

# Directory Information

Physical Address: 1801 N Kansas Ave  
Liberal, KS 67901

In Liberal: 624-1951

Mailing Address: PO Box 1137  
Liberal, KS 67905-1137

Outside Liberal: 1-800-373-9951

## *Departments*

Academic Achievement Center .....	Director .....	620-417-1300
Administration .....	President.....	620-417-1010
	Dean of Instruction .....	620-417-1012
	Dean of Administrative Services .....	620-417-1018
	Dean of Student Services .....	620-417-1016
	Associate Dean of Educational Services .....	620-417-1014
Admissions .....	Office .....	620-417-1100
Adult Learning Center .....	Office .....	620-417-1310
Athletics .....	Office .....	620-417-1551
Bookstore.....	Office .....	620-417-1150
Business and Industry .....	Office .....	620-417-1170
Cafeteria .....	Food Service Director .....	620-417-1970
Foundation and Alumni.....	Office .....	620-417-1130
Divisions .....	Business .....	620-417-1351
	Epworth/Allied Health .....	620-417-1401
	Humanities/Social Sciences.....	620-417-1451
	Math/Science/PE .....	620-417-1501
Financial Aid .....	Office .....	620-417-1110
Human Resources .....	Office .....	620-417-1120
Information Technology .....	Director .....	620-417-1202
Library.....	Office .....	620-417-1160
Maintenance .....	Director .....	620-417-1240
Outreach.....	Office .....	620-417-1015
Public Relations .....	Director .....	620-417-1125
Registrar's Office .....	Office .....	620-417-1060
Security.....	Supervisor.....	620-417-1181
Title III .....	Coordinator .....	620-417-1500
TRIO/Student Support Services .....	Director .....	620-417-1605
Wellness Center .....	Director .....	620-417-1140

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# General Information

## History

The vision of a new community junior college in southwestern Kansas grew out of the Kansas Community Junior College Act of 1965 and the positive action of the board members of the Liberal Unified School District 480. On September 15, 1967, State Superintendent Kampschroeder gave his approval for Liberal's application for Seward County Community Junior College. The date of October 24, 1967, was set aside for a county wide election to determine whether the citizens wanted a community college. The final vote carried by a margin of 3.4 to 1.

The date of the Order of Establishment for Seward County Community Junior College was December 29, 1967. It was determined that classes could be offered after August 1, 1969. The college officially opened its doors to its first student body on September 2, 1969. From an initial enrollment of 331, the college has progressed to over 2,000 students.

## Board of Trustees

On December 19, 1967, the voters elected six people to serve on the first Board of Trustees. The board meets regularly on the first Monday of every month at 7:30 p.m. in the Board Room of Seward County Community College/Area Technical School. All regular and special meetings of the Board of Trustees are open to the public. Responsibilities of the trustees include the selection of a president, the establishment of an operational policy, and the overall welfare of the college.

## Location

Seward County Community College/Area Technical School is a two year public community college located in Liberal, Kansas, on the southern edge of Seward County. Liberal is served by the three federal U.S. Highways: 270, 83, and 54 and a regional airline.

## Accreditation

Seward County Community College/Area Technical School welcomes evaluation of its programs and services. Comments may be shared directly with the college or with the North Central Association of the Higher Learning Commission, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440; (312) 263-0456; Fax: (312) 263-7462.

## Institutional Integrity

Seward County Community College/Area Technical School is an open-door institution committed to the principle that higher education should be available to every person who can benefit. The purpose of a comprehensive community college is to serve all students who can in turn build a better society. As a public institution, the college is guided by Kansas statute and legislative directives.

The ethical character of an educational organization is reflective of its leadership. Among those involved in the art and science of teaching, it is imperative that both teachers and leaders demonstrate a strong commitment to democratic principles, ethical behavior, and all activities being governed by these rules, regulations and policies of the institution.

The fundamental contributions of education to society demand commitment to exemplary values. Educators influence, shape and teach the values, attitudes and beliefs held by tomorrow's leaders and citizenry.

A more thorough statement concerning Institutional Integrity at Seward County Community College/Area Technical School may be found in the SCCC/ATS Policy Manual. (Series 112)

## Mission & Philosophy

Seward County Community College/Area Technical School will provide opportunities to improve and enhance each person's life through a variety of higher education programs and related services for the development of better futures.

Seward County Community College/Area Technical School is a quality learning-centered institution that believes:

- A well-educated citizenry is a responsible citizenry
- Knowledge is dynamic and evolutionary
- Education and learning are lifelong activities
- Higher education is an investment in future societies, and the community college plays a major role in this endeavor
- Every human being is valuable regardless of gender, age, race, creed, cultural background, socioeconomic status, knowledge, or physical and emotional adjustment
- Individuals are unique and deserve the opportunity to develop their optimum potential for learning and living.
- The college, as an integral community component, responds to the interests and needs of the community.

## Institutional Purpose & Function

Seward County Community College/Area Technical School will offer:

- College/University Transfer that will assure a quality higher education curriculum to meet the needs of students who wish to transfer to other colleges and universities.
- Occupational and Technical Education that will assure programs that meet the occupational objectives and the needs of a changing work force;
- General Education Courses in each program of study that will contribute to the students' educational and cultural growth;
- Continuing Education/Community Services that will offer off-campus activities, adult basic education, continuing education, work-force development, use of facilities, and cultural opportunities;
- Student Services that will fulfill the financial needs of the students and enhance the educational, physical, social, and cultural qualities of the students through guidance services, housing and food services, academic advising, student government and other activities;
- Developmental Education that will assure that the institution identifies individual needs and offers appropriate courses and tutoring to help each student succeed;
- Economic Development that will provide institutional leadership in promoting economic development in the region;

- Assessment that will assure student educational achievement and growth through appropriate, systematic and periodic assessment; and
- Integrity that will assure institutional honesty in our practices and relationships.

compliance with the regulations implementing Title VI, Title IX, or Section 504.

## **Institutional Goals**

- The Institution will assure excellence in instruction.
- The Institution will assure a positive and safe environment for student learning and life.
- The Institution will assure aggressive efforts to secure external resources and partnerships to leverage existing institutional resources.
- The Institution will assure leadership in the community region and at the state and national levels.
- The Institution will assure an attractive, modern and technological-relevant campus.
- The Institution will assure an aggressive, technological-relevant marketing/enrollment management and strategic planning process.
- The Institution will assure cost-effective/cost-efficient utilization of human, physical and fiscal resources.
- The Institution will assure positive collaboration, cooperation and articulation with external organizations and agencies.
- The Institution will assure movement toward becoming a learning centered institution.
- The Institution will assure an organizational structure that is responsive, clear, functional, and performance-based.

Annual Goals to meet these Institutional Goals are available in the President's office.

## **Graduation/Completion Rates**

Public Law 101-542, The Student Right-To-Know and Campus Security Act, requires higher education institutions to report their completion or graduation rate on an annual basis. The graduation rate was 34 percent for first-year students who entered Seward County Community College/Area Technical School on a full-time basis during the fall semester, 2008. This figure includes those who received a degree, certificate, or transferred to a four-year institution within a 3-year period.

## **Policy of Nondiscrimination**

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with SCCC/ATS are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning SCCC/ATS's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Dean of Administrative Services, 1801 N Kansas, Liberal, KS 67901 or at 620-417-1018. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's

# Admissions Information

## Admission

Admission to Seward County Community College/Area Technical School (SCCC/ATS) may be granted to:

- A graduate of a high school that is accredited by the Kansas State Department of Education or a recognized regional/state accrediting agency.
- A transfer student with earned credit from other accredited higher educational institution(s). Official transcripts are required from each institution attended. Credit is awarded on the basis of transcript evaluation by the Registrar. A student on academic probation from another institution may be accepted under probationary conditions.
- A graduate of a state registered non-accredited private school (home school) or
- A successful completer of the General Education Development (GED) examination.

Individuals who have not graduated from an accredited high school or who have not successfully completed the GED examination may be granted Special Student Admissions status. Upon successful completion of 12 credit hours at SCCC/ATS, a high school diploma, or a GED certificate, the student will be accepted for regular admission.

SCCC/ATS reserves the right to deny admission or re-admission to any individual when the admission could be considered detrimental to the best interests of the college community or if the college is unable to provide the services, courses or programs needed to assist any person in meeting his/her educational objectives.

## SCCC/ATS Admission Procedures

### New Students

- Complete an Application for Admission.
- Submit an official high school transcript, an official copy of a GED Certificate, or a certificate from registered home school.
- Submit official transcript from each college/university attended.
- Submit ACT or COMPASS scores.
- Complete a Scholarship Application and submit to the Financial Aid Office; April 1 for Fall Semester and November 1 for Spring Semester are priority dates although applications are accepted throughout the year.
- Complete a Free Application for Student Financial Aid (FAFSA) for Federal Aid (<http://www.fafsa.ed.gov/>).
- Schedule an appointment time for an All Saints Day and/or meet with an advisor.
- Complete the registration/enrollment process as instructed by the Admissions Office.
- For students wanting to live in the Student Living Center, complete Student Housing Contract and submit with required deposit.

### Returning Students

Students, who have previously attended SCCC/ATS, if not within the last academic year, will be required to submit a new Application for Admission. Official transcripts of all college credits earned since

last attendance (for degree-seeking or certificate students) must be submitted to the Registrar's Office.

### Transfer Students

A student wanting to transfer from an accredited college/post-secondary institution is eligible for admission if the student is eligible to re-enter the institution last attended and meet the admission requirements of SCCC/ATS. Official transcripts from all previous institutions attended must be received and evaluated prior to being officially admitted and enrolled at SCCC/ATS.

- Students who have been placed on academic probation from another college/university or who have been dismissed based on academic performance must follow this procedure.
- Provide written request for admission to SCCC/ATS with an explanation of circumstances regarding the academic difficulties; the written request should include a statement of academic goals, and should be addressed to the Dean of Student Services.
- Complete an Application for Admission.
- Provide official transcripts from all prior colleges attended.
- Take the SCCC/ATS course placement assessment.
- Limit SCCC/ATS enrollment to 12 credit hours or less per Fall/Spring Term or 6 credit hours or less per Summer Term.
- Register with the Academic Achievement Center and attend a minimum of 10 clock hours of tutoring per semester.

Student is placed on Academic Probation Status and must maintain at least a 2.0 GPA each semester to continue SCCC/ATS enrollment.

Note: It is the responsibility of the transferring student to inform the Admissions Office if he/she has previously been placed on academic probation or academically dismissed at any college. Failure to disclose such information or falsification of information requested may result in immediate dismissal from SCCC/ATS.

### Current High School Students

High school junior and senior students may be admitted and enroll concurrently in college courses with written permission of their high school principal and achievement of college placement scores. Students younger than high school juniors enrolled in a recognized gifted program may be admitted and enroll in college courses after advisement with college staff, with permission of the school principal, and a copy of the student's Individual Education Plan (IEP), and course placement assessment scores are required. Total Dual credit will be limited to 24 credit hours.

### Personal Development Students

Individuals wanting to enroll in classes for self-improvement, not seeking a degree or certificate, may be admitted upon submission of an Application for Admission, Form E-Z. Students are not required to submit transcripts or take the course placement assessment and are not eligible for Federal Financial Aid.



## International Students

An International Student seeking admission to Seward County Community College/Area Technical School must meet all admission requirements and qualify for a Certificate of Eligibility (Form I-20) to be issued.

Before Form I-20 will be issued to International Students the following items must be on file at Seward County Community College/Area Technical School in the Dean of Student Services Office:

- Proof of English Proficiency (TOEFL Score of 500+ or English Courses on Transcript).
- Proof of financial support from Financial Institution/Sponsor (verification from Financial Institution).
- Transcript (certified copy translated in English).
- Proof of Health Insurance Coverage required.
- Application for Admission to SCCC/ATS completed along with a \$100 International Student Application Fee (non-refundable).
- Complete an I-20 Form which can be accessed on the SCCC/ATS website.
- An International student check-list form is available on the SCCC/ATS website.
- An International Student attending another college on an F-1 Student Visa and who is maintaining status may transfer to Seward County Community College/Area Technical School by following these procedures:
  - Notify SCCC/ATS of the intent to transfer.
  - Meet SCCC/ATS Admission Requirements.
  - Obtain a Form I-20 from SCCC/ATS.
  - The transfer will be affected only if the F-1 student completes the Student Certification portion of the Form I-20 and returns the form to a designated school official at SCCC/ATS within 15 days of beginning attendance at the new school.
  - Provide official transcripts translated in English from all colleges attended.

## **Specific Program Admission Procedures**

Admission to SCCC/ATS does **not** guarantee enrollment in specific programs of study such as Nursing, Respiratory Therapy, Surgical Technology, Medical Assistant, Medical Laboratory Technology, or Cosmetology. Students seeking admission to one of these programs must meet additional requirements specific to that program.

## Allied Health Students

Students pursuing Nursing, Respiratory Therapy, Surgical Technology, Medical Assistant, and second year Medical Laboratory Technician must follow these procedures:

- Complete the college admission and health forms.
- Submit official high school (or GED) and college transcripts.
- Complete an Allied Health program application, which includes three references. Take appropriate entrance exams.
- Interview with the Financial Aid Director regarding financial aid.
- For the Associate Degree in Nursing (ADN) program, be a SCCC/ATS Practical Nurse graduate or a LPN and have equivalent

course work and pass the challenge examinations (for those who graduated from another state) to receive credit for the practical nursing courses.

- Students must have a social security number for the state licensure exam.
- Admission interview with an Allied Health faculty member.
- Applicants for each Allied Health program are reviewed by the Allied Health Admissions Committee. Early application is encouraged.
- Students accepted into the Nursing Program are required to pay a \$100 space reservation deposit to ensure a slot in the program. The deposit will be credited to the student's account once the enrollment process is completed; the deposit will be forfeited if the student does not complete the enrollment process.

## Cosmetology Students

Students interested in participation in the Cosmetology Program should follow this process for admission to the program:

- Complete an Application for Admission
- Submit ACT scores and/or complete the course placement assessment.
- Interview with the Financial Aid Director regarding financial aid.
- Provide a cover letter stating information about yourself and why you are interested in the cosmetology program.
- Provide three (3) letters of reference.
- Submit an official high school transcript or a GED certificate/scores and transcripts from all post-secondary institutions previously attended.
- Submit certified copy of social security card.
- All procedures and documentation should be completed by the priority dates of November 1 for the spring semester start date and June 1 for the fall semester start date.
- The student will receive written notification of acceptance or non-acceptance within three (3) weeks of the priority date. If a student is accepted into the Cosmetology Program, a \$100 space reservation deposit must be paid by a date specified in the acceptance letter. The deposit will be credited to the student's account once the enrollment process is completed; the deposit will be forfeited if the student does not complete the enrollment process.

# Registration & Enrollment

## Registration

Registration is the process which follows formally being admitted to Seward County Community College/Area Technical School. Registration consists of choosing a program of study and having it approved by an advisor, enrolling in individual courses, and paying tuition and fees. Registration and enrollment for classes is conducted according to dates published in semester schedules, academic calendars, and tabloids.

