



CAREER ACADEMY

PARTNERSHIP

**INFORMATION
GUIDE
2009-2010**

**Southwest
community college**

Participating School Districts

Ashland-Greenwood
Cedar Bluffs
Centennial
Crete
Dorchester
Exeter-Milligan
Fillmore Central
Friend
Heartland
Malcolm
McCool Junction
Mead
Milford
Norris
Prague
Raymond Central
Seward
Shickley
Wahoo
Waverly
Wilber-Clatonia
York

SENCAP Offices

Educational Service Unit 6
210 Fifth St.
Milford, NE 68405
(402) 761-3341

Wahoo High School
2201 N. Locust St.
Wahoo, NE 68066
(402) 443-4332

www.esu6.org

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Welcome to Southeast Nebraska Career Academy Partnership Academies

If you are a student who is interested in exploring a career field and earning college credit while still in high school, then a career academy is an excellent option to consider.

In your career academy, you will not only take college-level courses and get a head start on your degree, but you will visit various worksites, job-shadow different career areas, and learn skills that will help you be successful in pursuing the career field of your choice.

You will have the opportunity to meet and interact with other students, college instructors, businessmen and women, and/or a wide variety of health care providers from the six-county region and beyond.

SENCAP is a partnership between SCC, ESU 6 area school districts, health care providers, education, business and industry in Saunders, Seward, Saline, York, Fillmore and Lancaster counties.

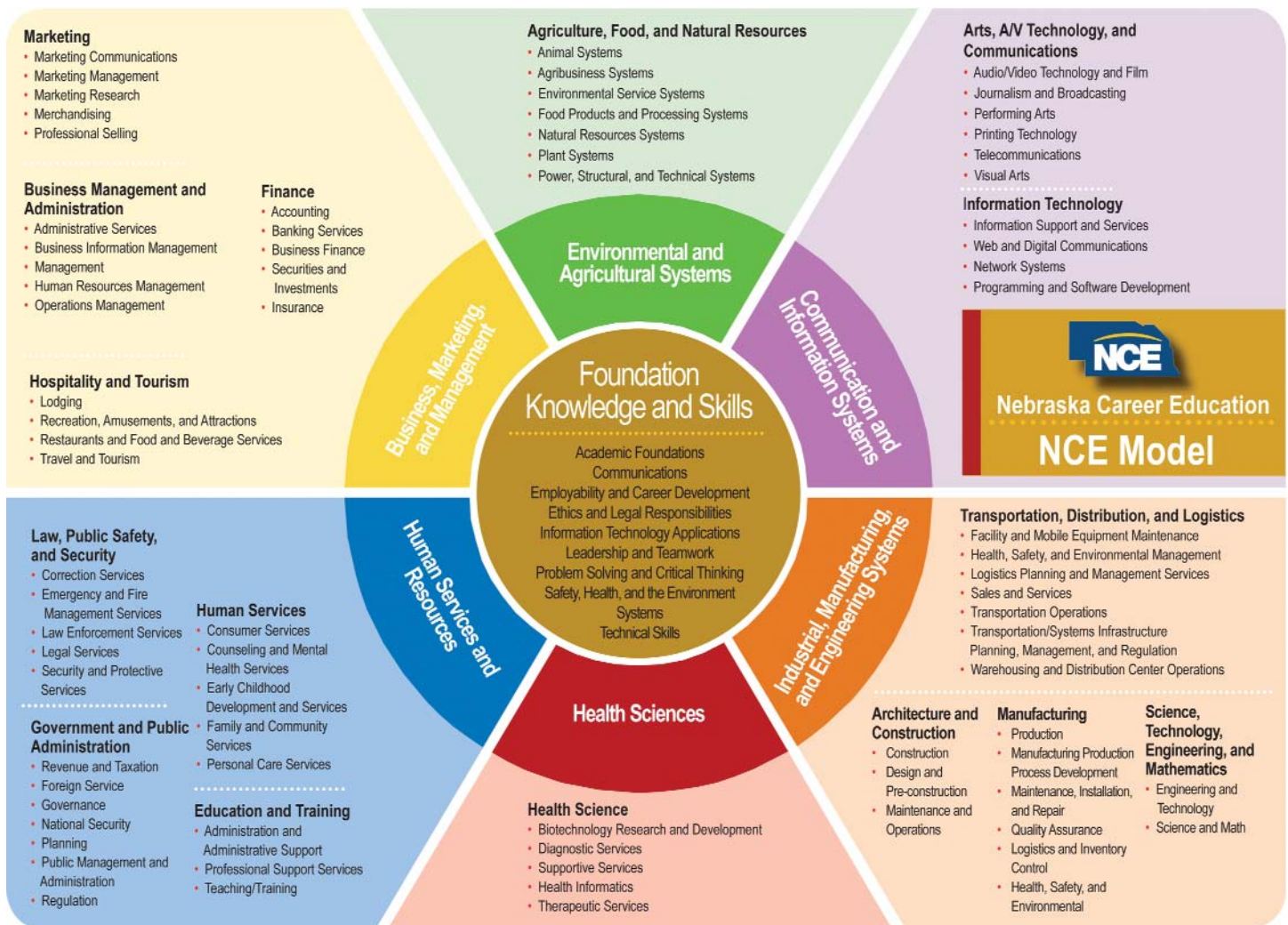
Career Academies provide opportunities for all high school juniors and seniors to be college- and career-ready for 21st-century high-wage, high-skill, and high-growth occupational areas.

