	2500	Dealing With Diversity
SPAN	1010	Beginning Spanish I
SPAN	1020	Beginning Spanish II

Or a course approved by the business advisor and business division chair.

BUSINESS CONT'D

Business and Technology Division

ASSOCIATE OF APPLIED SCIENCE DEGREE

Accounting Emphasis

Suggested Sequence of Study

First Semester (Fall)		Credit Hours
ACCT 1030	Introductory Accounting I	3
BSAD 1000	Leadership & Team Develop	1.5
BSAD 1020	Introduction to Business	3
BSAD 1100	Personal Finance OR	
SOCI 1000	Human Relations	3
BSAD 2250	Business Communications	3
Computer Elective		<u>1.5-2</u>
Total		15-15.5

Second Semester (Spring)		Credit Hours
ACCT 1040	Introductory Accounting II	3
BSAD 1010	Personal & Prof Develop	3
BSAD 1030	Business & Prof Speaking	3
BSAD 2210	Supervisory Management OR	3
BSAD 2310	Principles of Management	
OFFT 2080	Business Math & Calculators	<u>3</u>
Total		15

Third Semester (Fall)		Credit Hours
ACCT 2130	Intermediate Accounting I	3
ENTR 1050	Intro to Entrepreneurship	3
BSAD 2410	Principles of Marketing	3
BSAD 2710	Business Law I	3
OFFT 2150	Integrated Information Processing OR	
BSAD 2510	Business Computer Systems	3-4
Computer Elective		<u>0-1.5</u>
Total		15-17.5

Fourth Semester (Spring)		Credit Hours
ACCT 2170	Introductory Cost Accounting	3
BSAD 2730	Pre-Internship Bus Seminar	0.5
BSAD 2740	Business Internship	4
BSAD 2750	Post-Internship Bus Seminar	0.5
Electives*		<u>7</u>
Total		15

A.A.S. Degree Total 60 - 63

ASSOCIATE OF APPLIED SCIENCE DEGREE

Agribusiness Emphasis

Suggested Sequence of Study

First Semester (Fall)		Credit Hours
AGRI 1005	Intro to Ag & Natural Resources	3
AGRI 1410	Intro to Ag-Economics	3
BSAD 1000	Leadership/Team Dev	1.5
BSAD 1020	Intro to Business	3
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Introductory Accounting	<u>3</u>
Total		14.5

Second Semester (Spring)		Credit Hours
AGRI 1030	Intro to Plant Science AND	3
AGRI 1031	Intro to Plant Science Lab OR	1
AGRI 1015	Animal Agriculture	3
BSAD 2510	Business Computer Systems	3
BSAD 1030	Business and Prof Speaking	3
OFFT 2150	Integrated Info Processing OR	3
Guided Electives (ACCT, AGRI, BSAD, CSCE, ECON, INFO, OFFT)		<u>6</u>
Total		15-16

Third Semester (Fall)		Credit Hours
AGRI 1745	Agribusiness & Food Marketing	3
AGRI 2040	Farm and Ranch Management	3
AGRI 2041	Farm/Ranch Management Lab	1
BSAD 1100	Personal Finance OR	3
SOCI 1000	Human Relations	
BSAD 2210	Supervisory Management OR	3
BSAD 2310	Principles of Management	
Electives (ACCT, AGRI, BSAD, CSCE, ECON, INFO, OFFT)		<u>2.5-3.5</u>
Total		15.5-16.5

Fourth Semester (Spring)		Credit Hours
BSAD 2250	Business Communication	3
BSAD 2730	Pre-Internship Business Seminar	.5
BSAD 2740	Business Internship	4
BSAD 2750	Post-Internship Business Sem	.5
ENTR 1050	Intro to Entrepreneurship	3
Core AGRI Electives		<u>6</u>
Total		17
A.A.S Degree Total 63		

Core AGRI electives from which to select:

AGRI 1100	Computer Technology in Agriculture	2
AGRI 1540	Intro to Soil Science AND	3
AGRI 1541	Intro to Soil Science Lab	1
AGRI 2100	Animal Products	3
AGRI 2500	Animal Management	3
AGRI 2620	Intro to Pest Management	4
AGRI 2950	Vocational Career Tour	1

BUSINESS CONT'D

Business and Technology Division

AGRIBUSINESS CERTIFICATE

Business

			Credit Hours
AGRI	1410	Intro to Ag-Economics	3
AGRI	1745	Agribusiness & Food Marketing	3
AGRI	2040	Farm and Ranch Mgmt AND	3
AGRI	2041	Farm and Ranch Mgmt Lab	1
ACCT	1025	Bookkeeping for Business OR	
ACCT	1030	Introductory Accounting	3
BSAD	2210	Supervisory Management OR	3
BSAD	2310	Principles of Management	
OFFT	2150	Integrated Info Processing OR	
BSAD	2510	Business Computer Systems	<u>3</u>
Total			19

ASSOCIATE OF APPLIED SCIENCE DEGREE

Business Administration Emphasis

Suggested Sequence of Study

First Semester (Fall)		Credit Hours
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Introductory Accounting I	3
BSAD 1000	Leadership & Team Development	1.5
BSAD 1020	Introduction to Business	3
BSAD 1100	Personal Finance OR	
SOCI 1000	Human Relations	3
BSAD 2250	Business Communication	3
Computer Elective		<u>1.5-2</u>
Total		15-15.5

Second Semester (Spring)		Credit Hours
BSAD 1010	Personal & Prof Development	3
BSAD 1030	Business & Prof Speaking	3
OFFT 2080	Business Math & Calculators	3
BSAD 2210	Supervisory Management OR	3
BSAD 2310	Principles of Management	
Electives*		<u>3</u>
Total		15

Third Semester (Fall)		Credit Hours
BSAD 2410	Principles of Marketing	3
BSAD 2710	Business Law I	3
OFFT 2150	Integrated Information Processing OR	
BSAD 2510	Business Computer Systems	3-4
Computer Elective		0-1.5
Electives*		<u>6</u>
Total		15-17.5

Fourth Semester (Spring)		Credit Hours
ENTR 1050	Intro to Entrepreneurship	3
BSAD 2730	Pre-Internship Bus Seminar	0.5
BSAD 2740	Business Internship	4
BSAD 2750	Post-Internship Bus Seminar	0.5
Electives*		<u>7</u>
Total		15

A.A.S. Degree Total 60-63

BUSINESS CONT'D

Business and Technology Division

ASSOCIATE OF APPLIED SCIENCE DEGREE

Computer Information Management Emphasis

Suggested Sequence of Study

First Semester (Fall)		Credit Hours
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Introductory Accounting I	3
BSAD 1000	Leadership & Team Develop	1.5
BSAD 1020	Introduction to Business	3
BSAD 1100	Personal Finance OR	
SOCI 1000	Human Relations	3
BSAD 2250	Business Communications	3
INFO 1000	Intro to Information Technology	<u>3</u>
		Total 16.5

Second Semester (Spring)		Credit Hours
MATH 1010	Intermediate Algebra	3
BSAD 1010	Personal & Prof Development	3
BSAD 1030	Business & Prof Speaking	3
BSAD 2210	Supervisory Management OR	
BSAD 2310	Principles of Management	3
Core Elective		<u>3</u>
		Total 15

Third Semester (Fall)		Credit Hours
BSAD 2410	Principles of Marketing	3
BSAD 2710	Business Law I	3
OFFT 2150	Integrated Information Processing OR	
BSAD 2510	Business Computer Systems	3-4
Computer Elective		3
Core Elective*		<u>3</u>
		Total 15-16

Fourth Semester (Spring)		Credit Hours
ENTR 1050	Intro to Entrepreneurship	3
BSAD 2730	Pre-Internship Business Seminar	0.5
BSAD 2740	Business Internship	4
BSAD 2750	Post-Internship Business Seminar	0.5
Core Electives*		<u>7</u>
		Total 15

A.A.S. Degree Total 61.5-62.5

Core Electives

INFO 1030	DB Concepts	3
INFO 1050	Networking Essentials	3
INFO 1200	Fund of Computer Hardware	3
INFO 1260	Customer Support/Help Desk	3
INFO 1696	Web Page Design II	3
INFO 2020	Operating Systems II	3
INFO 2600	Network Admin II	3
CSCE 1565	QuickBooks OR	2
CSCE 1566	QuickBooks	3
CSCE 2570	Desktop Publishing	3
CSCE 2670	Design Technologies	3
OFFT 2170	MS Office Integration	3

ASSOCIATE OF APPLIED SCIENCE DEGREE

Entrepreneurship Emphasis

Suggested Sequence of Study

First Semester (Fall)		Credit Hours
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Introductory Accounting I	3
BSAD 1000	Leadership & Team Development	1.5
BSAD 1020	Introduction to Business	3
BSAD 1100	Personal Finance OR	
BSAD 2250	Business Communications	3
SOCI 1000	Human Relations	3
Computer Elective		<u>1.5-2</u>
		Total 15-15.5

Second Semester (Spring)		Credit Hours
BSAD 1010	Personal & Professional Dev	3
BSAD 1030	Business & Prof Speaking	3
BSAD 2210	Supervisory Management OR	3
BSAD 2310	Principles of Management	
ENTR 1050	Intro to Entrepreneurship	3
OFFT 2080	Business Math & Calculators	<u>3</u>
		Total 15

Third Semester (Fall)		Credit Hours
BSAD 2410	Principles of Marketing	3
BSAD 2510	Business Computer Systems OR	4
OFFT 2150	Integrated Information Processing	3
BSAD 2710	Business Law I	3
ENTR 2040	Entrepreneurship Feasibility Study	3
Computer Elective		0-1.5
Elective		<u>3</u>
		Total 15-17.5

Fourth Semester (Spring)		Credit Hours
BSAD 2730	Pre-Internship Business Seminar	0.5
BSAD 2740	Business Internship	4
BSAD 2750	Post-Internship Business Seminar	0.5
ENTR 2090	Entrepreneurship Business Plan	3
Electives		<u>7</u>
		Total 15

A.A.S. Degree Total 60-63

ENTREPRENEURSHIP CERTIFICATE

Business

		Credit Hours
ACCT 1025	Bookkeeping for Business OR	3
ACCT 1030	Introductory Accounting I	
BSAD 2210	Supervisory Management OR	3
BSAD 2310	Principles of Management	
BSAD 2410	Principles of Marketing	3
ENTR 1050	Introduction to Entrepreneurship	3
ENTR 2040	Feasibility Study	3
ENTR 2090	Entrepreneurship Business Plan	<u>3</u>
		Certificate Total 18