## Enrollment Procedures

After students have been admitted to SCCC/ATS and have completed either the COMPASS placement assessment or the ACT examination, an advisor will be assigned. Advisors provide students information on programs of study, degree requirements, career pathways, and course information. Advisors also assist students with course schedules, enrollment steps, and semester timelines.

Enrollment dates for specific semesters along with semester timelines are published each academic year; students are responsible for complying with these published timelines for enrolling, dropping and adding courses, withdrawing from the college, etc. Enrollment in classes can be conducted in person at the Registrar's Office or on the SCCC/ATS Website. To be considered officially enrolled in classes, tuition and fees must be paid at the Business Office. For students receiving financial aid, charges for tuition and fees, books, and campus housing may be deferred; students should check with the Financial Aid Office to ensure that financial aid files are complete.

## Audit Courses

Enrollment in a course for audit requires written approval from the Instructor, the Dean of Instruction, and the Registrar; an audit course is considered non-credit and a grade is not given. Since no grade is given, the student's grade point average is not affected, and the course will be recorded on a student's transcript as "audit" (AU). An audited course cannot be changed to credit status. The student must follow the college admissions and registration procedures, including payment of tuition and fees for the course.

## Credit Hour Enrollments

One (1) hour of college credit is usually earned for each clock hour per week a student attends class during a semester, except laboratory-type classes which require additional time under an instructor's supervision. A minimum of two (2) clock hours per week of independent study is recommended for one (1) hour of classroom activity. Sixteen (16) college credit hours are considered a standard semester load (Fall/Spring) at SCCC/ATS. A student must have prior written approval from their academic advisor and the Dean of Instruction to exceed nineteen (19) credit hours in a regular semester. Maximum summer semester enrollment is nine (9) credit hours; exceeding 9 credit hours in a summer semester requires the written approval from the advisor and the Dean of Instruction.

To be considered a Full-Time Student for registration and federal financial aid purposes, a student must be enrolled in at least twelve (12) credit hours in a regular semester (Fall/Spring) and six (6)

credit hours in a summer semester. Financial Aid at SCCC/ATS requires students to be enrolled in at least fifteen (15) credit hours in a regular semester to maintain eligibility.

## Enrollment Certification in Courses

Students must be enrolled in a course and attend classes through the published Certification Date each semester to officially be listed on the course roster. The Certification Date is calculated as approximately 25% of the regular semester length. The Certification Date for courses less than a regular semester length is calculated either as 25% of the semester or scheduled course duration.

Courses dropped before the Certification Date will not be recorded on a student's transcript. A student who has attended class and is officially enrolled in a course on the Certification Date will receive the earned grade or a "W" (if the student officially withdraws by the published last date to drop a course for that semester).

A student's official credit hour enrollment on the published Certification Date is considered in determining financial aid eligibility.

It is important for students to be aware of the Certification Date. Official credit hour enrollment on the published date will affect a student's transcript and could affect a student's financial aid eligibility. Each semester the Certification Date is published in semester schedules, academic calendars, and tabloids.

## Transfer Students

Students seeking AS, AA or AGS degrees must complete at least 15 credit hours in residence at Seward County Community College/Area Technical School. AAS students must complete a minimum of 15 credit hours at SCCC/ATS.

## Residency

Residency status is determined by the SCCC/ATS Registrar according to the following guidelines:

### Resident Status (In-State)

Procedures consistent with the State of Kansas statutes will be utilized; in order to be classified as a resident student (In-State) for tuition purposes, a person enrolling at SCCC/ATS must have had six (6) months continuous legal residency in the State of Kansas immediately prior to the first day of classes in a semester. The six (6) month residency requirement may be waived if the student (or parent of a dependent student) was transferred or recruited to Kansas by an employer as a full-time employee to work in the state. Proof of residency and employment verification is required.

### Non-Resident Status (Out-of-State or International)

Students not meeting the Kansas residency requirements will be classified as a non-resident student (Out-of-State or International) for tuition purposes and will be charged the appropriate tuition rate.

### Border County

Students who are residents of the following counties will be charged border county tuition rates: Baca, Beaver, Cimarron, Dallam, Hansford, Lipscomb, Ochiltree, Sherman, & Texas counties.

### Out-of-State

A student who is a legal resident of another state will be classified as Out-of-State.

### International

A student who is a citizen of another country will be classified as International unless the student meets the Kansas six (6) month residency requirement. It is the responsibility of the student to initiate any request for change of residency; an Affidavit of Residency form may be obtained from the Registrar's Office.

A student who has been issued a Certificate of Eligibility (CIS Form I-20 with an F-1 or M-1 Visa) to attend college at SCCC/ATS cannot be considered a Kansas resident and will be classified as International. High school exchange students with a J-1 Visa who take SCCC/ATS classes concurrently will also be classified as international.

The Registrar may change a student's residency status immediately when such information becomes known and is verified.

### Residency under Kansas HB 2145

Eligibility for Resident Tuition (In-State) under Kansas 2004 House Bill 2145 for Certain Undocumented Immigrants and Others

Any student who meets all of the following criteria can be considered a Kansas resident for tuition purposes if:

1. student has attended an accredited Kansas high school for three or more years  
and
2. student has graduated from an accredited Kansas high school or has earned a Kansas state high school diploma or has received a GED issued in Kansas  
and
- a) in the case of a person without lawful immigration status – student has signed and filed an affidavit with SCCC/ATS stating that the student or student's parents have filed an application to legalize such student's/parent's immigration status (or will file such an application as soon as such person is eligible to do so).  
or
- b) In the case of a person with a legal, nonpermanent immigration status – student has filed with SCCC/ATS an affidavit stating that such student has filed an application with the U.S. Citizenship and Immigration Services (CIS) to begin the process for U.S. citizenship (or will file such an application as soon as such person is eligible to do so).

Under this 2004 Kansas law, effective July 1, 2004, students who are not eligible for Kansas residency include:

1. students who have a valid student visa (International students with F-1, J-1 and M-1 visas).
2. students who are eligible to enroll in a public postsecondary educational institution in another state and be considered residents of that state.

### Rollover to In-State Residency

After a non-resident student has continuously resided in Kansas for six (6) months, he/she may petition for in-state residency by completing an Affidavit of Residency form in the Registrar's Office. The Affidavit of Residency form requires that the person provide three (3) documents from the following:

- Receipt for purchase of Kansas license tags dated at least 6 months before the term starts.
- Receipt for payment of Kansas property taxes dated at least 6 months before the term starts.
- Employment verification or payroll check stubs from a Kansas employer or school attendance at a Kansas Community College commencing 6 months prior to the first day of the term.
- Copy of voter registration in the State of Kansas dated 6 months prior to the school term.
- Copy of Kansas driver's license dated at least 6 months prior to the school term.
- Utility receipt and/or rent receipts continuously for the prior 6 months.
- Verification from a Kansas resident that the student has resided with him/her for 6 months before the school term starts.

The Affidavit of Residency form requires that the student's signature be notarized by a Notary Public.

The Registrar will change the student's records to reflect in-state residency only after all requirements have been fulfilled.

When enrolling, the student is responsible for indicating the proper residence classification for tuition and fee purposes. If there is any question of residency classification, as regulated by the State of Kansas statutes, the student should in-quire with the Registrar who will review the facts and make a determination. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all semesters during which the student was incorrectly registered. The establishment of in-state residency and providing supporting documentation is the responsibility of the student.

### Establishing Seward County Residency

The establishment of Seward County, Kansas residency and providing supporting documentation is the responsibility of the student. A similar procedure to establishing Kansas residency will be used to establish Seward County residency. Eligibility for a Seward County Tuition Grant is possible only after the student has provided the required documentation to meet residency requirements and met the financial aid application timelines.

### Residency Appeal Process

A Residency Status Appeals Committee consisting of the Registrar, the Dean of Administrative Services, and the Director of Admissions, will hear appeals from students when in-state residency has been denied or appeals from the college that such residency is denied. The appeals request must be initiated, in writing, with the Dean of Student Services. The appeals committee's decision is final for the given semester.

## Change of Schedule

A Change of Schedule form must be completed when a student wants to add or drop a course. In both cases, signatures of the instructor and advisor must be obtained prior to changing the schedule at the Registrar's office.

### Adding Courses

Students may add courses through Friday of the second week of the regular 16 week semester (Fall/Spring). For courses less than a regular semester length, the course may be added within the first week of the scheduled start date. Permission from the Dean of Instruction must be obtained to add courses after the published dates. Other than tuition and fees, there are no additional charges for adding a course.

### Dropping Courses

It is the student's responsibility to officially withdraw from any course that he/she deems necessary to quit attending. Students who officially drop/withdraw from courses during the first three weeks of the regular 16 week semester (Fall/Spring) are not charged for the course. After the published date, a \$5 Drop Fee is required to drop a course and students are obligated for 100% of tuition and fees incurred (no refund). The last day to withdraw from a course is the end of the week preceding final exams in a regular semester (Fall/Spring).

For courses less than a regular semester length (including summer semester courses) students can drop without a tuition and fee charge during the first 10% of the scheduled course duration. After the scheduled time, a \$5 Drop Fee is required to drop a class and students are obligated for 100% of tuition and fees incurred (no refund). The last day to withdraw from a course, less than a regular semester length, is during the week before the completion of the course.

Specific dates are published in semester schedules, academic calendars, and tabloids. It is the student's responsibility to meet published time-lines.

*Steps to follow to Drop a Course are:*

- A Change of Schedule form must be completed with signatures of the class instructor and the student's advisor.
- Pay \$5 (when applicable) for each Change of Schedule form reflecting one or more class withdrawals.

## Student Credit Hour Load

One (1) hour of college credit is usually earned for each clock hour per week a student attends class during a semester, except laboratory-type classes which require additional time under an instructor's supervision. A minimum of two (2) clock hours per week of independent study is recommended for one (1) hour of classroom activity. Sixteen (16) college credit hours is considered standard semester load (Fall/Spring). A student must have prior written approval from the Dean of Instruction to exceed nineteen (19) credit hours in a regular semester. Maximum summer hours are nine (9) credit hours; exceeding nine (9) credit hours in a summer session requires written approval from the Dean of Instruction.

## Withdrawal from College

### Withdrawal by the College

The college administration reserves the right to withdraw students from classes any time during the semester for disciplinary reasons, nonpayment of charges, and/or lack of records submitted to the Registrar's Office.

Instructor withdrawals are allowed only in online computer classes, P.E. activity courses, art and music activity courses, and business and industry courses. These withdrawals are initiated by the instructor.

### Withdrawal by the Student

When a student is enrolled in more than one class and wants to totally withdraw from SCCC/ATS, the following steps should be completed:

A Total Withdrawal from School form should be completed with all required signatures obtained.

Present the Total Withdrawal from School form to the Dean of Student Services.

Students who withdraw from all courses are subject to the REFUND OF TUITION AND FEE policy with possible financial obligation to pay tuition and fees incurred.

Withdrawing from any course or courses may affect financial aid received. Students are advised to visit with the Financial Aid Office before withdrawing from any courses. Withdrawal and/or nonattendance of courses by students receiving federal financial aid may cause the Federal Refund/Repayment Calculation to be applied. Students could be required to repay federal funds received. More information is available in the Financial Aid Office.

# Student Services Policies & Procedures

## Transcript Information

A transcript is a copy of a student's permanent academic record. A transcript contains confidential information and will be released in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA). Transcripts are released to students, or persons designated by the student, with signed written permission. *Official transcripts* are issued from the Office of the Registrar. A transcript is official if it is signed by the Registrar and imprinted with the college seal.

### How to Order a Transcript

- Via the Internet - Go to [www.sccc.edu](http://www.sccc.edu) and print a "printer friendly" transcript request form. Use any method on the form for submission.
- By mail - Print the transcript request form located in the SCCC/ATS Student Forms section of this document, and send your written request to the Registrar's Office, Seward County Community College/Area Technical School, PO Box 1137, Liberal, KS, 67905-1137. (Be sure to include payment).
- By fax - Print the transcript request form and fax your written request to, (620) 417-1079 (payment must be received before transcript will be issued).
- In person - Bring a completed copy of the transcript request form to the Office of the Registrar during regular campus office hours. Personal identification will be required.
- Requests by phone and/or email are not accepted. Written, signed requests are required whether by mail, fax, or in person.

Transcripts requests are usually processed within 2 working days of receipt of request; however, a longer period of time may be required for processing at the end of each semester and during peak enrollment periods.

### Transcript Charges

The cost for an Official Transcript is \$5 per copy and must be paid in advance by cash, check, money order, Visa, or MasterCard. The fee for a Faxed transcript is \$5 (paid in advance).

Student copies, which are unofficial, are issued in person at no cost from the Registrar, or may be obtained from the Student Records secure login page on the SCCC/ATS web site. Students should be aware that some holds prevent access to transcripts; contact the Registrar's office for more information on holds against your student records.

### Evaluation of Transcripts for College Credit

Official transcripts, certificates, licenses, training documents may be submitted to the Registrar for evaluation when SCCC/ATS credit is requested. When necessary, the Registrar will consult with instructor, division chair, agency, certification, etc. board to determine educational content and appropriate classification of work presented.

Types of learning or educational experiences that can be evaluated for SCCC/ATS credit include:

- College Level Examination Program (CLEP)

- Advanced Placement (AP)
- Advanced standing tests from College Entrance Examination Board (CEEB)
- Skill based tests (MOUS, A+, ASE, ASPA, MCSE, etc.)
- License and Certificates (LPN, EMT, Medical Lab Technicians, Law Enforcement Training Certificates, Cosmetology/Barber Licenses, Certified Dietary Management Certificate, etc.)
- Military service/ courses
- Proprietary and Trade Schools

A fee will be charged per transcript/document for this evaluation process; a fee schedule is available from the Registrar's Office.

There is no fee charged when students submit official transcripts from accredited colleges and universities in order to transfer credit to SCCC/ATS.

## Change of Name & Address Information

If you are an employee (faculty, staff, or student), federal regulations require employers to validate that the employee's name and social security number on record exactly matches the name/S.S.N. which appears on the individual's social security card to ensure proper tax reporting. Thus, in order to reflect your name/S.S.N. change on your personnel and payroll records, you must present your social security card which reflects your new name/S.S.N. to the Human Resources Department in the Hobbble Academic Building.

If you are a student and are not employed with SCCC/ATS, please bring your social security card to the Registrar's Office in the Hobbble Academic Building.

If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Administration Office. (Note: You will need to bring an original legal document reflecting your new name to support your request for the name/S.S.N. change. Examples of accepted legal documents include a birth certificate, marriage license, divorce decree, etc.) Once you receive your new Social Security card, please bring it to the appropriate office. If you have any questions or concerns, please call the appropriate office.

## Family Educational Rights & Privacy Act (FERPA)

Policy on Student Records in Accordance with FERPA

### I. Student Rights

The Family Educational Rights and Privacy Act (FERPA) afford parents and eligible students certain rights with respect to the student's educational records\*. For purposes of this policy, whenever a student has attained 18 years of age or is attending an institution of post secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. These rights include:

1. *The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.*

Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records(s) they wish to inspect. The College official will make arrangements for access and notify the parent/eligible student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the parent/eligible student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading.*

Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the college official responsible for the record, clearly identify the part of the record to be changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the college will notify the student of the decision and advice of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student when notified of the right to a hearing.