Career Academies provide:

- * Real-World Learning Experiences
- * Dual Credit Classes (college and high school credit)
- * Participation in Student Organizations
- * Comprehensive Programs of Study

Southeast Nebraska Career Academy Partnership supports the Nebraska Department of Education's Career Education Model. For more information on careers in Nebraska, go to www.nebraskacareerconnections.org.

Thank you for considering a Career Academy!



FREQUENTLY ASKED QUESTIONS

WHAT is a Career Academy?

It is an opportunity for students to be both college- and career-ready. This means that . . . Students will explore a career field and get a first-hand look at what goes on in the "real world." Students will participate in tours and job shadows, hear speakers and experience other career exploration activities, many of them in their own communities.

WHAT academies will be offered?

For fall 2009, academies will be offered in Health Sciences, Education and in Business. More academies will be added in later years.

WHAT will it cost me?

Southeast Community College tuition and fees are \$48 per quarter credit hour (2008-2009 school year). Students participating in the SENCAP Program will have their tuition paid for by SCC and the participating K-12 schools. Textbooks for academy classes will be the student's responsibility.

WHAT classes will I take?

Each semester, students will take at least one career academy class. Each high school will have a complete listing of classes and course descriptions.

WHERE/WHEN will I take classes?

Classes will be offered in a variety of ways. Some may be face-to-face at a central location. Some may be in a student's own school, either through distance learning or an online class.

Career Academy classes will be offered during the regular school day. They will be scheduled like normal high school classes.

WILL these classes transfer?

Almost all of the courses will count toward a degree at Southeast Community College, and many of them will transfer to a four-year institution.

HOW will I register?

Students will complete an Academy application and register through their local school's spring registration process. School counselors will assist students in registering for academy classes.

WHERE will I learn more about jobs and the career I am interested in?

As part of the academy experience, part of the time will be spent "on-site" at a local business or health care provider. These activities will be coordinated by the school district and the career academy office.

WHY should I consider a Career Academy?

Career Academy programs are geared for preparing students for high-skill, high-wage and high-demand careers. In order to compete for jobs in today's world, students will need to be both college- and career-ready. An academy will combine rigorous classes with relevant experiences that will make that possible.

General Information

Eligibility Requirements

- Must be a high school junior or senior when Academy classes start.
- Must be at least 16 years old.
- Must have transportation to and from classes and the work-based learning experiences.
- Must complete an application, including a student and a parent essay, and be selected.

Curriculum

Specific courses are determined by SCC faculty, secondary school officials and business partners. Based on classes taken, students may complete between 5-20 credit hours of college-level coursework per year.

Calendar

Students are expected to abide by the Career Academy calendar. (If class is not in session at the high school, students are still expected to attend SCC classes.)

Course Capacity

Course capacities range from 8 to 25 students per class. Space may be limited due to the number of workstations, room size and equipment available.

Registration

Students will begin registering for academy classes at their local high school during the school's normal registration process. In April, students selected for the Career Academy will receive an acceptance letter and information about registration and payment procedures.

College and High School Credit

Southeast Community College credit is granted for the college courses students take in the Career Academy. Each high school/district determines whether high school credit also is awarded for the Career Academy course work. For information about transferring course credit to other higher education institutions (such as four-year colleges), it is best to contact the institution that will be receiving the credit. For local area transfer agreements, please visit the following Web site: <http://my.southeast.edu/mystudent.html>.