BUSINESS CONT'D

Business and Technology Division

ASSOCIATE OF APPLIED SCIENCE DEGREE

Logistics Emphasis

Suggested Sequence of Study

First Semester (Fall)			Credit Hours
ACCT	1025	Bookkeeping for Business OR	
ACCT	1030	Introductory Accounting I	3
BSAD	1000	Leadership and Team Develop	1.5
BSAD	1020	Introduction to Business	3
WARE	1100	Introduction to Logistics	3
BSAD	1100	Personal Finance OR	
SOCI	1000	Human Relations	3
Computer Elective			<u>1.5</u>
			Total 15

Second Semester (Spring)			Credit Hours
BSAD	1010	Personal & Prof Development	3
BSAD	1030	Business & Prof Speaking	3
BSAD	2210	Supervisory Management OR	3
BSAD	2310	Principles of Management	3
WARE	1200	Global Logistics	3
OFFT	2080	Business Math & Calculators	<u>3</u>
			Total 15

Third Semester (Fall)			Credit Hours
WARE	1250	Transportation Logistics	3
WARE	2150	Supply Chain Management	3
BSAD	2410	Principles of Marketing	3
BSAD	2710	Business Law	3
OFFT	2150	Integrated Information Processing OR	
BSAD	2510	Business Computer Systems	<u>3-4</u>
			Total 15-16

Fourth Semester (Spring)			Credit Hours
WARE	2400	Purchasing Logistics	3
BSAD	2730	Pre-Internship	.5
BSAD	2740	Internship	4
BSAD	2750	Post-Internship	.5
BSAD	2250	Business Communications	3
Computer Elective			1-1.5
Elective*			<u>3</u>
			Total 15-15.5

A.A.S. Degree Total 60 - 61.5

LOGISTICS CERTIFICATE

Business

			Credit Hours
WARE	1100	Introduction to Logistics	3
WARE	1200	Global Logistics	3
WARE	1250	Transportation Logistics	3
WARE	2150	Supply Chain Management	3
WARE	2400	Purchasing Logistics	<u>3</u>
			Certificate Total 15

ASSOCIATE OF APPLIED SCIENCE DEGREE

Marketing Emphasis

Suggested Sequence of Study

First Semester (Fall)			Credit Hours
ACCT	1025	Bookkeeping for Business OR	
ACCT	1030	Introductory Accounting I	3
BSAD	1000	Leadership & Team Dev	1.5
BSAD	1020	Introduction to Business	3
BSAD	2410	Principles of Marketing	3
BSAD	1100	Personal Finance OR	3
SOCI	1000	Human Relations	
Computer Elective			<u>1.5-2</u>
			Total 15 - 15.5

Second Semester (Spring)			Credit Hours
BSAD	1010	Personal & Professional Dev	3
BSAD	1030	Business & Prof Speaking	3
BSAD	2210	Supervisory Management OR	
BSAD	2310	Principles of Management	3
BSAD	2370	E-Marketing	3
OFFT	2080	Business Math & Calculators	<u>3</u>
			Total 15

Third Semester (Fall)			Credit Hours
FACS	2300	Visual Merchandising	3
BSAD	2010	Principles of Selling	3
BSAD	2250	Business Communications	3
BSAD	2710	Business Law	3
OFFT	2150	Integrated Information Processing OR	
BSAD	2510	Business Computer Systems	<u>3-4</u>
			Total 15-16

Fourth Semester (Spring)			Credit Hours
BSAD	2350	Advertising	3
BSAD	2730	Pre Internship	.5
BSAD	2740	Internship	4
BSAD	2750	Post-Internship	.5
BSAD	2330	Entrepreneurship	3
Computer Elective			1-1.5
Elective*			<u>3</u>
			Total 15-15.5

A.A.S. Degree Total 60-62

BUSINESS TECHNOLOGY

Business and Technology Division

BUSINESS TECHNOLOGY

The Associate of Applied Science Degree in Business Technology offers three areas of emphasis: Administrative Assistant, Legal, and Medical. The two-year degree provides necessary business and office technology and interpersonal skills to succeed in the job market. The degree is designed to prepare students through a program of study to demonstrate entry-level skills for a career as an administrative assistant, medical office assistant, or a legal office assistant. Depending on background and career objectives, developmental skills and other preparatory course work may be required in addition to the 60-66 credit hours listed below.

A Business Technology diploma and certificates for Medical Transcriptionist or Legal Technology are also available to meet the needs of employees in the health care and legal communities.

Program Objectives

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

Employment Opportunities

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

Recommended Electives

Electives may be selected from non-program business technology classes, business, computer science, information technology or other related courses. MOS certification courses should be considered. If a student feels deficient in computer skills, the student should consider enrolling in the introductory courses CSCE 1604 (Word) and/or CSCE 1624 (WordPerfect).

ASSOCIATE OF APPLIED SCIENCE DEGREE

BUSINESS TECHNOLOGY

Administrative Assistant Emphasis

Suggested Sequence of Study

The Associate of Applied Science Degree in Business Technology, Administrative Assistant Emphasis, is a two-year program that prepares students to be administrative assistants. Students develop skills in communication, general and specific office tasks, and computer applications. Upon completing the program, students would have the necessary skills to work in a variety of business settings.

First Semester (Fall)		Credit Hours
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Intro Accounting I	3
OFFT 1070	Business English	3
OFFT 1160	Input Keyboard Technology II	3
OFFT 2050	Records Management	3
Electives (CSCE, OFFT, BSAD or INFO)		<u>3</u>
		Total 15
Second Semester (Spring)		Credit Hours
ACCT 1030	Intro Accounting I OR	
ACCT 1040	Intro Accounting II	3
OFFT 2150	Integrated Information Processing OR	
BSAD 2510	Business Computer Systems	3-4
BSAD 1010	Personal & Prof Development	3
OFFT 2270	Transcription/Voice Activation	3
BSAD 1030	Bus & Prof Speaking OR	
SPCH 1010	Fund of Speech Communication OR	
SPCH 1090	Fund of Human Communication	<u>3</u>
		Total 15-16
Third Semester (Fall)		Credit Hours
SOCI 1000	Human Relations	3
OFFT 2080	Business Math & Calculators	3
OFFT 2350	Adm Proc & Management	3
CSCE 2570	Desktop Publishing	3
Electives (CSCE, OFFT, BSAD or INFO)		<u>3</u>
		Total 15
Fourth Semester (Spring)		Credit Hours
BSAD 2250	Business Communications	3
OFFT 2170	MS Office Integration	3
CSCE 2670	Design Technologies	3
Electives (CSCE, OFFT, BSAD, or INFO)		<u>6</u>
		Total 15
A.A.S. Degree		Total 60-61

BUSINESS TECHNOLOGY CONT'D

Business and Technology Division

ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS TECHNOLOGY

Legal Emphasis

The Associate of Applied Science Degree in Business Technology, Legal Emphasis, is a two-year program that provides specialized training in legal technology as well as the opportunity to develop proficiency in communication, general and specific office tasks, and computer applications. The program provides the student with an understanding of specific legal office duties. Graduates will be employable in private legal offices and in municipal, state, and federal government agencies.

First Semester (Fall)		Credit Hours
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Intro Accounting I	3
BSAD 2710	Business Law I	3
OFFT 1070	Business English	3
OFFT 1160	Input Keyboard Technology II	3
OFFT 2050	Records Management	<u>3</u>
Total		15

Second Semester (Spring)		Credit Hours
BSAD 1010	Personal & Prof Development	3
BSAD 2250	Business Communications	3
OFFT 2080	Business Math & Calculators	3
OFFT 2150	Integrated Information Processing OR	
BSAD 2510	Business Computer Systems	3-4
OFFT 2270	Transcription/Voice Activation	<u>3</u>
Total		15-16

Third Semester (Fall)		Credit Hours
OFFT 2350	Adm Proc & Management	3
OFFT 2440	Legal Terminology/Transcription	3
OFFT 2450	Legal Office Procedures I	3
CSCE 2570	Desktop Publishing	3
SOCI 1000	Human Relations	<u>3</u>
Total		15

Fourth Semester (Spring)		Credit Hours
CSCE 2670	Design Technologies	3
BSAD 1030	Bus & Prof Speaking OR	
SPCH 1010	Fund of Speech Communication OR	
SPCH 1090	Fund of Human Communication	3
OFFT 2170	MS Office Integration	3
OFFT 2460	Legal Office Procedures II	3
Electives (OFFT, BSAD, CSCE, or INFO)		<u>3</u>
Total		15

A.A.S. Degree Total 60 – 61

ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS TECHNOLOGY

Medical Emphasis

The Associate of Applied Science Degree in Business Technology, Medical Emphasis, is a two-year program that provides specialized training in medical office technology including medical terminology, scheduling, billing, insurance, transcription, and office management. Students will also develop skills in communication, general and specific office tasks, and computer applications. Graduates will be qualified to hold positions in doctors' offices, medical clinics, hospitals, health departments, insurance company offices, and other medical and surgical firms.

First Semester (Fall)		Credit Hours
SOCI 1000	Human Relations	3
OFFT 1070	Business English	3
OFFT 1160	Input Keyboard Technology II	3
OFFT 2080	Business Math & Calculators	3
OFFT 2500	Medical Terminology	<u>3</u>
Total		15

Second Semester (Spring)		Credit Hours
BIOS 1100	Basic Anatomy & Physiology OR	
BIOS 2250	Human Anatomy & Physiology	3-4
OFFT 2150	Integrated Info Processing OR	
BSAD 2510	Business Computer Systems	3-4
OFFT 2270	Transcription/Voice Activation	3
OFFT 2350	Adm Proc & Management	3
OFFT 2550	Computerized Med Office Proc	<u>3</u>
Total		15-17

Third Semester (Fall)		Credit Hours
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Intro Accounting I	3
CSCE 2570	Desktop Publishing	3
BSAD 2250	Business Communications	3
OFFT 2050	Records Management	3
OFFT 2530	Medical Transcription	<u>3</u>
Total		15

Fourth Semester (Spring)		Credit Hours
BSAD 1030	Bus & Prof Speaking OR	
SPCH 1010	Fund of Speech Communication OR	
SPCH 1090	Fund of Human Communication	3
BSAD 1010	Personal & Prof Development	3
OFFT 2170	MS Office Integration	3
OFFT 2520	Intro to Coding	3
CSCE 2670	Design Technologies	<u>3</u>
Total		15

A.A.S. Degree Total 60-62

BUSINESS TECHNOLOGY CONT'D

Business and Technology Division

DIPLOMA - 36 CREDIT HOURS

Business Technology

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

First Semester (Fall)		Credit Hours
OFFT 2150	Integrated Info Processing OR	
BSAD 2510	Business Computer Systems	3-4
OFFT 1070	Business English	3
OFFT 1160	Input Keyboard Technology II	3
OFFT 2050	Records Management	3
OFFT 2080	Business Math & Calculators	3
Electives (OFFT, BSAD, CSCE, or INFO)		<u>3</u>

Total 18-19

Second Semester (Spring)		Credit Hours
ACCT 1025	Bookkeeping for Business OR	
ACCT 1030	Introductory Accounting I	3
BSAD 2250	Business Communications	3
OFFT 2170	MS Office Integration	3
OFFT 2350	Adm Proc & Management	3
OFFT 2270	Transcription/Voice Activation	3
Electives (OFFT, BSAD, CSCE, or INFO)		<u>3</u>

Total 18

Diploma Total 36-37

MEDICAL TRANSCRIPTIONIST CERTIFICATE

Business Technology*

The 15 credit hours Medical Transcriptionist Certificate meets the needs of employees in the health care field by developing specific skills to assure job-entry competency.