3. *The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.*

Exceptions which permit disclosure without consent include disclosure to school officials or individuals with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seward County Community College/Area Technical School to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

\*Educational records include but are not limited to all official records, files, and data directly related to the student, including all material that is incorporated into each student's cumulative record folder, and intended for college use or to be available to parties outside the college or school system; identifying data, academic work completed, level of achievement (grades, standardized achievement test scores, etc.), attendance data, scores on

intelligence tests, aptitude tests, psychological tests, interest inventory results, health data, disability and accommodation information, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns are all forms of student information that are recorded with, but not limited to, handwriting, print, computer media, video or audio tape, film microfilm, and microfiche.

## II. Directory Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Seward County Community College/Area Technical School considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the parent/eligible student notifies the Student Privacy Officer (Dean of Student Services), in writing within 10 days of the beginning of each semester, of their wish to withhold release of said information:

- Name
- Address
- Phone number; email address
- Date and place of birth
- Major Field of study
- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

## III. Guidelines for the Release of Student Information

Seward County Community College/Area Technical School will adhere to the following guidelines in releasing records of students:

Official records are released only with the student's knowledge and written consent (exceptions are listed below) in compliance with FERPA regulations. The written consent must specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made. Students are entitled to an official transcript of academic records upon signed written request and payment of a transcript fee.

Records may be released without the student's knowledge and consent in the following situations:

- To school officials, including instructors, within the College who have been determined by the College to have legitimate educational interests;
- To officials of schools at which the student intends to enroll, upon condition that the parent/eligible student receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- To authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary of the United States Department of Education, (iii) the State educational authority, which may be necessary in connection with the evaluation of Federally-supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs, or (iv) the Attorney General of the United States for law enforcement purposes;

- In connection with a student's application for, or receipt of, financial aid;
- To State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for purposes for which said records are obtained;
- To accrediting organizations in order to carry out their accrediting functions;
- To parents of a dependent student of such parents, as defined in the Internal Revenue Code;
- In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- To comply with a judicial order or other lawfully issued subpoenas for law enforcement purposes; and
- Directory information unless the student notifies the Student Privacy Officer (Dean of Student Services) in writing within ten (10) days of the beginning of each semester of his or her wish to withhold release of said information.

Release to non-educational agencies or individuals will be conducted only with written authorization from the parent/eligible student. Records requested in connection with employment situations should be specifically designated in writing in the Registrar's Office. Telephone inquiries for student information will not be accommodated; however, urgent requests based upon an apparent emergency will be handled by the Student Privacy Officer (Dean of Student Services) or designee.

The College is not required to permit a student to inspect and review educational records that are financial records of his or her parents; certain confidential letters and confidential statements of recommendation are also not required to be available for review by parents/eligible students.

Inquiries concerning the Seward County Community College/Area Technical School FERPA Policy should be made to the Dean of Student Services or to the Dean of Administrative Services.

## Sexual Harassment Policy

Harassment of any student or SCCC/ATS Staff Member on the basis of sex shall be considered a violation of College policy and Federal Law.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.

- When any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC/ATS will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any student or employee who feels he/she has been the victim of sexual harassment should contact the Dean of Administrative Services within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Dean of Administrative Services within five (5) calendar days of the initial contact so that the Dean can proceed with an investigation into this matter.

## Physical or Sexual Assault

Physical or sexual assault on faculty, staff, or another student or visitor is in violation of the Student Code of Conduct. No student, faculty, staff member or visitor shall force or threaten to force another student, faculty, staff member or visitor to have sexual contact against any person's will. Any student charged with sexual assault on or off campus may be prosecuted under criminal statutes and disciplined under the campus Student Code of Conduct. Even if the criminal justice authorities choose not to prosecute, the college reserves the right to pursue disciplinary action.

Students or employees who feel they have been the victim of sexual assault should contact the Security Department. Victims may also contact the Dean of Student Services.

The Kansas Sexual Offender Registration Act of 1996 allows public access to a list of convicted registered Kansas sexual offenders. This information may be viewed on the Internet at [www.accesskansas.org/kbi](http://www.accesskansas.org/kbi)

Safety and security at Seward County Community College/Area Technical School is a shared responsibility between the administration, Campus Security, the students, the campus community, and local law enforcement agencies. While the College takes actions to help increase security, students and visitors also can contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities. **Campus Security can be contacted at (620) 629-0670.** A campus security office is located in the Student Union Building, room number SW109. Local law enforcement may be contacted at (620) 626-0150 or during an emergency by dialing 911.

## Inclement Weather or Emergency Closings

When a decision is made to cancel classes and/or close campus, the communications media will be notified immediately. Students and college staff should listen to area radio stations and television stations for announcements. If no announcements are made, classes will meet as usual. Students are urged to exercise personal judgment regarding whether road conditions, weather-related conditions, or extenuating circumstances would prevent safe travel or attendance in class. When these types of conditions exist and

student absences result, faculty is urged to be lenient in permitting student absences and make-up work.

The media that are typically notified when classes are cancelled and/or the campus is closed are:

- 107.5 FM
- 106.7 FM
- 101.5 FM
- 99.1 FM
- 1420 AM
- 1270 AM
- Wichita Television Stations
- Amarillo Television Station
- Local Cable Channel 17 - SCCC/ATS

If, in the event that inclement weather conditions do arise while a student is on campus, students should make every effort to keep abreast of the posted SCCC/ATS emergency protocols. Emergency protocol manuals are posted in prominent locations throughout each campus building. Protocol manuals designate emergency coordinators in each building as well as designated shelters in case of a tornado. Emergency Procedure Manuals are also available from the Security Department in the Student Union Building, room SW109.

## Drug Free Institution of Higher Education Policy

Seward County Community College/Area Technical School, in compliance with the Drug-Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 (Title XII of the Higher Education Act of 1965), imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the SCCC/ATS campus or as a part of any college activities.

Seward County Community College/Area Technical School Board of Trustees recognizes that the abuse of alcohol and the use of controlled substances constitute a hazard to a positive learning environment. Realizing that alcohol and other drug abuse has become an epidemic in our society, Seward County Community College/Area Technical School is firmly committed to an educational program for employees and students which provides information that reinforces and promotes healthy responsibility within the community; and the social, emotional, ethical and physical well-being of all members of the academic community. Because the abuse of alcohol and other drugs is a problem that is not associated with a singular socioeconomic group or age level, Seward County Community College/Area Technical School will not tolerate violation of any part of the Drug Free Institution of Higher Education Policy by any employee or student.

## Campus Crime Statistics

Complete statistics may be obtained from the security office (SW109). Safety and security at SCCC/ATS is a shared responsibility between the administration, campus security, students, campus community, and local law enforcement agencies. While the college takes actions to help increase security, students and visitors also can contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and

reporting suspicious or threatening activities. Campus Security can be contacted at (620)417-1181.

## Student Code of Conduct

The Seward County Community College/Area Technical School Student Code of Conduct is an important component of a college atmosphere conducive to academic and social development. Students are expected to take responsibility for their actions and observe the rights of others. The conduct of each student is an important indication of character and the highest standards of honesty, integrity and morality are desirable qualities that are expected.

The following Student Code of Conduct is presented as expectations of student behavior. Violations may subject the student to disciplinary actions as indicated in **Sanctions**. The violation may be reported to the appropriate law enforcement agency. The Student Code of Conduct is considered to be in effect on all Seward County Community College/Area Technical School Campus sites including student housing, in college vehicles and at all college-sponsored events.

1. **Alcoholic Beverages** - No student shall consume, possess or provide to a minor any alcoholic beverages, beer, or wine on campus, in college owned vehicles, in student housing, at any college sponsored event, either on or off campus. Kansas State Laws prohibits the possession and consumption of any kind of alcohol on campus.
2. **Tobacco Products** - As an educational community concerned for the health of its members, Seward County Community College/Area Technical School supports a tobacco-free environment. Use of tobacco products in any building owned or operated by the college, in any vehicle owned or leased by the college, or at any college sponsored event or activity held in any building on or off campus is prohibited except in designated areas. Smoking and/or use of tobacco in student housing is permitted only in designated areas outside of the building.
3. **Illegal Drugs** - Seward County Community College/Area Technical School supports the enforcement of the State of Kansas Laws and Federal Laws on controlled substances. The possession, use, manufacture or sale of illegal drugs on campus, in college owned vehicles, in student housing, at any college sponsored event, either on or off campus is prohibited. Violators will be reported to law enforcement agencies.
4. **Safety and Security** - Any behavior or action which threatens, harms or causes to place in harm any person, or threatens the safety and security of any student, employee, or person on the college campus or at any college sponsored event is prohibited? Seward County Community College/Area Technical School is committed to providing students educational and social activities in a safe and secure environment free from harassment or intimidation on the basis of sex, gender, race, religion, or national origin.
5. **Disruptive Behavior** - No student shall behave in a manner that is disruptive to the educational process; in a learning environment, behavior which endangers or infringes upon the rights of others will not be tolerated. Students should not assemble in a manner that obstructs the free movement of persons about the campus, obstructs the free and normal use of college facilities, or prevents the normal operation of the college. Misconduct in the classroom could lead to



removal either voluntarily or by campus security; misconduct in college facilities including student housing, the student union, and/or the cafeteria, could result in suspension or expulsion from the facilities and from the college.

6. **Harassment** - No student shall engage in harassment of another student, instructor or staff member of the college; students who feel that they are being harassed by anyone including another student, an instructor, or a college staff member should report the incidents to the Dean of Student Services. Harassment includes sexual and racial harassment and may include verbal and/or physical actions, or by use of electronic media such as email. Actions and/or comments are considered harassment when such conduct has the purpose or effect of unreasonably interfering with the instructor, student, or staff member's performance or creating an intimidating, hostile or offensive environment.
7. **Weapons** - Possession of weapons are prohibited on campus, in college owned or personal vehicles, in student housing, or at any college sponsored event. Examples include, but are not limited to, firearms, fireworks, knives, bows and arrows, clubs, etc. The discharge of firearms or fireworks, or the use of any object to cause intimidation or injury to a person or damage to property is prohibited. There are exceptions for students enrolled in Criminal Justice or Physical Education courses or college sponsored activities where firearms are used and supervised by college staff in a safe environment.
8. **Fire Safety** - Any action which could endanger the safety of any person on campus or at college sponsored activities is prohibited. It is illegal under state and federal laws to tamper with or misuse any kind of fire emergency equipment. This includes, but is not limited to, discharging or tampering with fire extinguishers, causing false alarms, tampering with smoke alarms, etc. Unauthorized possession, use, and/or storage of any chemicals or substances that could lead to an explosion is prohibited on college property. Persons responsible for these type actions may face serious disciplinary action, fines, and criminal prosecution.
9. **Academic Honor Code and Cheating** - Seward County Community College/Area Technical School is committed to high ethical standards and integrity in all aspects of the college. Academic dishonesty is a serious threat to academic integrity and does not support the college mission of developing better futures for its students. Cheating, copying another's exam or allowing another to copy the exam, collaboration not permitted by the instructor, plagiarism, are types of dishonesty that are prohibited. Dishonest acts also includes providing false information to college staff, forgery, alteration, or misuse of college documents or instrument of identification, or any other act intended to deceive. Violators may face disciplinary actions, suspension, or expulsion from college.
10. **Use of College Facilities and Equipment** - Seward County Community College/Area Technical School provides excellent facilities and equipment and encourages students to maximize the use thereof. Students should utilize campus facilities only during established open times and dates or otherwise with permission; equipment should be used only for its intended use. Unauthorized entry or occupancy of facilities during times other than established hours is prohibited; unauthorized possession and/or use of keys to college facilities by students is prohibited.
11. **Theft and Vandalism** - respect for property of the college and other students or persons is expected. Theft or damage to property is

illegal and violations will result in disciplinary sanctions. Theft and vandalism includes, but is not limited to, taking or being in possession of the property of others, damage to and/or tampering with college facilities, equipment, vehicles, etc., thefts relating to phone service, cable television services, computer files and software, credit card usage, identity, etc.

12. **Use of Computers, Software, and Related Equipment** - Students are expected to use college computers, software, networks, and related equipment in ways consistent with the mission and goals of Seward County Community College/Area Technical School. All student use of computers should support the educational programs of the college. Proper computer etiquette by all students is expected when using college computer resources. The following uses of computer resources are examples of prohibited activities: commercial use, sharing a user name and/or password, attempt to gain unauthorized access to computer resources, modification of settings, destruction of computer resources, willful introduction of computer viruses, computer use to communicate defamatory, derogatory, hostile, or threatening messages, illegally copying of software, etc. Student use of the Internet on college computers for research, email or browsing should access only web-sites that are socially appropriate and do not contain obscene material, pictures, messages, etc. The college uses computer software that identifies the specific computer and time that an undesirable web-site is accessed. Violations of computer use guidelines may result in disciplinary action; the student's computer use privileges may be suspended immediately and indefinitely. Notification of law enforcement agencies may occur when appropriate. Students may request a complete "SCCC/ATS Networking Computer Use Policy" for review from the Dean of Administrative Services.

## Sanctions

The following sanctions may be imposed for violations:

1. **Admonition/Reprimand** - a written warning that a violation of the Student Code of Conduct has occurred and that further instances of misconduct may result in additional disciplinary action.
2. **Administrative Withdrawal From Courses** - withdrawal from course(s) initiated by a college administrator as a result of inappropriate behavior by the student.
3. **Restrictions/Requirements** - specified loss of privileges and/or specific conditions to be performed or completed by the student.
4. **Restitution** - full and complete reimbursement for damage, destruction, or misappropriation of property of Seward County Community College/Area Technical School or other students or persons. The restitution may involve a form of service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in additional sanctions.
5. **Community Service Work** - work projects to improve the college or community.
6. **Hold on Student Records** - the college reserves the right to "hold" student records based on failure to follow regulations, behavior misconduct or failure to pay financial obligations to the college. A "hold" on student records may prevent further enrollment in courses, receiving grades, transcripts, and/or diplomas, or participating in campus activities.

7. **Assessment of a Monetary Fine** - student can be assessed a fine for various violations including, but not limited to, violation of traffic regulations, failure to follow student housing regulations, or library fines, etc.
8. **Cancellation of Scholarships** - institutional scholarships and grants are awarded based on the assumption that students are in good standing. Seward County Community College/Area Technical School reserves the right to cancel institutional financial aid for violation of the Student Code of Conduct.
9. **Suspension** - termination of a student's enrollment from the college for a specified period of time; suspension from student housing can be imposed for non-compliance of housing regulations and/or failure to observe Student Code of Conduct. Conditions of readmission may be specified at the time of suspension.
10. **Expulsion** - a permanent severance of a student's enrollment and/or severance from college housing. A record of such action is made on the student's permanent record in the Registrar's Office. A student who is expelled from college and/or student housing is typically not allowed to re-enter either.

Sanctions may be imposed in combinations; sanctions outlined above are not all inclusive of possible disciplinary actions by Seward County Community College/Area Technical School. Involvement and reporting to appropriate law enforcement agencies may occur. Parental involvement may be appropriate in certain circumstances.