Grades

Grades for each college course are derived using the criteria identified in the course syllabus developed by the faculty. Students receive a course syllabus at the beginning of each class. Grades for the high school credit portion of the class will be the responsibility of the home school district.

FERPA

Signature of both the Student and the Parent are required on the Application if the student is under 18 years of age. Student information such as academic progress and attendance may be released to the student's parent(s)/guardian(s) and to the high school (see Page 15 for complete Family Educational Rights and Privacy Act statement). **NOTE:** Students under the age of 18 who submit a form without parent/guardian signature will NOT be registered.

Inclement Weather

If SCC is closed, Career Academy classes and activities will be cancelled. If your school district is closed, you DO NOT have to attend academy classes or activities for that day. Check the Southeast Community College Web site (<http://my.southeast.edu/mystudent.html>) or call the Career Academy office (402) 761-3341 for additional questions.

Instructor Absences

In the event of an instructor's absence, SCC will attempt to hire a substitute instructor. If a substitute instructor is not available, then class will be cancelled. An attempt will be made to notify each individual student, either through the school or home, advising of the class cancellation.

Work-Based Learning Component

A key part of the Career Academy program will be work-based learning experiences. The Career Academy Office will establish contacts in the business community, and will help to set up job shadowing experiences, tours, field trips, speakers, and Big Event Days (special programs held once a semester).

Students will complete a portfolio of their work-based learning experiences. This will be graded and will include summaries of the experiences as well as resumes, assignments and career and college research activities. Students in the Career Academy program are required to complete the career research activities and the career portfolio in order to receive high school credit.

Student Responsibilities

Attendance - Class attendance is taken. All absences or tardies are reported to the student's home school. Class attendance is mandatory.

Confidentiality - A level of privacy exists in each career field. What students see in a place of business or health care facility should remain confidential. HIPAA regulations in local hospitals and other health care providers will be strictly enforced.

Dress Code - Students must follow the dress code as stated by the instructor as well as what is dictated by professional safety standards. Individual classes and/or business sites may have dress codes by which students must abide.

Transportation - Transportation to the appropriate SCC campus/center and/or internship/apprenticeship site is the responsibility of either the student or the local school district.

To Apply - An application is available in the back of this guide, from your high school guidance counselor, or you may call the Career Academy Office at (402) 761-3341 to have a copy mailed to your home. Please submit the application to the address listed on the application.

Application Deadline: April 1, 2009

Questions - If you have questions about SENCAP, please contact:

Dr. Randy Nelson
SENCAP Administrator
(402) 761-3341
rnelson@esu6.org

OR Your high school guidance counselor

ACADEMY COURSE OFFERINGS

Health

(Beginning in 2009-2010)

Year One:

Semester 1: Introduction to Medical/Health (non-credit) *AND*
Medical Terminology I (2 credits)

Semester 2: Medical Terminology II (3 credits) *AND*
First Aid/CPR (2 credits)



ALSO

Semester 1: Basic Nursing Assistant I (full year class)

Semester 2: Basic Nursing Assistant II (6.5 credits for I and II)

Year Two:

Semester 1: Basic Nursing Assistant - Offered both 1st and 2nd year
Basic Pharmacy (2 credits) *OR*
Procedures in Phlebotomy (2.5 credits)

Semester 2: Human Anatomy & Physiology (6 credits)

Business

Year One: (Priority given to Seniors in all Business Courses)

Semester 1: Introduction to Business (4.5 credits)

Semester 2: Introduction to Entrepreneurship
(4.5 credits)



Education

Year One:

Semester 1: Introduction to Education (4.5 credits)

Semester 2: Educational Technology (4.5 credits)

Year Two:

Semester 1: Educational Psychology (4.5 credits)

Semester 2: Introduction to Special Education (4.5 credits) *OR*
Introduction to Early Childhood or Life Span (4.5 credits)



Note: 4.5 quarter hours at SCC = 3.0 semester hours at a four-year institution.

Health Sciences Career Academy Course Descriptions Southeast Community College

NONCR - Introduction to Health Careers

This class will be offered for high school credit only. The purpose of the class is to introduce students to the broad range of career opportunities in the health care field.

(Note: Medical Terminology I will be a part of the Introduction to Health class)

MEDA1101 - Medical Terminology I (2 credits)

Introduction to medical terms. A system for building a basic structure of medical terms for students. Pronouncing, spelling, defining terms and common medical abbreviations will be included.