		Credit Hours
OFFT 1070	Business English	3
OFFT 1160	Input Keyboard Technology II	3
OFFT 2270	Transcription/Voice Activation	3
OFFT 2500	Medical Terminology	3
OFFT 2530	Medical Transcription I	<u>3</u>

Certificate Total 15

LEGAL BUSINESS TECHNOLOGY

CERTIFICATE

Business Technology*

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

		Credit Hours
BSAD 2710	Business Law I	3
OFFT 1070	Business English	3
OFFT 2170	MS Office Integration	3
OFFT 2440	Legal Terminology/Transcription	3
OFFT 2450	Legal Office Procedures I	3
OFFT 2460	Legal Office Procedures II	<u>3</u>

Certificate Total 18

** May span two or more semesters*

DENTAL ASSISTING

Health Occupations Division

DENTAL ASSISTING (DENT)

The **Dental Assisting Program** is an 11-month course of study leading to a diploma in dental assisting. Students have the option of completing an A.A.S. degree. The purpose of the program is to prepare graduates to aid the dentist at the chair side during examination and treatment of patients. Dental assistants may perform supportive laboratory and business office procedures.

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

The Dental Assisting Program is accredited by the American Dental Association, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611-2678. Telephone: (312) 440-2500. Website: www.ada.org

Additional program costs incurred by the students include uniforms, lab fees, radiation badge fee, and hepatitis immunization. Students are strongly encouraged to have health insurance, but it is not required.

Program Objectives

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

Employment Opportunities

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

Recommended Electives

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

Potential Dental Assisting students

- Must be at least 16 years of age.
- Must have a high school diploma or a GED.
- Must be currently certified in First Aid and CPR while enrolled in the program.
- Must have word processing skills.

For more detailed information on the admission procedure and process, please contact the program director.

DENTAL ASSISTING DIPLOMA

Suggested Sequence of Study

First Semester (Fall)			Credit Hours
DENT	1110	Dental Assisting Concepts	5
DENT	1120	Dental Materials	3
DENT	1130	Dental Science	4
BIOS	1100	Basic Anatomy & Physiology OR	
DENT	1140	Structure and Function	2-3
SPCH	1050	Interpersonal Communication OR	
SPCH	1090	Fund of Human Communication	<u>3</u>
			Total 17-18

Second Semester (Spring)			Credit Hours
DENT	1220	Dental Assist Clinical Practice I	2
DENT	1230	Prevention & Nutrition	3
DENT	1250	Dental Radiology	4
DENT	1260	Dental Assist Procedures	4
DENT	1270	Pharmacology & Medical Emergencies	2
BSAD	2250	Business Communications	<u>3</u>
			Total 18

Summer Session			Credit Hours
DENT	1510	Dental Assist Seminar	1
DENT	1520	Dental Assist Clinical Practice II	<u>5</u>
			Total 6

Program Total Hours 41-42

ASSOCIATE OF APPLIED SCIENCE DEGREE

Dental Assisting Program Credit Hours	41-42
General Education Requirements	6
Electives	<u>12-13</u>
A.A.S. Degree Total	60

DIESEL TECHNOLOGY

Applied Technologies Division

DIESEL TECHNOLOGY (DSL T)

The **Diesel Technology Program** provides training in engine design and overhaul, electrical systems, air brake systems, pneumatic and hydraulic systems, diesel fuel and control systems, transmissions and axles, and metals and welding. Students have the option of an Associate of Applied Science Degree or certificates (Basic Engine & Electrical, Powertrain, Fuel Systems, and Diesel Technology).

Program Objectives

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

Employment Opportunities

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

Recommended Electives

Electives may include additional coursework in auto mechanics, welding and machine shop, electronics, business, computers, and communications.

A business management class should be taken in the second year.

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

DIESEL TECHNOLOGY

Suggested Sequence of Study

The **Associate of Applied Science Degree** is an 18-month program providing fundamental knowledge, skills, and training needed for entry-level employment or career advancement as a diesel technician.

First Semester (Fall)		Credit Hours
TRAN 1005	Safety	1
DSL T 1100	Heavy Duty Engine Design & Fund	4
DSL T 1120	Heavy Duty Engine System Recon	5
TRAN 1130	Mechanics Electrical	2
DSL T 1140	Adv Heavy Duty Electrical Systems	2
DSL T 1170	Equipment Maintenance	1
MATH 1000	General Math A or higher	<u>3</u>
Total		18

Second Semester (Spring)		Credit Hours
DSL T 1200	Powertrain Repair	4
DSL T 1215	Mechanical Hydraulic Systems	4
DSL T 1250	Applied Welding for Prime Movers	2
TRAN 1235	Mechanics Air Conditioning	3
DSL T 1270	Hydraulic & Antilock Brakes	2
		<u>3</u>
Total		18

Third Semester (Fall)		Credit Hours
DSL T 1190	Preventive Maintenance	3
DSL T 2300	Fuel Systems	4
DSL T 2318	Fuel Systems Overhaul	4
DSL T 2350	Heavy Duty Suspensions	3
		<u>3</u>
Total		17

Fourth Semester (Spring)		Credit Hours
DSL T 2400	Engine Testing	4
DSL T 2415	Engine Overhaul	4
DSL T 2470	Air and Engine Brakes	2
DSL T 2440	Electronic Fuel Controls	3
TRAN 1410	Allison Transmissions	2
		<u>3</u>
Total		18

Diesel Technology Program Credit Hours	59
General Education Requirements	<u>12</u>
A.A.S. Degree Total	71

DIESEL TECHNOLOGY CONT'D

Applied Technologies Division

*DIESEL TECHNOLOGY
DIPLOMA - 44 CREDIT HOURS*

The 44 credit hour Diploma option is for students who want technical knowledge and experience in the Diesel Technology field. Students must complete at least 44 credit hours of the Diesel Technology Program courses listed above for the 1st year and 2nd year terms.

*DIESEL TECHNOLOGY
BASIC ENGINE & ELECTRICAL CERTIFICATE*

		Credit Hours
TRAN 1005	Safety	1
DSLTL 1100	Heavy Duty Eng Design & Fund	4
DSLTL 1120	Heavy Duty Eng System Recon	5
TRAN 1130	Mechanics Electrical	2
DSLTL 1140	Adv Heavy Duty Electrical Systems	2
Total		14

*DIESEL TECHNOLOGY
POWER TRAIN CERTIFICATE*

		Credit Hours
TRAN 1005	Safety	1
DSLTL 1190	Preventive Maintenance	3
DSLTL 1200	Powertrain Repair	4
DSLTL 1215	Mechanical Hydraulic Systems	4
DSLTL 2350	Heavy Duty Suspensions	3
Total		15

*DIESEL TECHNOLOGY
FUEL SYSTEMS CERTIFICATE*

		Credit Hours
TRAN 1005	Safety	1
DSLTL 2300	Fuel Systems	4
DSLTL 2318	Fuel System Overhaul	4
DSLTL 2440	Electronic Fuel Controls	3
TRAN 1130	Mechanics Electrical	2
DSLTL 1140	Adv Heavy Duty Electrical Systems	2
Total		16

*DIESEL TECHNOLOGY
DIESEL TECHNOLOGY CERTIFICATE*

		Credit Hours
TRAN 1005	Safety	1
DSLTL 1100	Heavy Duty Eng Design & Fund	4
DSLTL 1120	Heavy Duty Eng System Recon	5
TRAN 1130	Mechanics Electrical	2
DSLTL 1170	Equipment Maintenance	1
DSLTL 1140	Adv Heavy Duty Electrical Systems	2
TRAN 1235	Mechanics Air Conditioning	3
DSLTL 1200	Powertrain Repair	4
DSLTL 1215	Mech Hydraulic Systems	4
Total		26

*DIESEL TECHNOLOGY
RAILROAD EMPHASIS*

First Semester (Fall)		Credits Hours
TRAN 1005	Safety	1
DSLTL 1170	Equipment Maintenance	1
DSLTL 1100	Heavy Duty Engine	4
DSLTL 1120	Heavy Duty Eng. Reconditioning	5
TRAN 1130	Mechanics Electrical	2
DSLTL 1140	Heavy Duty Electrical	2
MATH 1000	General Math A	3
Total		18

Second Semester (Spring)		Credits Hours
DSLTL 1215	Mechanics Hydraulics	4
DSLTL 1200	Power Trains	4
DSLTL 1250	Applied Welding	2
TRAN 1235	Mechanics A/C	3
DSLTL 1270	Hyd & Antilock Brakes	2
BSAD 1100	Personal Finance	3
Total		18

Third Semester (Summer)		Credits Hours
DSLTL 1300	EMD Engines	4
DSLTL 1310	GE Engines	4
DSLTL 1320	Air Brakes and Trucks	2
DSLTL 2315	Fuel Systems and Control Sys.	3
ENGL 1040	Basic Technical Communications	3
Total		16

Fourth Semester (Fall)		Credits Hours
DSLTL 2300	Fuel Systems	4
DSLTL 1190	Preventive Maintenance	3
DSLTL 2318	Fuel Systems Overhaul	4
DSLTL 2350	Heavy Duty Suspensions	3
SPCH 1090	Fund of Human Communication	3
Total		17

RR Diesel Technology Program Credits	56
General Education Credits	<u>12</u>
A.A.S Degree - Total	68

*DIESEL TECHNOLOGY
RENEWABLE FUELS CERTIFICATE*

		Credit Hours
ELTR 1110	Direct Current Fundamentals (Lab Included)	3
RNEW 1100	Process Dynamics	3
RNEW 1101	Ethanol Process Fundamentals	2
RNEW 1115	Mechanical Fundamentals	2
RNEW 1125	Piping & Instrumentation Diagrams/Process Flow Diag.	1
RNEW 1160	Instrumentation & Control	3
RNEW 1170	Microbial Ecology & Lab	3
Total		17

EARLY CHILDHOOD EDUCATION

Science and Human Services Division

EARLY CHILDHOOD EDUCATION

The Associate of Applied Science Degree Program in **Early Childhood Education** is designed for students wishing to work with children from birth to 8 years of age in a variety of settings using developmentally appropriate practice and adhering to the professional code of ethics established by the National Association for the Education of Young Children. After completing the program, students will be qualified for any position in a child-care setting as specified by the Nebraska Department of Health and Human Services licensing requirements. In addition to the Associate of Applied Science degree, the program meets all the requirements for the Child Development Associate (CDA) certification. Students also have the option to complete a one-year diploma.