### Student Right of Due Process

Seward County Community College/Area Technical School assures students the right of due process. When violations of the Student Code of Conduct are alleged, students have the right to a hearing before the Dean of Student Services. The Dean of Student Services will determine if sanctions are warranted. When sanctions involve suspension or expulsion from college, the student may make an appeal to the President of the college. The appeal must be presented in writing within five (5) working days after the decision. The appeal must be based on an excessively severe sanction, the introduction of new evidence, or substantial procedural irregularities in the original hearing. The President will determine if the sanction was appropriate for the violation.

### Computer Usage

Students who use college computing resources are expected to adhere to the *SCCC/ATS Network Computing Use Policy*. Misuse

can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete Policy is available upon request from the Offices of the Dean of Student Services, the Dean of Instruction, the Dean of Administrative Services, and the Associate Dean of Educational Services.

Enrollment in any SCCC/ATS course constitutes agreement, by the student, to abide by the terms of the *SCCC/ATS Network Computing Use Policy*. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies.

### Sales & Solicitation Policy

Facilities of Seward County Community College/Area Technical School are primarily for community college purposes of instruction, student life and public service; they are not available for unrestricted use by non college groups. The regulation of commercial activity on the campus and the posting and distribution of advertising materials is necessary so that it does not interfere with the academic mission of the college, and so that income gained from activities held on campus benefits the college. Selling and/or solicitation on college property is prohibited without the consent of the Dean of Student Services.

### Signs & Poster Policy

- Generally, only signs and posters of faculty, staff and students will be allowed.
- All materials posted must be approved and stamped by the Director of Student Activities. Signs will be removed if not stamped. Student Services, custodial, and administrative personnel may remove signs posted on windows, doors, etc., or in areas other than those designated.
- There will only be a two week posting period allowed.
- Signs on windows and doors will only be allowed in the Student Activities Center and gym. Other buildings will have designated boards.
- Students may also place classified ads in the student newspaper.

# Student Support Services & Student Life Activities

## Campus Security

### Safe and Secure Campus

A safe and secure campus environment is a high priority of the Seward County Community College/Area Technical School Staff and Administration. Student policies have been written to ensure that safety is reinforced by responsible student behavior. A full-time campus security staff is maintained and a surveillance camera system is utilized in various areas of campus including the Student Living Center. Please note that Security Officers and Surveillance Cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. Reasonable pre-cautions that students should practice include, but are not limited to:

- Report anything suspicious to a Security Officer.
- Lock vehicles/dorm rooms and keep personal articles out of sight.
- At night stay in well-lit areas.
- When walking to the parking lot, to a building on campus, or anywhere on campus, student should be accompanied by other students.
- Observe published student guidelines and safety practices.

### Campus Crime Disclosure Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to this act.

Seward County Community College/Area Technical School's annual security report includes statistics for the previous three years; reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Seward County Community College/Area Technical School; and on public property within, or immediately adjacent to and accessible from the campus, are contained in this security report.

The report also includes information concerning campus security, college policies concerning alcohol, drug, and weapons, crime prevention, the reporting of crimes, sexual assault, and other safety and security matters.

In complying with the statistical reporting requirements of the Clery Act, the college obtains the required statistics for campus crimes, through actual reported crimes both in person, through confidential reporting, and through contact with local law enforcement agencies. The college has initiated a silent witness program for anonymously or confidentially reporting crimes via the Internet. The program may be accessed at: [www.sccc.edu/report-crime](http://www.sccc.edu/report-crime)

Every reasonable effort is made to identify all reported crimes and to present the statistics in the annual report. You can obtain a copy of the report by contacting the SCCC/ATS Safety and Security Department on campus, the Dean of Administrative Services, or the Dean of Student Services.

### Weapons

The possession, carrying and use of weapons, ammunition or explosives are prohibited on property owned or controlled by the college. The only exception is for authorized law enforcement officers or other persons specifically authorized by the college. Failure to comply with the college weapons policy will result in disciplinary action and/or prosecution.

### Facilities

#### Library



The Library provides faculty, students and community with materials, equipment, and facilities to support the curriculum. Newspapers, periodicals, and non book materials are available. Users are encouraged to use the supplementary materials, to learn to find materials, and to do recreational reading in the comfortable, relaxed atmosphere.

#### Academic Achievement Center (AAC)

The Academic Achievement Center provides students with materials, equipment, and facilities which supplement each SCCC/ATS student's curriculum. Lab assistance is available during all Academic Achievement Center hours with literature and video tapes on study and test-taking skills; computer tutorials, course subject CD's, and word processing programs just a few of the services offered in Academic Achievement Center.



Peer tutoring is provided through the Academic Achievement Center at no charge to students. Peer tutors are trained and nationally certified to administer tutorial services. Tutors are available for most academic courses, for computer assistance and for study skills improvement. Students are encouraged to visit the Academic Achievement Center and to utilize the tutorial services available.

#### Wellness Center

The Seward County Community College/Area Technical School Wellness Center will help individuals or groups select and maintain lifestyle changes for a healthier and happier life. The center creates cost effective health promotion and education programs for all individuals.

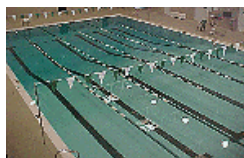
The Wellness Center offers the latest in aerobic exercise machines such as computerized bicycles, Stairmasters®, rowers and treadmills to assist each individual in his or her cardiovascular fitness, a large component of wellness. Nautilus is available for strength training.



In addition, individuals can take advantage of aerobic classes, locker facilities, and a classroom that is used for seminars.

The Wellness Center is available to all Seward County Community College/Area Technical School students, faculty, and staff with a valid student/staff ID, or through enrollment in a class for credit.

Community patrons may use the facility by paying a monthly fee, or by enrolling in a wellness class.



### Student Living Center

The college operates a Student Living Center as a co-ed dormitory accommodating 168 students on campus, and two apartment style units accommodating 32 students. These facilities are adjacent to the main campus, and provide spacious private and semi-private rooms, Internet access, a student lounge, a central computer lab, and laundry facilities.

A meal plan is an integral part of every Living Center contract. Complete information and contracts for the Living Center are available from the Student Services Office.

### Student Union Facility

The Student Union houses the Saints Bookstore, the cafeteria, the Wellness Center, the Director of Student Activities Office, the gymnasium, the swimming pool, general meeting rooms, the Internet Café, student recreational areas, and T.V. Lounges. This area provides great facilities for the recreational and leisure interests of students; good manners, courtesy, and respect for public property are expected from students at all times. Any formal meeting in the Student Union by students must be scheduled in advance through the Director of Student Activities.

### Student Immunizations

The Immunization Program of the Kansas Department of Health and Environment recommends that all college students be immunized against tetanus, diphtheria, hepatitis B, varicella (chicken pox), influenza, and measles, mumps, and rubella. It is also recommended that students in the health professions have additional protection against polio and tuberculosis. The American Health Association states "college students (living in residence halls) consider vaccination against Meningococcal Disease."

Residents of SCCC/ATS Student Housing should complete a student health form and send to the Student Housing Manager; this form includes information about a student's immunization history as well as existing medical conditions.

Proper immunization documentation requires obtaining written record of immunization dates (month, date, and year) from immunization certificates/records or medical records. To increase compliance with the college immunization policies, an exclusion policy is recommended for deficient students, with only medical or religious exemptions.

### Student Activities Program

A well-rounded program of student activities at SCCC/ATS is provided through special events and activities, athletic events,

participation in clubs and organizations, and the intramural program. Active student involvement is the key to a successful student activities program.

### Clubs & Organizations

Many diverse clubs and organizations are available at SCCC/ATS for students to participate in. Wide varieties of interests include organizations for both traditional and non-traditional students; see the Director of Student Activities for a complete list of approved campus clubs. Registration with the Student Activities Director is required for all student organizations on campus. The following must be provided for official registration of a student organization:

- Name of organization
- Approved sponsor
- List of current officers
- Statement of purpose
- Copy of Constitution/Bylaws
- Club Roster

### Student Government Association

Representation in government is the heart and soul of a democratic society. Student government represents an opportunity for students to participate in the democratic process. The Student Government Association (SGA) consists of three governing bodies; executive, legislative, and judicial. Offices in SGA are open to any qualified student at SCCC/ATS. The executive branch consists of a president, vice president, secretary-treasurer. The senate is made up of representatives from the different clubs and organizations on campus. A copy of the SGA Constitution is available from the Director of Student Activities; any student wishing to participate in SGA or file for an SGA office should visit with the director.

### Student Life Organization

This organization works closely with the SGA in planning activities and events for students; both Student Life and SGA are sponsored by the Director of Student Activities. These organizations provide leadership on the SCCC/ATS campus while placing emphasis on student involvement and community service projects by campus clubs and organizations.

### Intramural Activities

A program of intramural activities is organized through the Student Activities Office with input from Student Housing, the Student Life Organization, and the Student Government Association.

### Student Fundraising

All fund-raising activities by students must be approved through a process that involves numerous SCCC/ATS staff members being notified and signatures obtained. A request for fund-raising approval form is available through the Director of Student Activities or the Dean of Student Services. The organization must describe the fund-raising activity, explain how the funds will be used, and schedule the date, time, and location of the activity through the campus Scheduling Office.

The request for fund-raising is not approved until all signatures on the form are obtained. All funds collected by students and sponsor

should be deposited in a college account the same day or next business day. Funds that are solicited as tax-deductible donations for scholarships, equipment purchases, organizational operating expenses, etc. must be deposited with the SCCC/ATS Foundation; in this case, checks must be made payable to SCCC/ATS Foundation. Additionally, the total of all funds collected must be deposited into the appropriate account and any expenses paid through that account. Any fund-raising activity that involves a "Drawing" must follow guidelines recommended by college legal counsel. Copies of the guidelines should be distributed to all students involved in soliciting donations.

### Intercollegiate Athletic Program

SCCC/ATS is a member of the National Junior College Athletic Association (NJCAA) and competes in the Kansas Jayhawk Community College Athletic Conference. SCCC/ATS currently participates in the following sports for men and women:

- baseball (M)
- basketball (M & W)
- softball (W)
- tennis (M & W)
- volleyball (W)

### Phi Theta Kappa

Phi Theta Kappa is an honors organization for community college students. The Chi Alpha Chapter of Phi Theta Kappa affords students at Seward County Community College/Area Technical School the opportunity to be involved in various community service projects and attend leadership conferences as well as regional and international conventions. To be considered for membership, a student must have completed 15 credit hours of resident college coursework at Seward County Community College/Area Technical School, have a minimum 3.5 grade point average, and be currently enrolled in 6 credit hours. After membership in Phi Theta Kappa is established, members must maintain a 3.0 grade point average. Initial membership is approved by Seward County Community College/Area Technical School faculty and administration.

### **Student Disability Services**

Seward County Community College/Area Technical School is making a good faith effort to comply with the provisions of the *Americans with Disabilities Act (ADA)*; accessibility to programs, services and facilities by all students and patrons is a high priority. Students in need of accommodations should contact the Dean of Student Services, to initiate their request for services.

After a written request, by the student, for services, an intake process will be conducted; the existence of a qualified disability must be verified and appropriate strategies and resources identified. Students must provide documentation of their disability before receiving services. In the case of a medical disability, students should submit documentation from a qualified expert stating the nature and severity of the disability, the diagnostic procedures used, and recommendations for academic assistance. In the case of a learning disability, documentation must be submitted from one of two sources:

- Students diagnosed prior to high school graduation can submit IEP documents;

- Students diagnosed after completion of high school must submit a recent psycho- educational evaluation performed by a licensed psychologist.

Information obtained is confidential and is used solely for the purpose of identifying appropriate support services.

Seward County Community College/Area Technical School offers academic support services to students with physical or learning disabilities. SCCC/ATS is committed to providing assistance to students that will facilitate their independence and academic progress. Assistance is tailored to the needs of the individual student. Academic support services offered based on individual need include:

- campus orientation;
- instructor notification;
- note-taking assistance;
- alternative testing accommodations;
- assistance in obtaining texts in alternative formats;
- assistance in obtaining an interpreter;
- accessibility accommodations; and
- additional specific services when necessary

# Costs

## Tuition & Fees

### SCCC/ATS Costs

#### Rate for 2010-2011 Academic Year

In-State Tuition	\$65 per credit hour
Border County* Tuition	\$78 per credit hour
Out-of-state Tuition	\$93 per credit hour
International Tuition	\$93 per credit hour
Seward Online Courses	\$91 per credit hour
Seward Online International	\$95 per credit hour
EduKan Course Tuition/Fees	\$125 per credit hour

Border Counties include:

\* **Colorado:** Baca

\* **Oklahoma:** Cimarron, Texas, & Beaver

\* **Texas:** Dallam, Sherman, Hansford, Ochiltree, & Lipscomb

### Tuition

Tuition rates are approved by the Seward County Community College/Area Technical School Board of Trustees each academic year.

### Fees

Student Fees are approved by the Seward County Community College/Area Technical School Board of Trustees each academic year. These fees are charged per credit hour regardless of the student's residency status. The Board of Trustees also determines the specific use of these fees; the designated uses of these funds are:

- Scholarships
- Revenue Bond Retirement
- Reserve for Future Expansion
- Student Organizations
- Technology

### Special Course Fees

In addition to Student Fees, Special Course Fees are established for certain courses, including laboratory classes, classes requiring travel, classes requiring additional supplies, etc. Current lists of these Special Course Fees are published each semester in the class schedule.

### Student Housing Costs

Living in the on campus housing units is a great way to meet friends, participate in campus activities and personally grow from the experiences which come along with campus living.

The College operates 3 on campus coed housing facilities to accommodate up to 248 full time students. Each facility is a little different in its floor plans, location and amenities offered. Students who complete their contract and pay their deposit will be given preference to which facility they are assigned to. (Specific information and pricing is listed on the housing contract located on the [sccc.edu](http://sccc.edu) website or SCCC/ATS Admissions Office). Depending on the facility requested facility may include Internet access, a

student lounge, a central computer lab, cable TV and/or laundry facilities. A meal plan is an internal part of every housing contract.

### Book Estimates

Seward County Community College/Area Technical School operates a college bookstore which is located in the Student Union. Costs of books and supplies vary with a student's program of study and semester course load.

### Payment of Obligations

Students are expected to make prompt payment of all financial obligations to Seward County Community College/Area Technical School; tuition and fees, bookstore charges, student housing charges, special course fees, library fines, traffic fines, and parking fines, etc., charged to a student's account are due immediately.

### Payment Schedule

Payment in full of all charges on the student account must be made by the 20th day of each semester to avoid a service charge of \$35 being assessed by SCCC/ATS. Deferment of payment, without an SCCC/ATS service charge, is allowed by:

1. Students who are participating in the FACTS Plan (arrangements must be made prior to the 20th day of class and/or semester);
2. Students who make payment arrangements with the Dean of Administrative Services prior to the 20th day of class and/or semester);
3. Students who have been approved for financial aid that will pay the entire amount owed (the amount of financial aid may be deferred, however if total charges exceed the amount of financial aid, students are expected to pay the remaining balance by the first day of the class and/or semester to avoid a service charge).