MEDA1201 - Medical Terminology II (3 credits)

Prerequisite: MEDA1101

A continuation of MEDA1101. Terminology relating to body systems and disorders. Intended to increase medical vocabulary. Continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Divided into "Basic Understanding and Greater Comprehension."

MEDA1204 - First Aid (2 credits)

First aid and emergency care developed by the American College of Emergency Physicians.

(Note: First Aid will be taught along with Medical Terminology II)

NURA1401 - Basic Nursing Assistant BNA (6.5 credits)

Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab and clinical experience in a health care facility.

(Note: In the Career Academy, this class will be taught in two semesters: BNA I and BNA II. In addition, this class will be offered in both year one and two, but will give initial priority to seniors).

MEDA1406 - Basic Pharmacology (2 credits)

Prerequisite: BIOS1000 or 1210, 1140

Introduction to legal aspects and government regulations, medication resource material, types of medication, route of administration, actions and effects of drugs and drugs used on various systems.

(Note: Offered as an optional course during year two of Health Academy)

MEDT1100 - Procedures in Phlebotomy (2.5 credits)

Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.

(Note: Offered as an optional course during year two of Health Academy)

BIOS1210 - Human Anatomy & Physiology I (6 credits)

Introduction to anatomy and physiology for students in biological, medical and health-related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principle systems of the human body. Structure and function of the integumentary skeletal, muscular and nervous systems of the body. Important physiology experiments and structural identification experiments.

(Note: Offered as an optional course during year two of Health Academy)

Business Career Academy Course Descriptions Southeast Community College

(Seniors given first priority for Business classes)

BSAD1050 - Introduction to Business (4.5 credits)

An introductory study and overview of the role of business in society, as well as a discussion of the various disciplines of business, including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms, as well as small business. Vocabulary from business will be used to understand and interpret business news and information.

ENTR1050 - Introduction to Entrepreneurship (4.5 credits)

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. They will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

Education Career Academy Course Descriptions Southeast Community College

EDUC1310 - Introduction to Education (4.5 credits)

This class will give students an extensive overview of the various career opportunities in the educational field. Learning and teaching strategies will be reviewed and discussed, as well as some brief history and background on how the educational system has evolved.

EDUC2590 - Educational Technology (4.5 credits)

Prerequisite: Introduction to Education

This class will introduce students to the approaches, methods and procedures for meaningfully incorporating computers, media and other technologies into teaching and learning in the K-12 classroom.

Career Academy Application

Southeast Nebraska Career Academy Partnership

Thank you for your interest in SENCAP. There are opportunities for students to be both college- and career-ready. Students will participate in tours and job shadows, hear speakers and experience other career exploration activities, many of them in their own communities.

Participating School Districts				
Ashland-Greenwood	Exeter-Milligan	McCool Junction	Prague	Wahoo
Cedar Bluffs	Fillmore Central	Mead	Raymond Central	Waverly
Centennial	Friend	Milford	Seward	Wilber-Clatonia
Crete	Heartland	Norris	Shickley	York
Dorchester	Malcolm			

WHICH ACADEMY ARE YOU INTERESTED IN? (please check) Business Education Medical/Health

WHAT GRADE WILL YOU BE IN FALL 2009? (please check) Senior Junior

TUITION: Tuition for all participating students will be paid for through a partnership between SCC and the K-12 schools.

INSTRUCTIONS:

Please complete and sign the following pages:

- Student/Parent Information School Contact Information Student Essay
- Honor Statement (**must be signed**)
- Teacher/Counselor Recommendation Form (**place in a sealed envelope**)

*Also, please include a copy of your high school transcripts (**no signature required**)

REFERENCES: Please select one teacher or counselor from your school to complete the Teacher/Counselor Recommendation Form. To be considered for participation, this completed recommendation must be included with your application.

QUESTIONS ABOUT THE PROGRAM AND/OR THIS APPLICATION: Contact: Dr. Randy Nelson at (402) 761-3341 or your high school counselor.

Return this completed and signed four-page application form to your high school counselor by April 1, 2009

STUDENT/PARENT INFORMATION

(Please type or print neatly in black ink)

Name _____ Address/City/Zip _____

Phone# _____ E-mail _____ Birth Date _____

SSN# _____ High School _____ Current Year in School _____

Name(s) of parent/guardian the student lives with: _____

Guardian/Father's Name: _____ Daytime phone: _____

Cell Phone: _____ E-mail _____

Guardian/Mother's Name: _____ Daytime phone: _____

Cell Phone: _____ E-mail _____

PARENT ESSAY: Briefly explain why your student would be a good candidate for the Academy:

Go to www.esu6.org for more information about SENCAP!