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

Throughout the program, students have an opportunity to experience working with young children directly in the on-campus Child Development Center at MCC and other sites in the community. During the final semester, students complete a student teaching experience in which they assume total responsibility for infants, toddlers, and pre-school age children.

Program Objectives

- **Promote Child Development and Learning**
Students will use their understanding of young children's characteristics and needs, and of multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.
- **Build Family and Community Relationships**
Students will know about, understand, and value the importance and complex characteristics of children's families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families, and to involve all families in their children's development and learning.
- **Utilize Observation, Documentation, and Assessment to Support Young Children and Families**
Students will know about and understand the goals, benefits, and uses of assessment. They know about and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development.

- **Teach and Learn**

Students will integrate their understanding of and relationship with children and families; their understanding of developmentally effective approaches to teaching and learning; and their knowledge of academic disciplines to design, implement, and evaluate experiences that promote positive development and learning for all young children.

- **Become a Professional**

Students will identify and conduct themselves as members of the early childhood profession. They know and use ethical guidelines and other professional standards related to early childhood profession. They know and use ethical guidelines and other professional standards related to early childhood practice. They are continuous, collaborative learners who demonstrate knowledgeable, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources. They are informed advocates for sound educational practices and policies.

Employment Opportunities

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

*NOTE

State licensing guidelines require that anyone working with children must sign a misdemeanor/felony statement. Licensing guidelines also require clearance from the state child and adult abuse registry. Incidents that involve potential harm of children may exclude students from lab settings.

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

EARLY CHILDHOOD EDUCATION

Science and Human Services Division

*ASSOCIATE OF APPLIED SCIENCE DEGREE
EARLY CHILDHOOD EDUCATION
Suggested Sequence of Study*

First Semester (Fall)		Credit Hours
FACS 1150	Intro to Early Childhood Education	3
FACS 2060	Early Childhood Curriculum Planning	3
FACS 1600	Human Development	3
FACS 1630	Workshop in Atypical Dev OR	1
EDUC 2300	Intro to Exceptional Learner	3
FACS 1070	Observation, Assessment, Guidance	3
General Education Course		<u>3</u>
Total		16-18

Second Semester (Spring)		Credit Hours
FACS 2360	Adm of Early Childhood Programs	3
FACS 1221	Infant Toddler Practicum	3
FACS 1110	Infant Toddler Development	3
EDUC 1160	Early Language and Literacy	2
FACS 1410	Food Preparation OR	
FACS 1060	Healthy Lifestyles	<u>3</u>
Total		14

Third Semester (Fall)		Credit Hours
FACS 1120	Child Development	4
FACS 1050	Expressive Arts	3
FACS 1520	Preschool/School Age Practicum	3
HLTH 1130	Standard First Aid/CPR	.5
General Education Courses		<u>6</u>
Total		16.5

Fourth Semester (Spring)		Credit Hours
FACS 1210	Design Essentials	3
FACS 2960	ECED Student Teaching	4
Electives		3.5
General Education Course		<u>3</u>
Total		13.5

Early Childhood Education Program Credit Hours	44.5
General Education Requirements	12
Electives	<u>3.5</u>
A.A.S. Degree Total	60-62

*EARLY CHILDHOOD EDUCATION DIPLOMA
Suggested Sequence of Study*

			Credit Hours
FACS 1070	Observation, Assessment, and Guidance	3	
HLTH 1130	Standard First Aid CPR	.5	
FACS 1221	Infant/ Toddler Practicum OR		
FACS 1520	Preschool/School Age Practicum	3	

Growth and Development *6-7 Credits

Choose two from the following:

FACS 1110	Infant/ Toddler Development	3
FACS 1120	Child Development	4
FACS 1600	Human Development	3

Curriculum Planning *5-6 Credits

Choose two from the following:

FACS 1050	Expressive Arts	3
FACS 1150	Introduction to Early Childhood Education	3
FACS 2060	Early Childhood Education Curriculum Planning	3
EDUC 1160	Early Language and Literacy	2

Electives: FACS or EDUC Courses 6

Additional Electives 6

Total Diploma Credit Hours 30.5-31.5

* A minimum of 12 credit hours must be earned in the Growth and Development and the Curriculum Planning areas.

ELECTRICAL TECHNOLOGY

Applied Technologies Division

ELECTRICAL TECHNOLOGY (ELTR)

The **Electrical Technology** Program provides students the opportunity to gain technical knowledge and experience in residential and commercial wiring phases of the electrical industry. Training is in basic electricity, blueprint reading, motors, motor controls, programmable logic controls, fiber optics and the National Electrical Code. Students experience hands-on work, including actual residential and commercial wiring installation. Options available to students include an Associate of Applied Science Degree, Vocational Diploma, UPRR Diploma, and Diploma.

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

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

Program Objectives

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

Employment Opportunities

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

Recommended Electives

Selected evening classes from building construction, electrical technology, electronics, and welding.

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE ELECTRICAL TECHNOLOGY

Suggested Sequence of Study

First Semester (Fall)		Credit Hours
ELTR 1005	Safety	1
ELTR 1110	Direct Current Fundamentals	3
ELTR 1120	Direct Current, Adv	3
ELTR 1135	Alternating Current Fund	3
ELTR 1150	Applied Math	2
ELTR 1210	Alternating Current, Adv	4
		Total 16

Second Semester (Spring)		Credit Hours
ELTR 1220	Electric Motor Controls	4
ELTR 1230	Electric Motor Controls, Adv	4
ELTR 1250	Construction Wiring	8
		Total 16

Summer Session		Credit Hours
ELTR 1510	Programmable Logic Controls	4
ELTR 1540	Electronics for Ind Electricians	4
ELTR 1550	Variable Frequency Drives	4
		Total 12

Electrical Program Hours	44
General Education Requirements	12
Electives	4
A.A.S. Degree Total	60

Diploma-44 Credit Hours - Electrical Technology

Purpose: Diploma option is for students who want only "hands-on" training in the Electrical Technology field. Students must complete the 44 credit hours of the Electrical Technology Program courses listed above for the fall, spring, and summer terms.

Diploma - 32 Credit Hours

Purpose: The Diploma option is awarded to students who want only two semesters of the Electrical Technology program. Students must complete the 32 semester credit hours of the Electrical Technology courses listed above for the fall and spring semesters.

ELECTRICAL TECHNOLOGY

Applied Technologies Division

*ELECTRICAL TECHNOLOGY
RAILROAD EMPHASIS*

First Semester (Fall) Credit Hours

ELTR 1005	Safety	1
ELTR 1110	Direct Current Fundamentals	3
ELTR 1120	Direct Current, Adv	3
ELTR 1135	Alternating Current Fund	3
ELTR 1150	Applied Math	2
ELTR 1210	Alternating Current, Adv	4
		Total 16

Second Semester (Spring) Credit Hours

ELTR 1220	Electric Motor Controls	4
ELTR 1230	Electric Motor Controls, Adv	4
ELTR 1250	Construction Wiring	8
		Total 16

Summer Session

ELTR 1510	Programmable Logic Controls	4
ELTR 1540	Electronics for Ind. Electricians	4
ELTR 1550	Variable Frequency Drives	4
MATH 1000	General Math A	3
		Total 15

Fourth Semester (Fall)

ELTR 1300	EMD Loco Elec. Design	3
ELTR 1310	GE Loco Elec. Design	3
ELTR 1320	Motor Theory & Op. AC/DC	1
ELTR 1330	Locomotive Power Generation	1
ELTR 1340	EMD/GE Schematic Reading	1
BSAD 1100	Personal Finance	3
SPCH 1090	Speech	3
ENGL 1040	Basic Technical Comm.	3
		Total 18

RR Electrical Technology Program Credits	53
General Education Credits	12

A.A.S Degree Total 65

ELECTRONICS TECHNOLOGY

Applied Technologies Division

ELECTRONICS TECHNOLOGY (ELNS)

To enhance a student's ability in the electronics field, a certificate in Basic Electronics can be earned by completing a 19-credit hour sequence of courses.

*ELECTRONICS TECHNOLOGY
BASIC ELECTRONICS CERTIFICATE*

			Credit Hours
ELNS 1100	DC Electronics		5
ELNS 1180	AC Electronics		4
MATH 1002	General Math C		3
ELNS 1300	Solid State Devices		4
ELNS 1400	Analog Circuits		3
			Certificate Total 19

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

Health Occupations Division

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

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

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

An accelerated version of the paramedic training is also offered. This training consolidates the didactic training into twelve weeks, where the students attend all 40 contact hours per week for 12 weeks. The clinical and field requirements are identical to the traditional programs requiring 200 hours clinical and 200 field hours. Most of the students will continue an additional six to eight weeks to complete this aspect of the training.