### FACTS Plan

Students may choose to defer payment to SCCC/ATS by participating in the FACTS Plan. FACTS is a method for students to budget tuition, fees, and educational expenses and then make monthly payments. The FACTS Plan allows students to authorize automatic payment by:

1. An electronic bank-to-bank transfer or
2. By electronically charging their monthly payment to their credit card.

A \$35 fee per semester is charged to use the FACTS Plan. Other costs possible when using the FACTS Plan are: a \$2.50 fee is assessed when FACTS is used to make a full payment; a \$25 fee is assessed for each month that an automatic bank payment is missed. For more information students should refer to a FACTS Plan brochure available from the business office, admissions office, and the financial aid office or access FACTS Plan information at [www.sccc.edu](http://www.sccc.edu). (Requires student log-in). General information about the FACTS Plan can be found at [www.factsmgmt.com](http://www.factsmgmt.com).

### Payment Guidelines

- MasterCard, VISA, American Express, and Discover cards are accepted for payment of student charges along with cash, checks, and money orders. All payments must be made in U.S. Dollars.
- All students who have an account balance after the 20<sup>th</sup> day of the class and/or semester will be assessed a \$35 service charge by SCCC/ATS (some exceptions apply).
- All existing financial obligations for a semester must be paid, or arrangements made, before enrollment will be allowed for the subsequent semester or summer session.
- Students with unpaid accounts will have a hold placed on their records and no transcripts will be issued until the account is paid.
- Graduates will not receive diplomas and/or academic transcripts if their account has a balance.
- Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending SCCC/ATS; academic transcripts will be issued only after the default status is resolved.
- Students who have been approved to receive financial aid may defer payment, in the amount of the award, until the financial aid is disbursed; if the amount of the financial aid will cover the full amount of the charges on the student's account, no service charge will be applied by the Business Office; if the financial aid to be disbursed does not cover the entire charges the student must pay the balance by the 20<sup>th</sup> day of the semester or a \$35 service charge will be applied. For more information students should contact the Business Office and/or the Financial Aid Office.
- If a check made payable to the college is returned unpaid by a bank, for any reason, the student's records will be placed on hold until the financial obligation is paid. The student will be charged a returned check fee for each returned check.

### SCCC/ATS Courtesy Card

Persons age fifty-five (55) years or older who are area residents are eligible to apply for an SCCC/ATS Courtesy Card.

The SCCC/ATS Courtesy Card remains in effect for the person it was issued to until area residency terminates.

Benefit of the courtesy card:

Tuition waiver for courses taken for college credit; student fees and special course fees are student's responsibility.

### Refund Policy

#### Written Notification

Students who decide to drop a course are required to officially withdraw by completing a Change of Schedule form in the Registrar's Office. Students who decide to drop all courses are required to officially withdraw from the college by completing the Total Withdrawal from School form in the Registrar's Office. In either case, it is the student's responsibility to obtain required signatures, complete the forms, and return the forms to the Registrar's Office.

#### 100% Refund Period

Students who officially withdraw from a course or courses during the first three weeks of the regular 16 week semester (Fall/Spring) are entitled to a full refund (100%) of tuition and fees paid. No refund on

tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred.

For courses less than a regular semester length (including summer semester courses) the 100% refund period is during the first 10% of the scheduled course duration. No refund on tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred.

Specific dates will be published each semester with the course schedule; it is the student's responsibility to comply with timelines associated with the refund policy.

### Refunds for Courses That Do Not Materialize

Students enrolled in courses that do not materialize will receive a full refund of all tuition and fees paid. To facilitate refunds on such classes, students should contact the Registrar's Office or the Business Office.

### Refunds for Military Personnel Called to Active Duty

When a student is called to active military duty, the following refund options are available:

1. If a student leaves prior to completion of 2/3 of required class time, the student must withdraw from all classes and is entitled to a full refund (100%) of tuition and fees paid.
2. If a student leaves after completion of at least 2/3 of required class time, the student may elect one of the following options:
  - a) The student may withdraw from all courses and be entitled to a full refund (100%) of tuition and fees.
  - b) The student may test out of classes, receive credit, and not be entitled to a refund.
  - c) The student may elect to receive an incomplete (including a waiver of the one year requirement for completion of the incomplete grade) and not be entitled to a refund.
  - d) The student may elect to receive the grade that he/she has earned at the time of leaving and not be entitled to a refund.

In all cases refunds of tuition and fees will be to the student or to the agency providing funds for payment of these charges.

### Refund of Title IV Funds

In addition to the SCCC/ATS refund policy, all students receiving Federal Financial Aid (Title IV Funds) are subject to a calculation to determine the return of federal funds; this calculation is required for students who completely withdraw on or before the 60% point of the semester. The "Return of Title IV Funds" calculation involves only the Federal Financial Aid portion of funds received by the student. The calculation determines the amount of federal funds the student and SCCC/ATS are entitled to keep; the calculation is based on how long the student was enrolled during the semester. It is possible that the student will owe federal funds back to the Department of Education; when it is determined that a student must pay funds back, all future federal financial aid is suspended until the amount is returned. The Financial Aid Office will conduct the calculation and notify the student of the outcome.



# Financial Aid

## General Information

A college education is among the most valuable investments a person can make. Many SCCC/ATS students rely on financial aid to help with the expenses of a college education. The main purpose of financial aid is to supplement, not replace, the amount that students and their families spend on an education. Financial aid is *packaged* with different sources of assistance and combined to meet the financial need of the student. Federal, state, local, private organizations and institutional financial aid programs are available in the form of scholarships, grants, work-study, and loans. Most financial aid programs require the student to show specific financial need and to maintain satisfactory progress toward a degree or certificate. The type and amount of aid received are primarily based on the eligibility requirements of each specific financial aid program and the student's enrollment status.

## Eligibility for Financial Aid

Traditional and non-traditional students are encouraged to apply for student financial aid. Selection to receive financial aid through SCCC/ATS will be made without regard to age, sex, race, color, religion, national origin, or disability. The majority of student financial aid is available through the federal government and eligibility is determined by completing the *Free Application for Federal Student Aid (FAFSA)*. Accuracy is of the utmost importance when completing the FAFSA since verification may be required of the information submitted. This "verification" is similar to an IRS Audit. If a student's file is selected for verification, support documents will be requested. Notification of specific documents such as a Verification Worksheet, signed copies of federal income tax returns, W-2's, etc. may be requested by the SCCC/ATS Financial Aid Office.

Application for grants and scholarships through SCCC/ATS and/or the SCCC/ATS Foundation are made through the SCCC/ATS Financial Aid Office. Student loan requests are also available in the SCCC/ATS Financial Aid Office. Numerous grants and scholarships through outside agencies are available; it is the responsibility of the student to locate these opportunities.

## Types of Financial Aid

Scholarships and grants are considered gift-aid and do not have to be repaid. Students may apply for scholarships and grants in addition to other financial aid. They are available through many sources including the federal government, state agencies, professional and service agencies, private organizations, and Seward County Community College/Area Technical School. More information concerning specific scholarships and grants can be found in the SCCC/ATS Catalog. All scholarships or grant funds awarded to the student must be reported to the Financial Aid Office.

## Scholarships

Scholarships at this institution are categorized into two groups, institutional scholarships (those funded by SCCC/ATS) and outside scholarships (those funded by other organizations, such as the SCCC/ATS Foundation, private companies, etc.). Institutional scholarship recipients are selected by a designated scholarship committee using the student's information provided on a completed SCCC/ATS Scholarship Application. This scholarship application is

available in the Student Financial Aid Office or the Foundation Office. Outside scholarship recipients are selected by the different organizations and are based on their own unique criteria. Application for a SCCC/ATS Foundation Scholarship is made on the same application form mentioned above. Other outside scholarships require application through the organization.

## In-District Tuition Grants

The Tuition Grant is authorized by the Seward County Community College/Area Technical School Board of Trustees and will be awarded to qualifying students based upon availability of funds. The Tuition Grant for full-time students will pay the tuition cost for the recipient for a maximum of 18 credit hours, in a fall or spring semester. The In-District rate of tuition will be utilized; the student recipient is responsible for tuition costs that exceed the maximum credit hours or exceed the In-District rate of tuition.

A limited number of Part-time Tuition Grants will be available for students enrolled in less than 15 credit hours; based upon availability of funds, these Part-time Tuition Grants will pay the tuition cost for the recipient for a maximum of 6 credit hours, in a fall or spring semester. The In-District rate of tuition will be utilized; the student recipient is responsible for tuition costs that exceed the maximum credit hours or exceed the In-District rate of tuition.

Tuition Grants will be awarded by the Scholarship Committee of Seward County Community College/Area Technical School based upon the following criteria:

1. An application should be submitted to the Financial Aid Office by the priority date or April 1.
2. The student must have a high school diploma or GED certificate and be officially admitted to Seward County Community College/Area Technical School.
3. The student must be a legal resident of Seward County, Kansas, for tuition purposes.
4. Full-time student Tuition Grant recipients must be certified in at least 15 credit hours and complete 12 credit hours each Fall/Spring semester.
5. The student must participate in an approved SCCC/ATS activity or organization. Participation will be verified each semester and reported to the Scholarship Committee.
6. The recipient must have a minimum high school GPA of 2.0. After attending SCCC/ATS or any other college a 2.5 GPA is required to receive the tuition grant.
7. Part-time Tuition Grant recipients must be certified in at least 6 credit hours and complete the 6 credit hours. If student has no previous college hours, a minimum high school GPA of 2.0 is needed to receive the grant. After completion of one semester at SCCC/ATS or any other college a 2.5 GPA is required to receive a tuition grant.

The priority date for applications to be submitted for the Fall/Spring academic year is April 1. Tuition Grants are renewed for the Spring Semester if the recipient has met all requirements; only one application for the Fall/Spring academic year is necessary.



The priority date for applications to be submitted for the spring semester is November 1.

Tuition Grants for all semesters are contingent upon available funds.

### **Book Rental Scholarship**

This scholarship is available to students who participate in certain programs. This scholarship pays book rental for full-time students (15+ hours) and requires sponsor recommendation. Eligible programs are: SIFE, Journalism, Ag Judging, Drama, Sports Medicine, Cheerleading, Instrumental Music, Vocal Music, Art, Criminal Justice, Athletics, Peer-tutoring, and Saints-N-Action. Funds are limited and competitive. Priority application dates are April 1st for the following Fall Semester and November 1 for the following Spring Semester. Fall scholarships are automatically renewed for spring if the recipient has met all of the scholarship's criteria (application is necessary only once a year).

### **Federal Pell Grant**

A need-based grant funded by the federal government for undergraduate students who have not earned a bachelor's or professional degree. The maximum award for the 2010-2011 award year will be \$5,550. The amount a student is eligible for depends upon the estimated family contribution (EFC) and their enrollment status for each semester they attend. Federal Pell Grant funds may not be received at more than one institution at a time. This grant money is to be used toward education-related expenses. To determine eligibility, the student must complete the FAFSA which is available in the Student Financial Aid Office.

### **Athletic Scholarship**

These scholarships made by SCCC/ATS are governed by the National Junior College Athletic Association (NJCAA) and the Kansas Jayhawk Community College Conference (KJCCC) regulations which allow the total award amount for a certified athlete not to exceed the cost of tuition and books. If a student who receives an SCCC/ATS Athletic Scholarship is awarded another scholarship by a source not affiliated with a particular college, and if that source awards such scholarship without restriction to college of attendance, and if the student competes for the scholarship in the same manner as any other student, he/she may accept such additional scholarship. If a student who receives an SCCC/ATS Athletic Scholarship has a high school GPA of at least 3.5 on his/her final official transcript, they may be eligible to receive an additional SCCC/ATS Academic Scholarship that does not exceed \$500 each semester. The 3.5 SCCC/ATS cumulative GPA must be maintained for the student to continue to receive the award.

### **Work-Study**

Work-study is considered a self-help aid. It provides jobs for students who wish to earn a portion of their college expenses while gaining practical work experience. At SCCC/ATS there are federal (Federal Work-Study) and institutional (College Payroll) positions available. A student will typically be employed for one academic year, August through May. Summer employment, June and July, may also be available. The work-study positions are located on campus and the rate of pay is at least the current federal minimum wage. The scheduled hours and pay may vary according to the job position. The

amount earned cannot exceed the total amount of the work-study award. A maximum of 10 hours may be worked weekly.

SCCC/ATS requires students interested in Work Study to first file a "FAFSA". International students should give written notice to the Financial Aid office if interested in Work Study.

A list of jobs is available in the Student Financial Aid Office. Students must file a FAFSA to be considered for a work-study or institutional job. Priority is given to full-time students in good standing. Before a student may start working, the following documents must be on file: FAFSA or SAR/ISIR, a W-4, and an I-9. A valid photo ID and Social Security Card are required to complete the I-9. Students are required to attend a seminar explaining SCCC/ATS procedures.

### **SCCC/ATS Student Ambassador Program**

The SCCC/ATS Student Ambassadors Program allows students the opportunity to serve in a public relations support capacity by assisting campus personnel with college-sponsored events and functions, and by performing duties that promote Seward County Community College/Area Technical School.

Selection to the Ambassadors is made by a Student Ambassador Committee; students can be nominated from various areas across campus. Students who are nominated and selected must attend an orientation session before beginning the program; employment as a SCCC/ATS Ambassador usually consists of assignment to a specific area on campus as well as numerous campus events and activities.

For more information contact the Admissions Office.

### **Student Loan**

It is a legal obligation to repay all funds that are borrowed (principal plus interest). All borrowers are encouraged to read and understand the obligation assumed in any student loan; know what the terms and conditions of the loan are and do not borrow more than is needed.

## **Financial Aid Requirements**

### **Federal Student Aid Requirements**

Students must:

- Have earned a high school diploma or GED Certificate and provide official transcripts to SCCC/ATS Registrar's Office as proof of their accomplishment or have met the Ability to Benefit criteria.
- Enroll as a regular student in an eligible degree or certificate program.
- Be a US citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Make satisfactory academic progress.
- Sign statements regarding Educational Purpose and a Certification on overpayments and Defaults (both are on the FAFSA).

### **Institutional Aid Requirements**

Students must:

- Have earned a high school diploma or GED Certificate and provide official transcripts to SCCC/ATS Registrar's Office as proof of their accomplishment or have met the Ability to Benefit criteria
- Write a thank-you note to the Foundation; excluding tuition grants

- Reside in student housing
- Make satisfactory academic progress
- Have a completed application on file and
- Abide by individual award criteria

Eligibility requirements for different financial aid programs vary, therefore specific requirement inquiries should be directed to the financial aid program for which application is being made. Please refer to the [SCCC/ATS Financial Aid Handbook](#) for additional information.

### **Veteran's Benefits**

Seward County Community College/Area Technical School is approved by the Kansas Veterans' Commission to offer education to veterans eligible to receive Veterans' Benefits. Applications for Veterans' Benefits while attending school are available in the Registrar's Office. For further information, telephone 1-888-GI Bill1, which is available 24 hours daily. The telephone number for the Wichita, Kansas VA Office is 1-800-827-1000 and the website is [www.GIBILL.va.gov](http://www.GIBILL.va.gov). Veterans may also be eligible for other rehabilitation services.