STUDENT/PARENT CERTIFICATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if selected for the SENCAP Program, falsified statements may be grounds for dismissal. I understand that as part of the Career Academy, employers may require a drug test, insurance approval, and/or background checks. I have read the attached Honor Statement and understand the level of commitment required, if selected.

Student Signature _____ Parent Signature _____

SCHOOL CONTACT INFORMATION

Please provide the name of your high school administrator or counselor who will serve as the contact for issues such as grading and attendance.

Name _____

Title _____ Phone _____ E-mail _____

STUDENT ESSAY

(On a separate piece of paper, along with your name and school name)

Please answer the following questions. Typed essays are preferred (neatly printed in black ink is acceptable). Remember to use your best grammar and punctuation skills.

- 1. GOALS:** Briefly describe your future career and educational goals. Also, explain how the Career Academy Program will help you achieve your goals.

- 2. ATTENDANCE:** Attendance in Career Academy classes is mandatory. All absences and tardies will be reported to your high school. Describe your school attendance/tardies record for the last two (2) years. If you have had more than three (3) absences per semester, give a brief explanation of why those absences occurred. (Example: illness or injury.)

- 3. WHY:** Briefly explain why you feel you should be selected to participate in the SENCAP Program.

- 4.** Please enclose a resume or, in the blanks below, list any additional activities you have participated in that will help the selection committee evaluate your qualifications for an academy. (Examples: school, church, civic, or community activities; part-time jobs; volunteer work; honors received; offices held.)

**PLEASE RETURN YOUR COMPLETED APPLICATION PACKET
TO YOUR HIGH SCHOOL COUNSELOR
DEADLINE: APRIL 1, 2009**

Career Academy Project Honor Statement

Participation in the SENCAP program requires a high level of commitment from the College, high school, students and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. All participants must adhere to the following list of guidelines:

- * The student is required to attend all courses.
- * The student has access to an appeal process to review extenuating circumstances of absences and tardies at the College. During an appeal process, the student will continue to attend class.
- * The student is expected to follow the high school class schedule as well as Career Academy's calendar. In addition, the student is expected to follow SCC's inclement weather policies.
- * The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to abide by. Leaving early results in a tardy or an absence.
- * The student is to behave in an ethical and professional manner at all times and represent his/her high school and SCC in a way that denotes dignity and respect.
- * The student must politely accept feedback from instructors, advisors, college administrators and employers and treat each situation as a positive learning experience.
- * The student is required to immediately notify instructors, the Academy office, and high school counselors of problems and concerns while attending the College and/or internship.
- * The student is required to be drug and alcohol free while attending the College. Appropriate action will be taken in accordance with SCC policies and procedures if substance use/abuse is suspected. Internship sites may require a drug test.
- * The student is required to follow the dress code of his/her specific program area, including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to adhere to.
- * Equipment provided by the Academy must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged books and equipment will result in replacement fines to be paid by the student.

Student Name (please print/signature) _____

Parent Name (please print/signature) _____

School Name _____ Date _____

Family Educational Rights & Privacy Act Statement

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. Southeast Community College may provide directory lists of graduates to senior institutions that have an articulation agreement with Southeast Community College.

Directory information consisting of the items

listed below may be released:

- * Student Name
- * Dates of attendance
- * Most recent school attended
- * Degrees and awards received
- * Honors and awards received, including Dean's List and other academic honors
- * Participation in officially recognized co-curricular activities (e.g. music, sports)
- * Weight/height of athletic team members
- * Parking permit number and auto license number
- * Major field of study
- * Enrollment status
- * Photograph*

When available, the student's physical address, e-mail address and/or telephone number will be released at the discretion of the Student Services Office.

***Use of Photographs:**

Photographers employed or contracted by SCC regularly take photographs of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs will be taken at public venues such as athletic events and concerts, or they may be taken in organized

campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs in perpetuity.

To avoid having this information released, the student must submit a written request to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom-day, not including Saturdays, Sundays and holidays, written notice to the campus Student Services Office to become effective.

Questions regarding the Family Educational Rights and Privacy Act (FERPA) should be directed to the campus Registration and Records Office.

Release of Information

I, _____ (SCC ID# _____), give permission (or request) that Southeast Community College

release the following information (list or describe): _____

_____ This information is to be released to the following individuals or organizations:

_____ Name Address

_____ Name Address

Student Signature

Social Security Number

Today's Date

Teacher/Counselor Recommendation Form

Student Name: _____ Grade: _____

School: _____

The following checklist is provided for those who know the student well enough to accurately assess him/her.