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

Program Objectives

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

Employment Opportunities

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN EMS

Suggested Sequence of Study

Fall Semester 1st year		Credit Hours
HLTH 1510	EMT-Basic	8
<i>(Class begins in August and ends in May)</i>		
HLTH 1110	CPR Rescuer	0.5
Spring Semester 1st year		Credit Hours
General Education Requirements		12
Fall Semester 2nd year		Credit Hours
HLTH 2610	EMT-Intermediate	15
<i>(Class begins in October and ends in June)</i>		
Spring Semester 2nd year		Credit Hours
HLTH 2620	EMT-Intermediate Clinical/Field	5
Fall Semester 3rd year		Credit Hours
HLTH 2710	EMT-Paramedic	15
<i>(Class begins in October and ends in June)</i>		
Spring Semester 3rd Year		Credit Hours
HLTH 2720	EMT-Paramedic Clinical/Field	5

General Education Requirements for Associate of Applied Science Degree *(12 credit hours required)*

ENGL 1010	Expository Writing I	3
SPCH 1010	Fund of Speech Communications	OR
SPCH 1090	Fund of Human Communications	3
BIOS 1100	Basic Anatomy and Physiology	3
PSYC 1810	Intro to Psychology	OR
SOCI 1530	Intro to Sociology	3

EMT Program Credit Hours	48.5
General Education Requirements	12
A.A.S. Degree Total	60.5

******A student may enroll in the program during any Fall Semester******

EMERGENCY MEDICAL SERVICES DIPLOMA 48.5 Credit Hours

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

FIRE SCIENCE TECHNOLOGY

Health Occupations Division

FIRE SCIENCE TECHNOLOGY

The **Fire Science Technology** program is designed to provide training and education to develop competent technicians in fire protection, prevention and administration. The program will also provide training and education for personnel of insurance companies and industries involved in fire protection and prevention. Another important function of the program is to enhance the training of paramedics and firefighters currently working in full-time and volunteer fire departments throughout the region.

Students will complete a core of courses designed to ensure they possess the base knowledge necessary in Fire Science Technology. Satisfactory completion of prescribed 42.5 semester credit hours will lead to a Diploma. An additional 18 semester credit hours of the general education requirements will result in an Associate of Applied Science Degree. The classes will be offered at night and on Saturdays on a part-time basis over a three-year period. Students whose goal is an Associate of Applied Science Degree should enroll in the general education classes before or during that time period.

Program Objectives

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

Employment Opportunities

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

Suggested Electives

Human Relations, Introduction to Business, Spanish, Sign Language, Supervisory Management, aerobic and anaerobic physical education classes.

ASSOCIATE OF APPLIED SCIENCE DEGREE FIRE SCIENCE TECHNOLOGY

Suggested Sequence of Study

Refer to Semester Schedule for Course Offerings

Fall Semester 1st year	Credit Hours
FRST 1110 Introduction to Firemanship	3
FRST 1120 Fire Service Science	3
HLTH 1510 EMT-Basic*	8

Spring Semester 1st year	Credit Hours
FRST 1215 Mech System for Building/ Blueprint Reading	4
FRST 1220 Fund of Fire Prevention	3

Fall Semester 2nd year	Credit Hours
FRST 1310 Fire Protection Hydraulics	4
FRST 1320 Essentials of Electricity	2
HLTH 1510 EMT-Basic (8 cr hrs)*	8

Spring Semester 2nd year	Credit Hours
FRST 1410 Hazardous Materials Awareness/ Survival	3
FRST 1420 Fire Protection Systems	3

Fall Semester 3rd year	Credit Hours
FRST 1510 Fire Fighter I	4
FRST 1520 Fire Fighting Tactics	2
HLTH 1510 EMT-Basic (8 cr hrs)*	8

Spring Semester 3rd year	Credit Hours
FRST 1610 Fire Investigation	3
HLTH 1110 CPR Rescuer	0.5

Fire Science Program Credit Hours	42.5
General Education Requirements***	18
A.A.S. Degree Total	60.5

**HLTH 1510 EMT-Basic begins in August and ends the following April/May. Students may enroll in the class during any fall semester.*

*** Students may enroll in the program during any semester.*

***General Education Requirements	Credit Hours
ENGL 1010 Expository Writing I	3
Oral Communication	3
Social Science	3
Math/Science	3
BSAD 1010 Personal & Professional Dev	3
FRST 1630 Firefighter Physical Fitness & Conditioning	1
Computer Class(es)	2

FIRE SCIENCE TECHNOLOGY DIPLOMA 42.5 CREDIT HOURS

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

GRAPHIC DESIGN

Business and Technology Division

GRAPHIC DESIGN (ARTS)

The Associate of Applied Science degree (AAS) of **Graphic Design** prepares students to be marketable in business environments that require visual artists in an ever-changing and growing field focusing on graphic design, digital media, and web design. This program provides students with business knowledge in conjunction with professional artistic aesthetics, art fundamentals, and technology; ultimately enabling one to develop a visual vocabulary as a professional.

To be professional, students acquire an education relevant to the tools and materials required by Graphic Design fields. Technological changes in these fields create new opportunities for artists in business environments. These new opportunities merge creative experiences in an academic environment with business standards, both integral to the development of each student. This development is achieved as a result of students learning from business course studies, foundation studies in art, software familiarity, image making, multimedia application, and web based exercises. This education encourages students to research, analyze, plan, create, execute/produce, evaluate and refine work during every phase of study.

Aspects stated above encourage students to take responsibility for their own learning and in doing so contribute to society through visual excellence that is realized through lifelong learning.

Program Objectives

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

Employment Opportunities

The Associate of Applied Science Degree in Graphic Design is intended for students seeking employment immediately following graduation. Opportunities exist in both the print and multimedia industries in areas of retailing, advertising, and business. Graduates may seek employment with companies that have already been established or they may take advantage of opportunities provided by advances in technology to operate their own businesses.

ASSOCIATE OF APPLIED SCIENCE DEGREE GRAPHIC DESIGN

Suggested Sequence of Study

First Semester

ARTS	1010	Drawing I	3
ARTS	1410	Introduction to Graphic Design	3
ARTS	1420	Digital Imaging	3
CSCE	2570	Desktop Publishing	3
ACCT	1025	Bookkeeping for Business OR	
ACCT	1030	Intro Accounting I	3
		Total	15

Second Semester

ARTS	1430	Typography	3
ARTS	2410	Illustration	3
BSAD	1020	Introduction to Business	3
BSAD	1030	Business/Professional Speaking	3
BSAD	2250	Business Communications OR	
ENGL	1010	Expository Writing I	3

General Education Requirements: Social Science

Select from List of Courses under AAS Degree	3
Total	18

Third Semester

ARTS	2420	Multimedia	3
ARTS	2430	3D Design and Animation	3
BSAD	2410	Principles of Marketing	3
BSAD	2710	Business Law I	3
INFO	1500	Web Development Tools I	3
		Totals	15

Fourth Semester

ARTS	2450	Portfolio	3
ENTR	1050	Intro to Entrepreneurship	3
BSAD	2730	Pre-Internship Business Seminar	0.5
BSAD	2740	Business Internship	4
BSAD	2750	Post-Internship Business Seminar	0.5
INFO	1696	Web Design II	3
		Totals	14

A.A.S. Degree Total 62

HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY

Applied Technologies Division

HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY (HVAC)

The **Heating, Ventilation, and Air Conditioning Technology Program** prepares students for skilled positions installing and servicing heating and cooling systems. Students receive intensive training in labs to apply lecture material to practical situations. An Associate of Applied Science Degree, a 44-credit hour Diploma or Certificates (Furnace, Heat Pump, or Air Conditioning) are options available to the students.

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

Program Objectives

- Demonstrate knowledge of electrical hazards and related safety practices.
- Possess the knowledge and skills to perform entry level employment in the HVAC field.
- Demonstrate an understanding of personal and work characteristics that contribute to effective job performance.
- Use effective communication skills appropriate to the HVAC industry.
- Apply the theory of HVAC to specific jobs using reasoning/critical thinking and the ability to work independently.
- Use mathematical/technical data in relation to the HVAC field.
- Be prepared to pass the EPA Certification Exam for Air Conditioning and Refrigeration Technicians.

Employment Opportunities

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

Recommended Electives

Courses from building construction, business, electronics, electrical, welding/machine shop and other HVAC-related courses may be approved as electives by the advisor.

Internships

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY Suggested Sequence of Study

First Semester (Fall)	Credit Hours
HVAC 1005 Safety	1
HVAC 1310 Electrical Theory	3
HVAC 1320 Electrical Appl Lab	1
HVAC 1330 Sheetmetal Installation	3
HVAC 1340 Furnace Fund	4
HVAC 1350 Furnace Fund Lab	3
General Electives OR	
MATH 1001 General Math B	<u>3</u>
	Total 18

Second Semester (Spring)	Credit Hours
HVAC 1410 A/C Cycle Theory	3
HVAC 1425 A/C Cycle Lab	2
HVAC 1435 A/C Controls Theory	3
HVAC 1440 A/C Controls Lab	1
HVAC 1445 A/C Applications Refrigerant/ Reclaim	4
HVAC 1460 A/C Applications Lab	1
HVAC 1475 Heat Pumps Theory	3
HVAC 1480 Heat Pumps Lab	<u>1</u>
	Total 18

Summer Session	Credit Hours
Internships:	3-8
HVAC 1483 HVAC Basic Intern(3 Cr) OR	
HVAC 1484 HVAC Basic Intern(4 Cr) OR	
HVAC 1485 HVAC Basic Intern(5 Cr) OR	
HVAC 1490 HVAC Internship (8 Cr)	
OR	
HVAC 1500 Commercial Refrig Elect/Mech	6
HVAC 1510 Commercial Refrig Elect/Mech Lab	2
General Ed and Electives	<u>9-16</u>
	Total 9-16

HVAC Program Credit Hours	44
General Education Requirements	9
Electives	<u>7</u>
A.A.S. Degree Total	60

HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY DIPLOMA - 44 CREDIT HOURS

The Diploma is intended for students who want hands-on skills and job knowledge for service and installation employment. Students will complete the required courses for the fall, spring, and summer terms of the HVAC program for a total of 44 semester credit hours. Students seeking the Diploma option should plan on a maximum of 11 credit hours for internships for this award.

HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY CONT'D

Applied Technologies Division

*FURNACE CERTIFICATE
HEATING, VENTILATION, AND
AIR CONDITIONING TECHNOLOGY*

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

		Credit Hours
HVAC 1005	Safety	1
HVAC 1310	Electrical Theory	3
HVAC 1320	Electrical Applications Lab	1
HVAC 1330	Sheetmetal Installation	3
HVAC 1340	Furnace Fundamentals	4
HVAC 1350	Furnace Fundamentals Lab	<u>3</u>
Total		15

*AIR CONDITIONING CERTIFICATE
HEATING, VENTILATION, AND AIR
CONDITIONING TECHNOLOGY*

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

		Credit Hours
HVAC 1005	Safety	1
HVAC 1310	Electrical Theory	3
HVAC 1320	Electrical Applications Lab	1
HVAC 1410	A/C Cycle Theory	3
HVAC 1425	A/C Cycle Lab	2
HVAC 1445	A/C Applications Refrigerant/Reclaim	4
HVAC 1460	A/C Applications Lab	<u>1</u>
Total		15

*HEAT PUMP CERTIFICATE
HEATING, VENTILATION, AND AIR
CONDITIONING TECHNOLOGY*

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

		Credit Hours
HVAC 1005	Safety	1
HVAC 1310	Electrical Theory	3
HVAC 1320	Electrical Applications Lab	1
HVAC 1410	A/C Cycle Theory	3
HVAC 1425	A/C Cycle Lab	2
HVAC 1475	Heat Pump Theory	3
HVAC 1480	Heat Pump Lab	<u>1</u>
Total		14

INFORMATION TECHNOLOGY

Business and Technology Division

INFORMATION TECHNOLOGY

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

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

Program Objectives

- Possess the knowledge to perform tasks related to entry-level information technology positions.
- Apply the theory of information technology to specific jobs.
- Think analytically and logically in relation to information technology.
- Use effective communication skills and work ethics appropriate to an information technology workplace environment.

Employment Opportunities

Graduates may find employment as a customer support specialist, PC repair technician, network technician, computer programmer, system analyst, Help Desk specialist, project manager, or web designer.

Electives

See an advisor for a list of electives.

INFORMATION TECHNOLOGY

Core Degree Requirements

INFOTECHCORE REQUIREMENTS 12 Cr Hrs

INFO 1000	Intro to Information Technology	3
INFO 1010	Microcomputer Applications	3
INFO 1020	Operating Systems I	3
INFO 1030	Database Concepts and Design	3

GENEDCORE REQUIREMENTS 12 Cr Hrs

Written Communication (Select One)

BSAD 2250	Business Communications	3
ENGL 1010	Expository Writing I	3
ENGL 1050	Technical Writing	3

Oral Communication (Select One)

BSAD 1030	Business & Prof Speaking	3
SPCH 1010	Fund of Speech Communication	3
SPCH 1090	Fund of Human Communication	3
SPCH 1110	Public Speaking	3

Social Science (Select One)

ECON 1000	Contemporary Economic Issues	3
ECON 2110	Principles of Economics-Macro	3
ECON 2120	Principles of Economics-Micro	3
POLS 1000	American Government & Politics	3
POLS 1600	International Relations	3
PSYC 1810	Introduction to Psychology	3
SOCI 1000	Human Relations	3
SOCI 1530	Introduction to Sociology	3
SOCI 2500	Dealing with Diversity	3

Mathematics (Select One)

MATH 1010 or higher. **MATH 1150 is required for several programming classes.

INFORMATION TECHNOLOGY CONT'D

Business and Technology Division

**ASSOCIATE OF APPLIED SCIENCE DEGREE
INFORMATION TECHNOLOGY**

PC Support/Network Technology Emphasis

Suggested Sequence of Study

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

First Semester (Fall)		Credit Hours
CSCE 1791	Intro to Computer Science OR	
INFO 1000	Intro to Information Technology	3
INFO 1020	Operating Systems I	3
<i>Partial preparation for Comp TIA's A+OS Exam 220-302</i>		
INFO 1050	Networking Essentials	3
INFO 1200	Fund of Computer Hardware	3
MATH 1010	Intermediate Algebra	
	Or higher level of math	<u>3</u>
	Total	15

Second Semester (Spring)		Credit Hours
INFO 1010	Microcomputer Applications	3
<i>Partial preparation for several MOS certifications</i>		
INFO 2020	Operating Systems II	3
<i>Partial preparation for Comp TIA's A+OS exam 270-302</i>		
INFO 1620	Network Adm I	3
<i>Partial Preparation for Microsoft certification exam 70-270</i>		
INFO 1220	PC Troubleshooting/Repair	3
<i>Partial preparation for Microsoft certification exam 70-271 and 70-272</i>		
	Oral Communication Requirement	<u>3</u>
	Total	15

Third Semester (Fall)		Credit Hours
INFO 2630	Security +	3
INFO 1030	Database Concepts and Design	3
INFO 2600	Network Adm II	3
<i>Partial Preparation for Microsoft certification exam 70-290</i>		
	Written Communication Requirement	3
*Electives (3 hours)		<u>3</u>
	Total	15

Fourth Semester (Spring)		Credit Hours
INFO 1260	Customer Support/Helpdesk	3
<i>Partial Preparation for Comp TIA's Security + exam SYO-101</i>		
INFO 2700	Administering Directory Svs	3
<i>Partial Preparation for Microsoft certification exam 70-217</i>		
INFO 2900	Internship	3
	Social Science Requirement	3
*Electives (3 hours)		<u>3</u>
	Total	15
	A.A.S. Degree Total	60

*See Advisor for list of Electives

**ASSOCIATE OF APPLIED SCIENCE DEGREE
INFORMATION TECHNOLOGY**

Computer Programming Emphasis

Suggested Sequence of Study

This specialization is designed to prepare the graduate with the skills necessary to program in several languages utilized on one or more platforms. The graduate will also learn the basic techniques necessary to design and develop an information system. This degree will enable the graduate to obtain entry-level employment as an applications programmer/analyst. See Course Descriptions for specific information regarding industry standard certifications.

First Semester (Fall)		Credit Hours
INFO 1000	Intro to Information Technology OR	
CSCE 1791	Intro to Computer Science	3
INFO 1170	Visual Basic Programming	3
INFO 1050	Networking Essentials	3
INFO 1020	Operating Systems I	3
<i>Partial preparation for Comp TIA's A+OS Exam 220-302</i>		
MATH 1010	Intermediate Algebra	
	Or higher level of math	<u>3</u>
	Total	15

Second Semester (Spring)		Credit Hours
INFO 1160	C++ Programming	3
INFO 1010	Microcomputer Applications	3
<i>Partial preparation for several MOS certifications</i>		
INFO 2020	Operating Systems II	3
<i>Partial preparation for Comp TIA's A+OS exam 220-302</i>		
	Oral Communication Requirement	3
	Elective (3 hours)	<u>3</u>
	Total	15

Third Semester (Fall)		Credit Hours
INFO 2160	Adv C++ Programming	3
INFO 1030	Database Concepts and Design	3
INFO 1400	Systems Analysis & Design I	3
	Written Communication Requirement	3
*Electives (3 hours)		<u>3</u>
	Total	15

Fourth Semester (Spring)		Credit Hours
INFO 2500	Capstone Project	3
INFO 2900	Internship	3
	Secondary Language	3
	Social Science Requirement	3
*Electives (3 hours)		<u>3</u>
	Total	15
	A.A.S. Degree Total	60

*See Advisor for list of Electives

INFORMATION TECHNOLOGY CONT'D

Business and Technology Division

ASSOCIATE OF APPLIED SCIENCE DEGREE INFORMATION TECHNOLOGY

Web Design Emphasis

Suggested Sequence of Study

A Web Designer is responsible for the layout and graphical design of Web pages. Web design training is the natural next step for graphic artists who have traditionally published in print and interactive media. The Web Design emphasis allows individuals to acquire the skills necessary to plan, design, create, and publish Web pages that meet an organization's corporate and marketing objectives. Students in the program will also take a variety of multimedia and/or programming classes to round out their design skills.

First Semester (Fall)		Credit Hours
INFO 1000	Intro to Information Technology OR	
CSCE 1791	Intro to Computer Science	3
INFO 1020	Operating Systems I	3
<i>Partial preparation for Comp TIA's A+OS Exam 220-302</i>		
INFO 1695	Web Design I	3
<i>Partial preparation for CIW certification exam</i>		
INFO 1050	Networking Essentials	3
MATH 1010	Intermediate Algebra	
	Or higher level of math	<u>3</u>
		Total 15

Second Semester (Spring)		Credit Hours
INFO 1010	Microcomputer Applications	3
<i>Partial preparation for several MOS certifications</i>		
INFO 2020	Operating Systems II	3
<i>Partial preparation for Comp TIA's A+OS exam 220-302</i>		
INFO 1696	Web Design II	3
<i>Partial preparation for CIW certification exam</i>		
INFO 1450	JAVA Script	3
Oral Communication Requirement		<u>3</u>
		Total 15

Third Semester (Fall)		Credit Hours
CSCE 1805	Programming in Visual Basic	3
INFO 1030	Database Concepts and Design	3
INFO 1500	Web Development Tools I	3
Written Communication Requirement		3
*Electives (3 hours)		<u>3</u>
		Total 15

Fourth Semester (Spring)		Credit Hours
INFO 2500	Capstone	3
INFO 1520	Web Development Tools II	3
INFO 1540	Internet Business Strategies	3
Social Science Requirement		3
*Electives (3 hours)		<u>3</u>
		Total 15
A.A.S. Degree	Total	60

*See Advisor for list of Electives

INFORMATION TECHNOLOGY DIPLOMAS AND CERTIFICATES

INFORMATION TECHNOLOGY

PC Support Services - Diploma

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

		Credit Hours
INFO 1000	Intro to Information Technology	3
INFO 1010	Microcomputer Applications	3
INFO 1020	Operating Systems I	3
INFO 1030	Database Concepts and Design	3
INFO 1050	Networking Essentials	3
INFO 1200	Fund of Computer Hardware	3
INFO 1220	PC Troubleshooting and Repair	3
INFO 1260	Customer Support/Help Desk	3
INFO 1620	Network Administration I	3
INFO 2020	Operating Systems II	<u>3</u>
		Diploma Total 30

INFORMATION TECHNOLOGY

Computer Programming - Diploma

		Credit Hours
INFO 1000	Intro to Information Technology	3
INFO 1010	Microcomputer Applications	3
INFO 1020	Operating Systems I	3
INFO 1030	Database Concepts and Design	3
INFO 1050	Networking Essentials	3
INFO 2020	Operating Systems II	3
*Electives from Programming Core		<u>12</u>
		Diploma Total 30

*See Advisor for list of Electives

INFORMATION TECHNOLOGY

Network Technology - Diploma

		Credit Hours
INFO 1000	Intro to Information Technology	3
INFO 1010	Microcomputer Applications	3
INFO 1020	Operating Systems I	3
INFO 1050	Networking Essentials	3
INFO 1200	Fund of Computer Hardware	3
INFO 1620	Network Adm I	3
INFO 2020	Operating Systems II	3
INFO 2600	Network Adm II	3
INFO 1260	Customer Support/Helpdesk	3
INFO 2700	Administering Directory Svc	<u>3</u>
		Diploma Total 30