### **Vocational Rehabilitation**

Students with disabilities may be eligible for financial assistance to complete their post-secondary educational program. Additional information regarding eligibility may be obtained from the nearest Vocational Rehabilitation Office.

# Academic Policies & Procedures

## Graduation Information

### Graduation Requirements

Note the following general information about graduation requirements from Seward County Community College/Area Technical School with an Associate in Arts Degree, an Associate in Science Degree, an Associate in General Studies, or an Associate in Applied Science Degree:

- a minimum of 64 credit hours completed (developmental courses will not count toward fulfilling degree requirements)
- a minimum cumulative Grade Point Average (GPA) of at least 2.0
- a minimum of 15 residential credit hours
- completion of graduate assessments

Certificate programs have various requirements including, specific courses, credit hour totals, and clock hour totals.

All Associate degree and Certificate of Completion graduates are required to participate in graduate assessments held annually each spring. Diplomas and transcripts will not be released until required assessments are completed.

Specific degree and certificate requirements are listed in the college catalog and can also be obtained from the Registrar's Office, the Admissions Office, or an advisor.

### Graduation with Honors

"Graduation with Honors" shall be determined by the following grade points as accumulated on a student's cumulative earned Grade Point Average (GPA) through the semester prior to graduation:

- Summa Cum Laude 3.85 - 4.00
- Magna Cum Laude 3.65 - 3.84
- Cum Laude 3.50 - 3.64

The final semester grades are calculated in the final GPA for the purpose of graduation with honors which will then be recorded on the student's official transcript.

Students who are designated as Honor Graduates (at least a 3.5 GPA) may wear Honor Cords at the graduation ceremony.

### Graduation Ceremonies

Students meeting the requirements for graduation should participate in Commencement ceremonies; numerous graduation activities are held annually in May and include a public reception honoring the graduates.

In order to participate in graduation exercises, the following is required of students:

- An Application for Graduation form should be filed in the Registrar's Office on or before the first Monday in December. All applications must be signed by the advisor and student with the graduation semester, degree, and core emphasis designated. **Diploma fee of \$15.00 is required when the application is submitted.**
- A degree check will be completed by the student and the advisor and submitted to the Registrar by the first Monday of December. The

Registrar will verify to the advisor any deficiencies: the advisor will notify the student of any deficiencies by the enrolment period in January.

- A student must be within nine (9) credit hours of completing graduation requirements in order to participate in the commencement activities. Exceptions are made for some certificate programs. A student who withdraws from a course or courses included in the "within nine" credit hour requirement will be ineligible to participate in commencement activities. **If all requirements are not met in the semester applied for, the student must reapply for graduation and pay for a diploma.** The date on the diploma will be the semester and year that all requirements are met.
- A Graduation Fee must be paid in the SCCC/ATS Bookstore. This fee includes cap/gown/tassel purchase and hood rental (for Associate Degree Candidates only). Students unable to participate in the Commencement ceremony must submit a request in writing to the Dean of Student Services explaining circumstances prohibiting attendance.

## *Academic Policies & Procedures*

### Honor Roll

#### *President's Honor Roll*

Any student who completes at least fifteen (15) credit hours and has a semester grade point average of 4.00 will be listed on the President's Honor Roll for that semester.

#### *Dean's Honor Roll*

Any student who completes at least twelve (12) credit hours and has a semester grade point average of at least 3.50 will be listed on the Dean's Honor Roll for that semester.

#### *Part-time Student Honor Roll*

Any student who completes at least six (6) credit hours, but less than twelve (12) credit hours, and has a semester grade point average of at least 3.5 will be listed on the Part-time Dean's Honor Roll for that semester.

### Academic Dismissal & Probation

#### *Academic Probation*

Academic probation will be instituted if, after attempting 12 or more semester hours at Seward County Community College/Area Technical School, a student has failed to compile a cumulative grade point average (GPA) to meet the following minimum requirements:

<u>Hours Attempted</u>	<u>Min. Cum. GPA</u>
12-25 inclusive	1.50
26-45 inclusive	1.75
46-64 inclusive	2.00

A student unable to maintain a minimum cumulative GPA must meet with his/her academic advisor prior to completion of enrollment. Maximum academic load permitted for a student on academic probation is 12 credit hours.

### *Academic Dismissal*

A student may be dismissed at the end of any semester during which academic probation occurs if a "C" (2.0) average for the semester is not maintained, and:

- The student has attempted 26 semester hours and has a cumulative grade point average of less than 1.50.
- The student has attempted 45 semester hours and has a cumulative grade point average of less than 1.75.
- The student has attempted 60 semester hours and has a cumulative grade point average of less than 2.00.

Students may apply for readmission to the Dean of Student Services after one full semester, excluding summer school.

### *Transfer Students on Probation*

A student transferring to SCCC/ATS who has been placed on academic probation from another college/university or who has been dismissed based on academic performance can be admitted to SCCC/ATS under the following conditions:

- Provide written request for admission to SCCC/ATS with an explanation of circumstances regarding the academic difficulties; the written request should include a statement of academic goals, and should be addressed to:  
  
Dean of Student Services  
Seward County Community College/Area Technical School  
1801 N. Kansas  
Liberal, KS 67905
- Take the ASSET/COMPASS tests for course placement purposes.
- Complete an Application for Admission/Student Data Sheet and provide an Official Transcript from the prior college/university.
- Limit SCCC/ATS enrollment to twelve (12) credit hours or less per Fall/Spring Term or six (6) credit hours or less per Summer Term.
- Register with the Academic Achievement Center and attend a minimum of ten (10) clock hours of tutoring per semester.
- Student is placed on Academic Probation Status and must maintain a 2.0 GPA to continue SCCC/ATS enrollment.

### Attendance Policy

#### *College Policy*

Regular and punctual attendance at all scheduled classes and class activities is expected of all students and is integral to the successful completion of courses. Students are responsible for obtaining class materials missed or scheduling missed exams due to an absence(s). If an absence is necessary because of a college sponsored activity or trip, students are responsible to notify the instructor(s) of the impending absence(s); arrangements for all classroom assignments should be made by the student in advance of the absence. If a student fails to notify the instructor and/or fails to make arrangements for missed assignments/exams, then the instructor is not obligated to allow makeup of any work missed.

When a student's absence(s) is due to extenuating circumstances, instructors are encouraged to allow the student the opportunity to make up missed assignments/exams within a reasonable period of time. Documentation to support any extenuating circumstances

causing an absence(s) should be provided by the student; the documentation should be provided to the instructor and arrangements scheduled in advance of the absence(s), except when emergencies are present.

### *Instructor/Course Policies*

Specific policies and procedures on absences and makeup work are established by instructors for each course; these specific guidelines are printed in the course policies and are distributed at the beginning of each course. Students are responsible to abide by each course's attendance requirements as stated in the course policies.

### Academic Honor Code & Cheating Policy

One of the most significant aspects of Seward County Community College/Area Technical School is its commitment to high ethical standards and integrity. The faculty and administration at SCCC/ATS are committed to the belief that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens.

#### *SCCC/ATS Student Honor Code:*

- I will not resort to lying, cheating, or stealing in my academic work.
- I will courageously oppose any instance of academic unscrupulousness.
- I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed or academic cheating in any course.
- I will allow my conscience to be my guide when I report evidence of cheating as to whether or not I will name the person or persons who have committed a violation of the SCCC/ATS Honor Code.

#### *Cheating Policy:*

Academic dishonesty is a serious threat to academic integrity, because it not only undermines the academic enterprise, but also weakens the moral fabric of our nation, and jeopardizes the life and welfare of its people. Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.
- Collaboration that is not permitted by the instructor.
- Plagiarism, i.e. the use of another's ideas or words and pretending they are one's own.
- Providing or receiving aid on a take-home test without the permission of the instructor.
- Providing and receiving aid on a class assignment under conditions in which a reasonable person would know such aid was unethical.

If a student is caught cheating in a class and if that infraction is the first offense, the instructor will have the right to determine appropriate punishment as set forth in the class syllabi. The matter will be reported in writing to the Dean of Instruction and the Dean of Student Services, who will keep records of infractions. If the student is guilty of a second offense, the matter will be reported again to the Deans of Instruction and Student Services, who will appoint an Academic Integrity Committee, composed of themselves and three other full-time faculty members, who will review any written data and interview appropriate informational sources. The student's right to due process

will be affirmed. The accused student will have the right to appear before the committee to provide an explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment. If the punishment includes expulsion from Seward County Community College/Area Technical School, the SCCC/ATS Board of Trustees will review the decision to confirm or revise it.

**Classification of Students**

**Freshman:** a student who has completed fewer than 31 semester hours.

**Sophomore:** a student who has earned 31 semester hours or more.

**Special:** a student who:

- Has over 75 credits;
- Has less than high school junior status, who has been classified as gifted by the local school, and has an IEP (Individual Education Profile) on file in the registrar's office;
- Individuals who have not completed a course of study at an accredited high school or the General Educational Development Test.

**Concurrent Student:** a high school student who has completed at least the sophomore year, but has not graduated from high school, and is enrolled in both high school and college courses.

**Full-time:** a student enrolled in 12 or more credit hours.

**Part-time:** a student enrolled in fewer than 12 credit hours.

**Academic Credit**

One semester hour of credit is earned by attending a non laboratory class for a minimum of 750 minutes per semester. In laboratory courses one semester hour of credit will be granted for a minimum of 1125 minutes.

**First Year Seminar**

The College Orientation course is designed to provide guidance to students beginning their college academic program. All first-time, full-time students pursuing an Associate in Arts Degree, an Associate in Science Degree, or an Associate in General Studies Degree are required to complete a College Orientation course during their first semester at Seward County Community College/Area Technical School.

**Assessment**

Assessment at SCCC/ATS is an ongoing process that originates from the college mission. The institution strives for a more complete and accurate picture of learning utilizing clearly stated purposes and outcomes as a guide. Assessment is an integral part of the college's obligation to students, the community and us. It is the primary device around which an environment dedicated to improving the quality of instruction and learning can be maintained.

The assessment program allows the college to see how well the mission and goals are being accomplished. It provides information for compliance with performance indicators required by the state and for funding requirements of the federal government. It yields data required for the accreditation process. Most importantly, it provides

the information necessary to improve teaching and the process of learning.

Students at SCCC/ATS are asked to periodically participate in institutional, departmental, program, and course assessment. The types of measurement instruments utilized range from nationally standardized exams to surveys and exit interviews. Through this essential assessment process, the college is better able to be continually responsive to the changing needs of its students, community, and service area. A copy of the SCCC/ATS Assessment Plan and subsequent year-end reports of its implementation are available to students and other interested parties on the SCCC/ATS web site.

*SCCC/ATS Institutional Outcomes are:*

- Read with comprehension, be critical of what they read, and apply knowledge gained to real life situations.
- Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
- Communicate ideas clearly and proficiently in speaking, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
- Demonstrate mathematical skills using a variety of techniques and technologies.
- Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information.
- Exhibit skills in information and technological literacy.
- Demonstrate knowledge and comprehension of the diverse cultures, creeds and lifestyles of America and the world community.
- Show the ability to contribute to political, civic, and community responsibilities as an informal member of society.
- Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility.

**Grading System**

This example shows how to calculate your G.P.A.

Grade	Quality of Work	Grade Points per Semester Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	No Credit	0
<b><i>Other Designations*</i></b>		
W	Withdrawn	
I	Incomplete	
P	Credit	
IP	In Progress	

\*Designations of W, I, P, and IP are not used in computing Grade Point Average.

## Examinations

Each instructor determines the number and type of examinations to be administered in his/her classes prior to the final. The instructor also determines what portion of the student's grade will be based on examinations.

The individual instructor decides whether students will be permitted to take special or make-up examinations.

Final exams (comprehensive or last scheduled chapter/unit exams) for all evening classes shall be administered during the final class meeting unless approved by the Dean of Instruction.

Final exams (comprehensive or last scheduled chapter/unit exams) for all classes shall be administered during finals week. Scheduled labs may give an exam during the week prior to finals. All classes are required to meet during the final exam week whether an exam is given or not.

Requests by students to take final examinations early are discouraged, but, in extreme cases, may be made in writing to the Dean of Instruction at least three weeks prior to final exam week of the fall and spring semester and at least one week prior to the final week of each summer session. Early exams must be scheduled during the faculty member's normal final exam schedule.

## Incomplete Policy

Students may be given an "incomplete designation" (I) in a course if they are unable to complete the course work because of extenuating circumstances. The instructor of the course will have the discretion to decide whether the circumstances warrant an "I". An **Incomplete Grade Agreement** must be completed by the instructor, signed by the student, the instructor, and the Registrar prior to issuance of an "I".

The **Incomplete Grade Agreement** will be in effect a maximum of one subsequent semester (excluding summer session). On the **Incomplete Grade Agreement**, the instructor will designate the following:

- The month, day, and year the Incomplete Grade Agreement expires.
  - The assignments / requirements to successfully complete the course.
  - The current course grade to be recorded if the requirements are not met.
  - At the end of the specified time period, the "incomplete designation" (I) will be changed by the Registrar to either:
  - The current course grade indicated by the instructor when the Incomplete Grade Agreement is signed
- or
- The new grade, reported by the instructor to the Registrar, resulting from completion of the requirements specified on the Incomplete Grade Agreement.

It should be noted that when a student agrees to an "incomplete designation" (I) in a course, the student's financial aid eligibility could be jeopardized. Copies of the **Incomplete Grade Agreement** will be distributed to the student and the instructor, and the original placed in the student's file in the Registrar's Office.

## Retaking SCCC/ATS Courses

All courses repeated will be counted one time for total hour purposes, and the last grade received will be the grade computed in the grade point average. If a student elects to retake a course, only the latter grade will be used in calculating the grade point average for purposes of academic eligibility, academic advancement, and/or graduation. However, both grades will appear on the transcript. For purposes of eligibility for federal financial aid, all hours attempted since matriculation to college level work will be used to determine aid.

## Pass/Fail Course Option

For SCCC/ATS credit courses, a student may elect to pursue a course on a PASS/FAIL (P/F) basis; a written contract must be signed by the student, the academic advisor, and the instructor. Under this option, an earned grade of A, B, C, or D will be recorded on the transcript as "P" denoting pass; a grade of "F" denoting fail will be recorded when the course is not passed. A grade of "P" does not affect a student's grade point average; a grade of "F" is counted in the calculation of the grade point average and will have an adverse effect.

The following guidelines will be followed for the P/F Option:

- Courses which satisfy *General Education Requirements* for a degree program **cannot** be taken as P/F credit.
- Courses required in the major field of study cannot be taken as P/F credit.
- Courses designated as P/F by the college such as labs are considered an exception.
- Prior to the completion of 50% of the course, a student may elect to take a course as P/F; the Dean of Instruction will determine when 50% completion of course occurs.
- A written contract must be signed by the student, the academic advisor, and the instructor designating course(s) to be taken as P/F; once the contract is signed no changes will be allowed.
- A maximum of 24 credit hours through a combination of P/F credit and CREDIT BY EXAMINATION (CBE) may be applied toward graduation requirements.