No Basis for Judgment		Below Average	Average	Above Average	Excellent (Top 10%)
	Responsibility				
	Attitude				
	Effort				
	Interpersonal Skills				
	Personal Values and Ethics				
	High School Attendance				

If you wish to give reasons for any of your ratings, please do so here. Often, an explanation for the significance of ratings is helpful during the selection process.

Feel free to make other comments that will indicate your estimation of this student's qualifications for the program:

PLEASE CIRCLE ONE: I DO / DO NOT recommend the above student be accepted into the SENCAP Program.

Printed Name _____

Signature _____ Phone _____ Date _____

Please return this form in a **SEALED ENVELOPE** to the school counselor OR to:

Dr. Randy Nelson
 SENCAP Administrator
 Educational Service Unit 6
 210 Fifth St.
 Milford, NE 68405



Career Academy Calendar and Southeast Community College Calendar

Course Planning Schedule for High Schools for 2009 For Fiber Optic, Online, Concurrent and Academy Classes

2009 Dates

Feb. 23Preliminary fiber optic and online schedules mailed to schools
March 17SCC Board of Governors sets tuition rate for 2009-2010
March 20		.Schools should confirm class reservations and request registration materials for all fall SCC classes
March 30Updated course schedules, new tuition rate, and registration materials are mailed to schools
April 15Due date for schools to provide SCC with course enrollment numbers for fall Fiber optic and online classes that do not have adequate enrollment will be cancelled
May 15Due date for schools to return fall registrations and permission to enroll forms Tuition statements will be mailed to students during summer and tuition must be paid before start of classes Academy tuition will be handled separately
Aug. 19Fall fiber, online and Academy classes begin Concurrent classes begin when a school begins. Students need to have their textbooks before the first class
Sept. 2Last day to drop fall class for refund
Sept. 28 to Oct. 2SCC Academy classes will not meet
Oct. 15Confirm Spring classes and mail registration information
Oct. 16Instructors: Mid-term grades due for all fall classes Only students earning a D+ or lower are reported
Nov. 13Due date for schools to return spring registration and permission to enroll forms Fiber optic and online classes that do not have adequate enrollment will be cancelled Tuition statements will be mailed to students and tuition must be paid before start of classes Academy tuition will be handled separately
Nov. 19Last day for students to drop class and receive a grade of "W"
Dec. 18Last day of fall fiber optic, online and SCC Academy classes Grades due (grades will be posted online for student access)

Career Academy Calendar and Southeast Community College Calendar

Course Planning Schedule for High Schools for 2010 For Fiber Optic, Online, Concurrent and Academy Classes

2010 Dates

Jan. 6	Spring classes begin
Jan. 15SCC/school agreements for 2010-2011 are due as well as requests for new concurrent classes
Jan. 20Last day to drop spring class for refund
Feb. 1Preliminary fiber and online schedules for 2010-2011 mailed to schools
March 8Instructors: Mid-term grades due for all spring classes Only students earning a D+ or lower are reported
March 16SCC Board of Governors sets tuition rate for 2010-2011
March 19Schools should confirm class reservations and request registration materials for all fall SCC classes
March 22-26SCC Academy classes will not meet
March 29Updated course schedules, new tuition rate and registration materials are mailed to schools
April 7Last day for students to drop class and receive a grade of "W"
April 16Due date for schools to provide SCC with course enrollment numbers for fall Fiber optic and online classes that do not have adequate enrollment will be cancelled
May 7Last day of spring fiber, online SCC Academy classes Grades due (grades will be posted online for student access)
May 14Due date for schools to return fall registrations and permission to enroll forms

MARK YOUR CALENDARS AND KEEP THIS INFORMATION

Southeast Community College Contacts:

Janet Claassenfor all ESU 6 and Saunders County schools
1-800-233-5027, ext. 1320
(402) 228-1320
jclaasse@southeast.edu

Rod Rhodesfor all ESU 5 schools
1-800-233-5027, ext. 1286
(402) 228-1286
rrhodes@southeast.edu

Randy Hiattfor all ESU4, Cass County and Lincoln schools
1-800-642-4075
(402) 437-2705
rhiatt@southeast.edu

Contact Randy Hiatt for all fiber optic and online course inquiries and reservations.

Note: All textbooks will be ordered through ESU #6 and SENCAP.