INFORMATION TECHNOLOGY CONT'D

Business and Technology Division

*INFORMATION TECHNOLOGY DIPLOMAS
AND CERTIFICATES Continued*

INFORMATION TECHNOLOGY

Web Design - Diploma

		Credit Hours
INFO 1000	Intro to Information Technology	3
INFO 1020	Operating Systems I	3
INFO 1030	Database Concepts and Design	3
INFO 1695	Web Design I	3
INFO 1696	Web Design II	3
INFO 1500	Web Development Tools I	3
INFO 1520	Web Development Tools II	3
INFO 1450	Java Script	3
INFO 2020	Operating Systems II	3
INFO 1050	Networking Essentials	<u>3</u>
Diploma Total		30

INFORMATION TECHNOLOGY

PC Support - Certificate

		Credit Hours
INFO 1020	Operating Systems I	3
INFO 1050	Networking Essentials	3
INFO 1200	Fund of Computer Hardware	3
INFO 1220	PC Troubleshooting and Repair	3
INFO 2020	Operating Systems II	<u>3</u>
Certificate Total		15

INFORMATION TECHNOLOGY

Network Technology - Certificate

		Credit Hours
INFO 1050	Networking Essentials	3
INFO 1620	Network Adm I	3
INFO 2600	Network Adm II	3
INFO 1260	Customer Support/Helpdesk	3
INFO 2630	Security +	<u>3</u>
Certificate Total		15

INFORMATION TECHNOLOGY

Computer Programming - Certificate

		Credit Hours
INFO 1020	Operating Systems I	3
INFO 1050	Networking Essentials	3
INFO 1410	JAVA Programming OR	3
CSCE 1803	C++ Programming	3
CSCE 1805	Programming in Visual Basic	3
INFO 2410	Adv JAVA Programming OR	3
CSCE 2803	Adv C++ Programming	<u>3</u>
Certificate Total		15

INFORMATION TECHNOLOGY

Web Design - Certificate

		Credit Hours
INFO 1695	Web Design I	3
INFO 1696	Web Design II	3
INFO 1500	Web Development Tools I	3
INFO 1520	Web Development Tools II	3
INFO 1450	Java Script	<u>3</u>
Diploma Total		15

LICENSED PRACTICAL NURSING (PRACTICAL NURSING)

Health Occupations Division

LICENSED PRACTICAL NURSING (LPNR)

The **Practical Nursing Education Program** is a selective admission program. Approval for admission will be granted by the Practical Nurse Educators. Admission requirements must be met before acceptance into the program.

An acceptance form will be sent to those applicants selected and the form must be returned by the specified deadline to secure a position in the class.

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

1. Fulfill Mid-Plains Community College's General Admission Requirements.
2. Complete application to Mid-Plains Community College specifying interest in LPN program.
3. Submit official high school transcript or GED.
4. Submit official college transcripts if other than Mid-Plains Community College.
5. Complete COMPASS/ESL® testing. Scores will be used to determine admission into the LPN program. COMPASS/ESL® test scores must meet the nursing criteria of: Pre-algebra 43; Reading 80; and Writing 48.
6. Submit two letters of recommendation from teachers and/or current employers.
7. Must successfully complete a nursing assistant class within six months of beginning the LPN program, be currently employed as a nursing assistant, or complete a Nursing Assistant skills check off the summer prior to beginning the program if not currently working as a Nursing Assistant.

Once all of the above criteria are met, the applicant will be accepted into the first available class and receive written notification of acceptance. It is the applicant's responsibility to notify the Nursing Department when the applicant thinks the file is complete.

The following must be complete by the first day of class:

1. Immunizations must be current (refer to immunization form.)
2. Current 2-man provider CPR card.
3. Criminal background check.

Program Description

The practical nursing program is a full-time, 12 month program leading to a diploma in practical nursing. It prepares students for licensure through the National Council Licensing Examination (NCLEX-PN). The program meets the requirements for accreditation by the Bureau of Examining Boards, Board of Nursing of the State of Nebraska.

Graduates are prepared to provide nursing interventions for patients with commonly occurring health problems with predictable outcomes, under the direction of a licensed practitioner or registered nurse.

Program Objectives

1. Identifies basic physical, emotional, and cultural needs of the patient.
2. Demonstrates the ability to develop a basic nursing care plan.
3. Performs basic therapeutic and preventive nursing procedures to accomplish defined goals.
4. Determine the extent to which the goals of care have been achieved.
5. Demonstrate accountability by functioning within nursing's ethical/legal framework.
6. Prepare to pass the licensing examination (NCLEX-PN).

Career Potentials

LPNs provide nursing interventions within the framework of their educational background under the direction of a licensed practitioner or a licensed nurse. They practice in environments such as hospitals, long-term care facilities, home health and medical offices. Job openings are available throughout the country and in a wide variety of health care agencies. MPCC will assist the graduate in job placement. Salary levels will vary with the geographical area and the type of position.

Educational Advancement

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

- Receive advanced placement into RN programs (subject to the RN programs' policies.)
- Complete an intravenous therapy post graduate course for certification. (LPNC)

LICENSED PRACTICAL NURSING (PRACTICAL NURSING)

Health Occupations Division

PRACTICAL NURSING DIPLOMA

Suggested Sequence of Study

First Semester (Fall)			Credit Hours
BIOS 1100	Basic Anatomy & Physiology		3
LPNR 1151	Clinical Practice I		4
ADNR 1101	Nursing Concepts I		5
ADNR 1130	Issues & Trends in Nursing I		1
PHAR 1500	Pharmacology		<u>2</u>
			Total 15
Second Semester (Spring)			Credit Hours
LPNR 1220	Nursing II		2
LPNR 1251	Clinical Practice II		4
LPNR 1271	Family Health Nursing II		3
LPNR 1290	Care of the Older Adult		2
ADNR 1201	Nursing Concepts II		<u>5</u>
			Total 16
Summer Session			Credit Hours
LPNR 1520	Nursing III		1
LPNR 1550	Clinical Practice III		3
LPNR 1580	Personal/Vocational Relationships		1
LPNR 1590	Mental Health Concepts		1
BIOS 1400	Introduction to Nutrition		<u>3</u>
			Total 9
Total Program Credit Hours 40			

Progression in the Nursing Program

Students must receive grades of "C" or above in all courses in the nursing curriculum in order to progress to the next semester. If a student receives a grade lower than a "C" in a course required during a given semester, withdrawal from the program is required. Unsatisfactory clinical performance will result in a non-passing grade for the nursing course.

MEDICAL LABORATORY TECHNICIAN

Health Occupations Division

MEDICAL LABORATORY TECHNICIAN

The Associate of Applied Science **Medical Laboratory Technician (MLT) Program** is designed to prepare students for employment in medical, clinical, research and public health laboratories. The technician collects or receives patient specimens, performs many general laboratory tests, records data, and reports results to physicians to aid in the diagnosis and treatment of disease.

The MLT program combines academic general education with a concentration in basic life sciences, didactic studies in medical laboratory science, and clinical training at hospital laboratories. The program requires two years, (four semesters and one summer session) of full-time study. Students with previous college work may apply for advanced placement pending evaluation of transcripts. Upon completion of the academic and clinical requirements, students will be awarded an associate degree and become eligible to take the national certification examination.

Students completing the MLT program may transfer up to sixty semester credit hours to the University of Nebraska Medical Technology program.

The Mid-Plains MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119. Phone: 773-714-8880. Website: www.naacls.org

Program Objectives

- Possess the appropriate and necessary competencies for entry level employment in the medical laboratory.
- Demonstrate the appropriate and necessary personal and work characteristics that contribute to effective job performance and relations.
- Use appropriate and necessary communication skills to ensure success in job performance, job relations and job retention.
- Apply the theory of technical specialization using critical thinking/reasoning while working independently.
- Use mathematical data and reasoning skills in relation to the medical laboratory.
- Be prepared to take external certification examinations.

Employment Opportunities

Medical laboratory technicians are employed by hospitals, clinics, doctors' offices, veterinary clinics, research centers, colleges and universities, medical schools, government agencies, and industrial medical laboratories.

Recommended Electives

Students wishing to pursue an Associate of Arts degree will have to complete additional general education requirements.

Admission Requirements and Procedures

The MLT program is a **selective admission program**. Upon contacting the MLT Program Director, prospective MLT students will undergo a screening process. Prior to admission to the MLT program, the applicant must meet the following criteria:

- Be at least 17 years of age
- Possess a high school diploma or GED
- Be able to meet essential functions (contact MLT Program Director for specific details)
- Submit official high school transcript or GED to Mid-Plains Community College
- Submit official college transcripts if other than Mid-Plains Community College
- Fulfill Mid-Plains Community College General Admission Requirement
- Complete application to Mid-Plains Community College specifying interest in MLT program
- Submit MLT program application
- Submit three letters of recommendation from teachers and/or current employers
- Complete COMPASS/ESL® placement exam with minimum scores of: Writing – 48, Reading – 76, Pre-Algebra – 43
- Submit a Pre-Entrance Medical Statement
- Submit proof of health care coverage
- Submit documentation of current immunizations or proof of immunity
- Have satisfactory Criminal Background Check results
- Must not be, and at no time have been, excluded from participation in any federally funded health care program
- Schedule an interview with the MLT Program Director

All of the above admission requirements must be met prior to being accepted into the MLT program. Failure to respond to requests for information, incomplete files, or failure to meet deadlines will inactivate the application for MLT program admission. Approval for admission will be granted by MLT program faculty with the final approval decision resting with the MLT Program Director. After MLT program admission approval is granted, the student will be accepted into the first available class and receive written notification of acceptance.