Although courses taken as P/F may count towards a degree at SCCC/ATS, other colleges, universities, scholarship committees, honor societies, etc. may not accept the P/F grades; it is the student's responsibility to contact other institutions for information about acceptance of P/F graded courses.

## Appeal of Course Grade

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course;
- The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course.

**Step 1:** The student should first discuss the course grade fully with the instructor of the course. This must be done within two weeks after grades have been posted by the college at the close of each semester.

**Step 2:** If the matter cannot be resolved by consultation with the instructor, the student may set up a hearing with the division chair or, in the case of outreach course work, the SCCC/ATS Associate Dean of Educational Services within ten (10) calendar days. The student, the instructor, and division chairperson (Associate Dean of Educational Services), should attempt to resolve the matter at this level.

**Step 3:** If the matter is not resolved, the parties involved may appeal to the Dean of Instruction. The written notice of this appeal must be made within fifteen calendar days to the Dean of Instruction. The Dean will establish, within seven calendar days, an ad hoc academic appeals committee and appoint a Committee chairperson to review the written records presented by the student, instructor, and division chairperson (Associate Dean of Educational Services). After the committee has had the opportunity to review all the written data and interview potential informational sources, the committee will make its decision regarding the appeal. The decision of the committee will be communicated to the student, the instructor, the division chairperson (Associate Dean of Educational Services), and the Dean of Instruction by the committee chairperson. The decision of this committee shall be considered final.

### Credit by Examination (CBE)

1. CREDIT BY EXAMINATION (CBE) such as CLEP, AP, DANTES/DSST, etc. can be utilized to receive college credit. CBE tests must correspond to courses listed in the current SCCC/ATS College Catalog; any exceptions must be approved by the Dean of Instruction.
2. A maximum of 24 credit hours of combined CBE courses and PASS/FAIL (P/F) courses may be used to satisfy SCCC/ATS graduation requirements.
3. A student may not earn CBE for any sequential course "below" the level of a course successfully completed.
4. It is recommended that students first consult their academic advisor and the Registrar to discuss receiving credit through CBE. If a student fails a CBE test, it is recommended that a six (6) month period be observed before retesting for the same course.
5. The Registrar will evaluate all CBE transcripts to determine the possible awarding of SCCC/ATS credit according to the following guidelines:
  - a) Standards for awarding credit will be determined by the academic division and will include: specific courses which CBE credit can be awarded; the minimum scores for each CBE; the number of credit hours to be awarded, approved testing agencies, etc.

b) If credit is awarded, the student's transcript will indicate the name of the course, the testing agency/name of examination, number of credit hours earned, and a grade of "P" to designate a passing grade.

6. An SCCC/ATS generated comprehensive course examination may be used with approval by the course instructor and the division chairperson. Credit can be granted if scores meet a minimum standard set by the academic division. The following guidelines will apply:

a) Requests in writing for an SCCC/ATS generated CBE must be approved by the student's academic advisor, the course instructor, and the division chairperson.

b) The student will be required to enroll in the course and pay tuition and fee before the test is administered.

c) If the SCCC/ATS generated CBE is passed, a grade of "P" will be recorded on the transcript; if the CBE is not passed, a student may formally withdraw from the course and receive a "W" on the transcript. If a student does not withdraw an "F" will be transcribed.

7. When a transcript/document verifying CBE from an agency (other than SCCC/ATS) is submitted to the Registrar for evaluation of possible SCCC/ATS credit, a fee will be charged to the student. A fee schedule for this evaluation process is available from the Registrar's Office.

### Credit for Military Service

The college grants credit for previous military service in the amount of two hours for Physical Education and two hours for First Aid. Additional credit may be granted for schooling completed while in the military. The student must submit a certificate of completion for each course. Credit may be granted according to existing college guidelines and suggestions in the Guide to the Evaluation of Educational Experiences in the Armed Services. Additional information regarding military credit may be obtained in the Registrar's office.

### Course Placement

#### *COMPASS Assessment*

COMPASS is an assessment tool used to determine course placement for first-time, full-time students. If a student has recently taken the ACT or ASSET assessment, those scores may be used instead of the COMPASS. Students returning to college and/or part-time students may also be asked to take the COMPASS as a way to determine the most appropriate courses. It is recommended that ASSET, ACT and COMPASS scores be within the last two years.

The COMPASS assessment measures student ability in the following discipline areas:

- Reading Skills
- Writing Skills
- Math Skills

From these exams, a score report is generated from which the student and his/her advisor can determine placement in courses.

### *Administration of COMPASS*

All degree seeking students, both full-time and part-time, should be administered the COMPASS tests. Students not seeking a degree, but who want to enroll in English, math, science courses, or General Psychology should also be administered the COMPASS tests. Students should contact the Admissions Office or the Testing Coordinator, located in administrative offices in the Hubble Academic Building, to schedule a COMPASS assessment. As a reminder, ACT or ASSET scores recently obtained may be used in place of COMPASS scores for placement purposes. The COMPASS may be re-administered for those trying to improve their scores, but there is a fee to do so.

The ACT, ASSET, and/or COMPASS scores are used in the advisement process to determine appropriate courses for the student to enroll in and begin their college studies. The advisement process involves SCCC/ATS faculty and staff assisting students in the planning process for academics and career goals. Students are assigned advisors based upon areas of interest. Student input in the assignment of an advisor is encouraged. The advisement process should be more than just choosing which courses to take; students should contact advisors frequently and discuss both academic and career goals.

### *Course Placement Waiver*

Students may request a waiver of the ASSET/ACT/COMPASS course placement recommendations. In doing so, the student accepts full responsibility for their own enrollment decisions. It should be understood that the student's chances of academic success will be diminished by enrolling in a course(s) for which the student is not adequately prepared. The *Course Placement Waiver* forms may be obtained from the Registrar's Office.

### *COMPASS/ASSET/ACT Advisement Recommendations*

The following placement guidelines are based on research studies of student success at SCCC/ATS and should be considered carefully when making enrollment decisions. Advisors and students may consider additional data including high school courses completed successfully, academic, military, and work experience, family and work responsibilities, and educational/career goals when making college level coursework decisions.



# Educational Services

## Outreach & Concurrent Enrollment Classes

The Seward County Community College/Area Technical School Outreach Program serves an off campus population in a seven county area of Southwest Kansas. Courses are offered in ten communities with the local populations requesting particular courses and programs.

A staffed off campus center at Ulysses provides additional services including advising and individual assessment. The variety of offerings ranges from the traditional degree oriented subjects to non-traditional special interest subjects.

Classes are taught in some high schools during the school day, which allows eligible high school students to receive concurrent high school and college credit. The classes are typically taught by local instructors in community facilities.

## Adult Basic Education (ABE/ESL)

The Colvin Adult Learning Center, located at 930 N. Kansas Ave, offers a variety of services for the student who needs adult basic education courses before he or she begins college classes. The center offers a Kansas State high School Diploma through GED Testing. The center offers English as a Second Language classes to assist the student who needs to improve his or her English skills. The center also offers a Work Readiness Program which covers employability skills, effective time management and life skills, and Citizenship preparation classes.

## Business & Industry Services

Seward County Community College/Area Technical School offers a variety of specialized courses in both credit and non-credit format to serve the educational needs of individuals, business, industries, and other groups in its service area. Specialized courses are designed and offered at requested locations and at a time convenient to the specific industry or group educational training needs. Scheduling of these classes is flexible and a concerted effort is made to provide the highest quality instruction in a wide variety of instructional areas.

### Contract Training – On Site

Non-credit and credit courses are taught at the business site. Courses can be designed to fit the needs of individual businesses, using their own equipment and facilities so that employees can learn under actual work conditions.

### Contract Training – On Campus

Non-credit and credit courses, seminars, work-shops and programs in technology and business are offered on the SCCC/ATS campus. Courses and programs can be designed to meet the specifications of individual businesses.

## Online Education

### EduKan

The Western Kansas Community College Virtual Education Consortium or EduKan offers a series of college courses and degree programs via the Internet. People who enroll in this online program

may take individual courses or pursue an online degree – associate in arts, associate in science, or associate in general studies. The following is a list of classes available through EduKan (see course descriptions or website for more information):

Students interested in these online classes should visit the web site at [www.edukan.org](http://www.edukan.org) , or call 1-(877)-EDUKAN.

### Seward Online

Seward County Community College/Area Technical School offers several online courses that can be beneficial in allowing students access to college classes. These courses are designed in an "anytime/anywhere" learning format. Students enrolling in the online format may take individual courses or pursue a specific degree. It is extremely important to recognize that online learners must be self-directed, have good organizational skills, a practical schedule to balance work, family and study, possess some basic computing skills, and have access to a reliable computer, email address, and Internet service.

# SCCC/ATS Foundation

The Seward County Community College/Area Technical School Foundation was established in 1969 for the purpose of raising funds to help meet the needs of SCCC/ATS. The Foundation provides funds for scholarships, instructional programs, and other SCCC/ATS needs. Permanently endowed scholarships have been established by Foundation supporters in honor or in memory of specific individuals or organizations.

## Scholarships

Hundreds of scholarships in varying amounts are available each year to students attending Seward County Community College/Area Technical School. Funds for these scholarships are provided by generous individuals and businesses in southwest Kansas and the Oklahoma and Texas Panhandles through the Seward County Community College/Area Technical School Foundation. Scholarships are awarded on the basis of need, special ability, or special interest. Students must complete a scholarship application each year to be considered for a scholarship award. Scholarship renewal must be applied for each year. Priority dates are April 1 for fall and November 1 for spring. Scholarships are awarded based on availability of funds.

## Endowment Funds

Permanently endowed funds established by individuals, businesses, and organizations support numerous scholarships. Many of these were established as scholarships in memory or in tribute to family members and friends. Donations to these funds are invested and only the income is spent for student scholarships and other SCCC/ATS needs according to the donors' preferences.

## SCCC/ATS Alumni & Friends Association

The primary purpose of the Seward County Community College/Area Technical School Alumni Association is to foster the spirit of loyalty, commitment and involvement of the students, alumni and friends of Seward County Community College/Area Technical School. The Association is committed to helping past students, graduates and non-graduates alike, maintain a sense of camaraderie with their SCCC/ATS friends, develop on-going interest in the growth and success of SCCC/ATS, promote goodwill as ambassadors of SCCC/ATS, and work closely with the college and Foundation as a network of support for SCCC/ATS and its students.

The SCCC/ATS Alumni Association web page contains a collection of photos from various class years, an alumni update page, and links to other sites such as the Saints Bookstore for purchasing SCCC/ATS logo items online and the SCCC/ATS Foundation for information on how to make a gift to support Seward County Community College/Area Technical School.

# Degree, Certificate, & Graduation Requirements

## Types of Degrees & Certificates

Seward County Community College/Area Technical School offers four degrees: the Associate in Arts, the Associate in Science (AA), the Associate in General Studies (AGS), and the Associate in Applied Science (AAS). The AA and AS degrees are primarily for students wishing to transfer to four year institutions. The AGS degree is designed for students whose future educational plans are not yet clearly defined. The AAS degree is designed primarily for students in two year vocational programs, but can be utilized as a transfer degree in certain program areas.

In addition, the college offers certificate programs designed to meet specific needs of the student or the community. These programs are generally less than two years in length, and upon completion of the prescribed courses, the student receives a certificate of completion.

# Associate in Arts

## General Education Requirements

47 Total Credit Hours

### English Composition/Oral Communication:

9 credit hours

English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	SP 1203	Public Speaking	3

### Humanities: (from at least **three** of the following disciplines)

12 credit hours

Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2103	Costume History	3
	DR 2203	Theater Appreciation	3
Music*	MU 1203	Introduction to Music	3
	MU 1803	Introduction to Jazz/Jazz Rock	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1503	Survey of Western Civilization I	3
	HS 1513	Survey of Western Civilization II	3
Literature	EG 1303	Introduction to Literature	3

(\*studio/performance classes are excluded)

### Physical Education:

1 credit hour

See "Courses that Satisfy General Education Requirements" on pages 52-53

### College Orientation:

1 credit hour

BH 1001	First Year Seminar	1
BH 1112	TRIO Enrichment Course	2
BH 1202	Return to Learn	2

### Social and Behavioral Science: (from at least **three** of the following disciplines)

12 credit hours

Psychology	BH 1303	General Psychology	3
	BH 2303	Human Growth & Development	3
	BH 2313	Abnormal Psychology	3
Sociology	BH 1403	Principles of Sociology	3
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Political Science	SS1403	American National Government	3
Geography	GE 1103	World Regional Geography	3

### College Algebra: (or course for which College Algebra is prerequisite)

3 credit hours

MA 1173	College Algebra	3
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### Natural Sciences: (must have a lab)

9 credit hours

Biological Sciences and Physical Sciences

## Core Emphasis and Electives:

17 Total Credit Hours

## Total Credit Hours Required for Graduation:

64 Total Credit Hours

The total General Education requirements for the Associate in Arts degree at SCCC/ATS are 47 credit hours and include College Orientation. A minimum of 64 credit hours is necessary for degree completion, with a 2.00 overall minimum GPA and a minimum of 15 residential credits. Courses designated as developmental, remedial or ESL courses shall not count toward fulfilling the requirements of this degree. Students should refer to "Courses Satisfying General Education Requirements" for a complete listing of general education requirements.

# Associate in Science

## General Education Requirements

**34 Total Credit Hours**

### *English Composition/Oral Communication:*

*9 credit hours*

English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	SP 1203	Public Speaking	3

### *Humanities: (from at least two of the following disciplines)*

*6 credit hours*

Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2103	Costume History	3
	DR 2203	Theater Appreciation	3
Music*	MU 1203	Introduction to Music	3
	MU 1803	Introduction to Jazz/Jazz Rock	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1503	Survey of Western Civilization I	3
	HS 1513	Survey of Western Civilization II	3
Literature	EG 1303	Introduction to Literature	3

(\*studio/performance classes are excluded)

### *Physical Education:*

*1 credit hour*

See "Courses that Satisfy General Education Requirements" on pages 52-53

### *College Orientation:*

*1 credit hour*

	BH 1001	First Year Seminar	1
	BH 1112	TRIO Enrichment Course	2
	BH 1202	Return to Learn	2

### *Social and Behavioral Science: (from at least two of the following disciplines)*

*6 credit hours*

Psychology	BH 1303	General Psychology	3
	BH 2303	Human Growth & Development	3
	BH 2313	Abnormal Psychology	3
Sociology	BH 1403	Principles of Sociology	3
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Political Science	SS1403	American National Government	3
Geography	GE 1103	World Regional Geography	3

### *College Algebra: (or course for which College Algebra is prerequisite)*

*3 credit hours*

	MA 1173	College Algebra	3
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### *Natural Sciences: (must have a lab)*

*5 credit hours*

Biological Sciences and Physical Sciences

**Core Emphasis: (science, math, or business)**

**12 Total Credit Hours**

**Electives:**

**18 Total Credit Hours**

**Total Credit Hours Required for Graduation:**

**64 Total Credit Hours**

An Associate in Science degree requires a program of study in the sciences, math, or business. A program of study is defined as 12 credit hours in one or more of the above areas, not counting general education courses. In order to graduate from SCCC/ATS, a student needs a minimum of 64 credit hours for degree completion, with a 2.00 overall minimum GPA and a minimum of 15 residential credits. Courses designated as developmental, remedial or ESL course shall not count toward fulfilling the requirements of this degree.