MEDICAL LABORATORY TECHNICIAN CONT'D

Health Occupations Division

**ASSOCIATE OF APPLIED SCIENCE DEGREE
MEDICAL LABORATORY TECHNICIAN**

Suggested Sequence of Study

First Semester (Fall) Credit Hours

BIOS 1010	General Biology	4
CHEM 1050	Survey of Chemistry I OR	
CHEM 1090	General Chemistry I	4
ENGL 1010	Expository Writing I	3
MEDT 1000	MLT Orientation	2
SPCH 1090	Fund of Human Communication	<u>3</u>
	Total	16

Second Semester (Spring) Credit Hours

BIOS 1100	Basic Anatomy & Physiology	3
CHEM 1060	Survey of Chemistry II OR	
CHEM 1100	General Chemistry II	4
MEDT 1710	Immunology	1.5
MEDT 1100	Hematology	5
OFFT 2150	Integrated Information Processing	<u>3</u>
	Total	16.5

Summer Credit Hours

BIOS 1110	Microbiology	4
MEDT 1060	Laboratory Math	1
MEDT 2010	Serology	1.5
MEDT 2250	Urinalysis	<u>2</u>
	Total	8.5

Third Semester (Fall) Credit Hours

MEDT 2100	Medical Microbiology	5
MEDT 2410	Clinical Chemistry	5
MEDT 2500	Blood Banking	4
PSYC 1810	Intro to Psychology OR	
SOCI 1530	Intro to Sociology	<u>3</u>
	Total	17

Fourth Semester (Spring) Credit Hours

MEDT 2720	Clinical Hematology Practicum*	4
MEDT 2730	Clinical Chemistry Practicum*	4
MEDT 2740	Clinical Microbiology Practicum*	4
MEDT 2750	Clinical Blood Bank Practicum*	4
MEDT 2760	Clinical Urinalysis Practicum*	1
MEDT 2770	Clinical Special Studies*	<u>1</u>
	Total	18

A.A.S. Degree Total 76

**Clinical Practicums are conducted in hospital laboratories affiliated with the program for a period of 18 weeks (5 of these 18 weeks are in North Platte). Students must be prepared to drive or find lodging on their own to attend clinical practicum experience. Clinical site assignments are made by one of the following:*

- 1. Agreement among classmates for site choices.*
- 2. If no agreement can be reached, the Program Director will assign student sites.*

All program coursework must be successfully completed prior to beginning clinical practicums.

NEBRASKA LAW ENFORCEMENT

Science and Human Services Division

NEBRASKA LAW ENFORCEMENT

The purpose of the cooperative Associate of Applied Science Degree in **Nebraska Law Enforcement** is to provide a special track for students at the six Nebraska community colleges who want to pursue a career in law enforcement. This track includes criminal justice courses with common learning objectives identified by the colleges and the Nebraska Law Enforcement Training Center (NLETC) in Grand Island. As a result of the common learning objectives, the students will complete an abbreviated certification program at the NLETC designated as an internship. Upon completing the internship, students will have an associate's degree and certification from NLETC.

Individuals considering a degree or employment in law enforcement must be aware of strict qualifications. Factors that usually disqualify candidates from employment in the profession include a criminal record, history of drug abuse, significant psychological/personal disorders, physiological disorders, neuro-muscular dysfunction, dishonesty, etc. Law enforcement agencies hire only the highest, best-qualified individuals available in order to obtain and maintain public trust and confidence at all times.

Program Objectives

- Possess the appropriate and necessary competencies for employment in the Nebraska Law Enforcement field.
- Demonstrate the appropriate and necessary personal and work characteristics that contribute to effective job performance and relations.
- Use appropriate and necessary communication skills to ensure success in job performance, job relations, and job retention.
- Apply theory and a standardized base of knowledge and skills using critical thinking/reasoning skills in relation to law enforcement.
- Use mathematical data and reasoning skills relative to law enforcement.
- Be prepared to qualify for admission to the Nebraska Law Enforcement Training Center.

Employment Opportunities

City and county law enforcement agencies in Nebraska.

Recommended Electives

Human Relations, Word Processing, CPR, Spanish, Ethics, Cultural Diversity, Technical Writing, Social Problems, or others approved by the advisor.

ASSOCIATE OF APPLIED SCIENCE DEGREE NEBRASKA LAW ENFORCEMENT *Suggested Sequence of Study*

First Semester (Fall)		Credit Hours
CRIM 1010	Intro To Criminal Justice	3
CRIM 2030	Police and Society	3
SOCI 1530	Introduction to Sociology	3
	Written Communication	3
	Oral Communication	3
	Physical Education	1
	Total	16

Second Semester (Spring)		Credit Hours
CRIM 1140	Reporting Techniques for CRJ	3
CRIM 2310	Rules of Evidence	3
PSYC 1810	Introduction to Psychology	3
	Math Requirement	3
	Physical Education	1
	Elective	3
	Total	16

Third Semester (Fall)		Credit Hours
CRIM 1030	Courts & The Judicial Process	3
CRIM 2260	Criminal Investigation	3
CRIM 2200	Criminal Law	3
	Physical Education	1
	Elective	3
	Total	13

Fourth Semester (Spring)		Credit Hours
CRIM 2150	Contemporary Issues in CRJ	3
CRIM 2210	Criminology	3
CRIM 2090	Juvenile Justice	3
CRIM 2940	Law Enforcement Internship*	6
	Physical Education	1
	Total	16
	A.A.S. Degree Total	61

**This internship is provided at the Nebraska Law Enforcement Training Center. Specific admission requirements are listed with that agency.*

NEBRASKA LAW ENFORCEMENT CONT'D

Science and Human Services Division

Admissions to NLETC and Physical Training

Students enrolling in the NE Law Enforcement program need to be aware of the admission requirements for acceptance at the Nebraska Law Enforcement Training Center for the six credit hour internship to complete requirements for the Associate of Applied Science Degree. Students must meet the following stipulations as part of the application process at the Training Center.

- Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done
- Be a citizen of the United States
- Be 21 years of age or older
- Be a high school graduate or provide GED
- Possess a valid motor vehicle operator's or chauffeur's license
- Have 20/20 vision or correctable to 20/30
- Have normal hearing or corrected to normal hearing
- Submit 4 fingerprint cards for criminal record search
- Possess good character as determined by a thorough background check conducted by the Training Center
- Have not used illegal drugs or narcotics in the past two years
- Have not been convicted of DWI in the two years immediately preceding admission to the Training Center
- Submit to a physical exam within one year prior to admission and provide medical history
- Provide current photograph
- Provide driving record (obtain from NE Department of Motor Vehicles)
- Pay \$100 non-refundable processing fee
- Plan to submit application to the Training Center one year prior to attending
- Plan to interview at the Training Center as part of the admission process

Physical training program at the Training Center may include (but is not limited to) the following:

- Running up to 5 miles
- Biking
- Weight training
- Swimming
- Calisthenics exercises such as push-ups, jumping jacks, knee bends, sit-ups, pull-ups, etc.
- Climbing over a 5'3" solid wall
- Climbing through a window 30" off the ground
- Dragging an 80 lb. dummy 20'

Trainees must have the ability to physically perform the duties of an officer as listed below:

- Use of firearms using both strong & weak hand
- Driving emergency vehicles
- Handcuffing prisoners
- Administering first-aid
- Rescue operations
- Lifting and carrying 70 lbs.
- Directing traffic
- Subduing prisoners
- Pursing suspects
- Walking-lateral mobility
- Walking rough terrain
- Bending, stooping, crouching
- Sitting, standing, kneeling
- Pushing/pulling
- Reaching
- Gripping hands and fingers
- Climbing stairs and ladders
- Color identification
- Night vision
- Maintaining balance
- Finger dexterity
- Speaking

Estimated cost for the six-credit hour internship at the Training Center is \$4,000. A comprehensive test may remain part of the admissions process to the NLETC.

WELDING/MACHINE SHOP TECHNOLOGY

Applied Technologies Division

WELDING AND MACHINE SHOP TECHNOLOGY

Welding and Machine Shop Technology is an open-entry, open-exit program that leads to a Diploma or Associate of Applied Science Degree for employment opportunities in the welding/machine shop field. The program provides the skills and knowledge necessary for entry-level job production welding or job shop employment upon graduation.

Students may enter at different stages of readiness and progress according to his/her abilities and efforts. Students will be assessed and evaluated as they complete each measurable performance objective. Upon completion of a set of prescribed technical competencies, students will be able to perform skills necessary to be successfully employed at the entry level or above with a selected occupation.

Program Objectives

- Demonstrate knowledge of welding/machine shop hazards and related safety practices.
- Possess knowledge to perform tasks consistent with entry-level welding/machine shop employment.
- Demonstrate an understanding of personal and work characteristics that contribute to effective welding and machine shop job performance.
- Use effective communication skills appropriate to the welding/machine shop setting.
- Apply the theory of welding and machine shop technology to specific jobs using critical thinking/ reasoning and the ability to work independently.
- Use mathematical data and reasoning skills in relation to welding and machine technology.
- Be prepared to obtain certification for welding in accordance with code qualification.

Employment Opportunities

Construction companies, machine shops, repair shops, utility companies, and manufacturers of automobiles, recreational vehicles, tools, machinery, toys, household appliances, and other metal products offer potential employment opportunities. Other industries employing welders include agriculture, industrial machinery, mining, railroad, transportation, and trucking.

Recommended Electives

Additional classes in welding and machine shop, electrical technology, building construction, diesel technology, business, and electronics technology may be beneficial.

WELD 1005 Safety is a prerequisite for all Welding/ Machine Shop Technology classes except night classes.

ASSOCIATE OF APPLIED SCIENCE DEGREE WELDING/MACHINE SHOP TECHNOLOGY Suggested Sequence of Study

First Semester	Credit Hours
MACH 1110 Machine Shop	2
MACH 1130 Machinist Blueprint Reading	2
MATH 1001 General Math B	3
WELD 1005 Safety	1
WELD 1110 Arc and Gas Welding	3
WELD 1120 Advanced Arc and Gas Welding	3
WELD 1130 MIG and TIG Welding	1
WELD 1140 Metals and Metallurgy	3
Total	18

Second Semester	Credit Hours
MACH 1210 Machine Shop & Lathe Work	4
MACH 1220 Machine Shop & Mill Operation	2
MACH 1230 Adv Machine Shop Operations	2
MACH 1250 Advanced Applied Math	3
WELD 1210 All Position Arc Welding	3
WELD 1230 Welding Pattern Development	2
Total	16

Summer Session	Credit Hours
MACH 1540 Basic Prin Operations of CNC	4
WELD 1510 Plate, Pipe & Pressure Vessel Welding	4
WELD 1515 Welding Prefabrication	1
WELD 1530 Advanced MIG & TIG Welding	1
Total	10

Total Welding/Machine Shop Courses	44
General Education Requirements	9
Electives	8
A.A.S. Degree Total	61

WELDING/MACHINE SHOP TECHNOLOGY DIPLOMA

The Diploma is intended for students wanting to gain hands-on welding and machine shop skills and knowledge to enter the welding industry. Students complete the 44 semester credit hours of program specific welding/machine shop classes listed above.