# Associate in General Studies

## General Education Requirements

32 Total Credit Hours

### English Composition/Oral Communication:

9 credit hours

English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	SP 1203	Public Speaking	3

### Humanities: (from at least *two* of the following disciplines)

6 credit hours

Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2103	Costume History	3
	DR 2203	Theater Appreciation	3
Music*	MU 1203	Introduction to Music	3
	MU 1803	Introduction to Jazz/Jazz Rock	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1503	Survey of Western Civilization I	3
	HS 1513	Survey of Western Civilization II	3
Literature	EG 1303	Introduction to Literature	3

(\*studio/performance classes are excluded)

### College Orientation:

1 credit hour

BH 1001	First Year Seminar	1
BH 1112	TRIO Enrichment Course	2
BH 1202	Return to Learn	2

### Behavioral Science

3 credit hours

Psychology	BH 1303	General Psychology	3
	BH 2303	Human Growth & Development	3
	BH 2313	Abnormal Psychology	3
Sociology	BH 1403	Principles of Sociology	3

### Social Science:

6 credit hours

Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Geography	GE 1103	World Regional Geography	3
Political Science	SS 1403	American National Government	3

### Mathematics:

3 credit hours

MA 1103	Intermediate Algebra (or higher)	3
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### Natural Sciences: (must have lab)

4 credit hours

Biological Sciences and Physical Sciences

## Core Emphasis and Electives

32 Total Credit Hours

### Total Credit Hours Required for Graduation:

64 Total Credit Hours

An Associate in General Studies is a degree consisting of college credit courses to provide students with the opportunity to develop knowledge, skills, attitudes, and greater philosophical appreciation for lifelong learning. The AGS is not designed to satisfy requirements for transfer into Regents' universities degree programs. In order to graduate from Seward County Community College/Area Technical School, a student needs a minimum of 64 credit hours for degree completion, with a 2.00 overall minimum GPA and a minimum 15 residential credits. Courses designated as developmental, remedial, or ESL courses shall not count toward fulfilling the requirements of this degree.

# Associate in Applied Science

## General Education Requirements

15 Total Credit Hours

### *English Composition/Oral Communication:*

6 credit hours

English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	SP 1203	Public Speaking	3
	SP 1103	Interpersonal Communications	3
Business	BA 1213	Business English	3
	BA 2243	Business/Technical Communications	3

### *Humanities: (from at least two of the following disciplines)*

9 credit hours

Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2103	Costume History	3
	DR 2203	Theater Appreciation	3
Music*	MU 1203	Introduction to Music	3
	MU 1803	Introduction to Jazz/Jazz Rock	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1503	Survey of Western Civilization I	3
	HS 1513	Survey of Western Civilization II	3
Literature	EG 1303	Introduction to Literature	3

(\*studio/performance classes are excluded)

### *Social and Behavioral Science:*

Psychology	BH 1303	General Psychology	3
	BH 2303	Human Growth & Development	3
	BH 2313	Abnormal Psychology	3
Sociology	BH 1403	Principles of Sociology	3
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Political Science	SS1403	American National Government	3
Geography	GE 1103	World Regional Geography	3

### *Mathematics:*

MA 1103	Intermediate Algebra	3
MA 1173	College Algebra	3

### *Natural Sciences:*

BI 1305	Principles of Biology	5
CH 1505	Chemistry I	5

Core Emphasis  
Electives

45 Total Credit Hours  
4 Total Credit Hours

### Total Credit Hours Required for Graduation:

64 Total Credit Hours

An Associate in Applied Science degree requires the completion of a minimum of forty-five (45) credit hours in specialization and related contextual courses/competencies. The mix of Technical knowledge (theory) and Technical skills (laboratory) is to be determined by using the requirements of the occupation(s) as the basis. A minimum of 64 credit hours is necessary for degree completion, with a 2.00 overall minimum GPA and a minimum of 15 residential credits. Courses designated as developmental, remedial or ESL courses shall not count toward fulfilling the requirements of this degree.

# Courses Satisfying General Education Requirements

The following list indicates which courses fulfill the general education requirements at Seward County Community College/Area Technical School.

## **English Composition & Oral Communication**

### English Composition

English Composition I & II

### Communications (AAS only)

Business/Technical Communications  
Business English  
Interpersonal Communications

### Oral Communications

Public Speaking

## **Behavioral Sciences**

### Psychology

General Psychology  
Human Growth & Development  
Abnormal Psychology  
Human Relations (AAS only)

### Sociology

Principles of Sociology

### Anthropology

Cultural Anthropology  
Physical Anthropology

## **Social Sciences**

### Economics

Principles of Microeconomics  
Principles of Macroeconomics

### Geography

World Regional Geography

### Political Science

American National Government

## **Physical Education Activity**

Advanced Open Water Rescue  
Archery  
Beginning Pilates  
Circuit Training  
Fly-fishing  
Jogging  
Outdoor Leadership  
Personal Wellness  
Self-Defense I & II  
Synchronized Swimming  
Weight Training  
Yoga Strength

Aerobic Dance I-IV  
Aquarobics I-IV  
Camp Skills  
Core Strength Aerobics  
Golf & Bowling  
Lifeguard Training  
Outdoor Ropes Challenge Course  
Racquetball I & II  
Skeet & Trap Shooting  
Tai Chi  
Yoga I-IV  
Yogalates

Alpine Skiing  
Ballroom Dance  
Canoeing  
Country/Western Dance I-IV  
Hiking & Backpacking  
Modern Dance  
PE Boot Camp  
Scuba Diving  
Swimming I & II  
Tennis I & II  
Yoga Pretzels

## **Humanities**

### Philosophy

Introduction to Old Testament  
Introduction to New Testament  
Introduction to Philosophy  
Introduction to Ethics

### Literature

Introduction to Humanities  
American Literature I & II  
English Literature I & II  
Introduction to Literature  
World Literature (EduKan)

### Art

Art Appreciation  
Survey of Art History I & II  
History & Criticism of Art I & II (EduKan)

### Theater

Costume History  
Theater Appreciation

### Music

Introduction to Music  
Introduction to Jazz/Jazz Rock

### History

American History I 1492-1877  
American History II 1877-Present

## **Natural Science**

### Biological Science

Field Biology

### Physical Science

Introduction to Chemistry



River Ecology  
Principles of Biology  
Conservation & Ecology  
Human Anatomy  
Human Physiology  
Nutrition (AAS only)  
General Zoology  
General Botany  
Microbiology  
Genetics

College Chemistry I & II  
Organic Chemistry I  
Physical Science  
General Physics I  
Engineering Physics I  
Introduction to Astronomy  
Geology (EduKan)

***Mathematics***

Intermediate Algebra (AAS, AGS degrees only)  
College Algebra  
Trigonometry  
Elementary Statistics  
Business Calculus  
Analytic Geometry  
Calculus I

***Computer Technology***

Intro to Computer Concepts/Apps

Advanced Computer Concepts/Apps

***Orientation to College***

First Year Seminar

Return to Learn  
(designed for non-traditional students)

TRIO Enrichment Course

The Academic Affairs Council approves the general education list each academic year. A student may use any of the courses on the currently approved list to satisfy the general education requirements.

# Degree Requirements

**Type of Award:** Associate of Science in Accounting

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 2 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		5
Natural Science, Physical Science		
<b>Core Emphasis</b>		<b>12</b>
Financial Accounting I	3	
Financial Accounting II	3	
Managerial Accounting	3	
Introduction to Business	3	
<b>Electives</b>		<b>18</b>
<i>Recommended.</i> Business & Economic Stats; Spreadsheet Apps for Accounting; Principles of Microeconomics; Principles of Macroeconomics		
<i>Other Approved Electives.</i> Computerized Accounting; Business English; Programming Logic & Design; Entrepreneurship; Computer Based Spreadsheets; Electronic Calculator; Bus Tech Comm.; Payroll Accounting; Multimedia Authoring; Business Math; Intro to Marketing; Business Law I; Microcomputer Op. Systems; Web Page Design I; Computer Illustrations; Digital Image Editing; Visual Basic I, II; Records Management; Keyboarding; Advertising; Input Technology; Microcomputer Database Management Systems		
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Associate of Applied Science in Accounting

		<b>Credit Hours</b>
<b>General Education</b>		<b>18</b>
Communications.....		6
English Composition I or Business English	3	
Public Speaking or Interpersonal Communications	3	
Introduction to Computer Concepts/Apps .....		3
Electives (from at least 2 different areas) .....		9
Humanities; Social Science; Behavioral Sciences; Math/Science		
<b>Core Emphasis</b>		<b>34</b>
Introduction to Business	3	
Keyboarding*	3	
Introduction to Accounting*	3	
Financial Accounting I	3	
Financial Accounting II	3	
Managerial Accounting	3	
Spreadsheets for Accounting Apps	3	
Business Management	3	
Business Math OR Electronic Calculator	3	
Business Technical Communications	3	
Principles of Microeconomics	3	
Principles of Macroeconomics	3	
*Not required if taken in high school		
<b>Electives</b>		<b>12</b>
(may be from accounting, economics, administrative professionals, computer information systems, or business marketing/management)		
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Science in Agriculture

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps .....	3
Humanities (from at least 3 different disciplines) .....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 3 different disciplines).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar .....	1
College Algebra .....	3
Lab Science (from either of the following disciplines) .....	5
Natural Science, Physical Science	
<b>Core Emphasis</b>	<b>12</b>
Careers in Agriculture	1
Principles of Biology	5
Crop Science	4
Soil Science	4
Agriculture Economics	3
Principles of Livestock Nutrition	3
Animal Science and Lab	4
<b>Electives</b>	<b>18</b>
(may be from any business discipline)	
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Associate of Applied Science in Agriculture

	<b>Credit Hours</b>
<b>General Education</b>	<b>15</b>
Communications.....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
Electives (from at least 2 different areas) .....	9
Humanities; Social Science; Behavioral Sciences; Physical Education; Math/Science	
<b>Core Emphasis</b>	<b>20</b>
Careers in Agriculture	1
Principles of Biology	5
Crop Science or Soils Science	4
Animal Science and Lab	4
Intro to Computer Concepts/Apps	3
Farm and Ranch Management	3
<b>Electives</b>	<b>29</b>
Agriculture Electives	12
Accounting Electives	3
Business Electives	6
General Electives	8
<b>Total Degree Requirements</b>	<b>64</b>

**Program Contact**      **Brett Crow, Instructor**  
 620-417-1354  
 brett.crow@sccc.edu

# Degree Requirements

**Type of Award:** Associate of Applied Science in Auto Body/Collision Repair

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		

<b>Core Emphasis</b>		<b>48</b>
Refinishing I	2	
Refinishing II	4	
Orient/Safety for Auto Body	5	
Non-Structural Repair I	10	
Mechanical & Electrical Repair	2	
Refinishing III	4	
Structural Repair I	5	
Structural Repair II	6	
Non-Structural Repair II	10	

<b>Electives</b>		<b>1</b>

<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Auto Body/Collision Repair

		<b>Credit Hours</b>
<b>Certificate Requirements</b>		<b>48</b>
Refinishing I	2	
Refinishing II	4	
Orient/Safety for Auto Body	5	
Non-Structural Repair I	10	
Mechanical & Electrical Repair	2	
Refinishing III	4	
Structural Repair I	5	
Structural Repair II	6	
Non-Structural Repair II	10	

<b>Total Certificate Requirements</b>		<b>48</b>

# Degree Requirements

**Type of Award:** Associate of Applied Science in Automotive Business Management

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>48</b>
Introduction to Parts	1	
Merchandising	2	
Shipping & Receiving Merchandise	3	
Workplace Safety	1	
Automotive Products & Systems	2	
Human Relations for Auto Business	3	
Sales Policies & Procedures I	2	
Math & Measurement Automotive Industry	3	
Inventory Management I	2	
Auto-Bus Office & Bookkeeping Procedures	3	
Inventory Management II	2	
Sales Policies & Procedures II	3	
Parts Cataloging I	3	
Vehicle Components/Parts System I	3	
Automotive Business Communication	3	
Auto Business Management	3	
Employment Skills for Auto Business	3	
Parts Cataloging II	3	
Vehicle Components/Parts System II	3	
<b>Electives</b>		<b>1</b>
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Automotive Business Management

		<b>Credit Hours</b>	
<b>Certificate Requirements</b>		<b>48</b>	
Introduction to Parts	1	Inventory Management II	2
Merchandising	2	Sales Policies & Procedures II	3
Shipping & Receiving Merchandise	3	Parts Cataloging I	3
Workplace Safety	1	Vehicle Components/Parts System I	3
Automotive Products & Systems	2	Automotive Business Communication	3
Human Relations for Auto Business	3	Auto Business Management	3
Sales Policies & Procedures I	2	Employment Skills for Auto Business	3
Math & Measurement Automotive Industry	3	Parts Cataloging II	3
Inventory Management I	2	Vehicle Components/Parts System II	3
Auto-Bus Office & Bookkeeping Procedures	3		
<b>Total Certificate Requirements</b>		<b>48</b>	

# Degree Requirements

**Type of Award:** Associate of Applied Science in Automotive Mechanics Technology

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>50</b>
Auto Orientation & Safety	2	
Engine Performance I	3	
Engine Performance II	7	
Brakes I	3	
Electrical I	3	
Steering & Suspension I	2	
Manual Drivetrains and Axles	4	
HVAC	4	
Brakes II	2	
Electrical III	5	
Automatic Transmissions & Transaxles	6	
Electrical II	2	
Engine Repair	5	
Steering & Suspension II	2	
<b>Total Degree Requirements</b>		<b>65</b>

**Type of Award:** Certificate of Completion in Automotive Mechanics Technology

		<b>Credit Hours</b>
<b>Certificate Requirements</b>		<b>50</b>
Auto Orientation & Safety	2	
Engine Performance I	3	
Engine Performance II	7	
Brakes I	3	
Electrical I	3	
Steering & Suspension I	2	
Manual Drivetrains and Axles	4	
HVAC	4	
Brakes II	2	
Electrical III	5	
Automatic Transmissions & Transaxles	6	
Electrical II	2	
Engine Repair	5	
Steering & Suspension II	2	
<b>Total Certificate Requirements</b>		<b>50</b>

# Degree Requirements

**Type of Degree:** Associate of Arts in Behavioral Science

		<b>Credit Hours</b>
<b>General Education</b>		<b>47</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		
<b>Core Emphasis/Electives</b>		<b>17</b>
Recommended Core Emphasis		
General Psychology	3	
Human Growth & Development	3	
Abnormal Psychology	3	
Marriage & Family	3	
Human Relations	3	
Principles of Sociology	3	
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Science in Biology

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps .....	3
Humanities (from at least 3 different disciplines) .....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines and Economics).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar .....	1
College Algebra .....	3
Lab Science (from either of the following disciplines) .....	5
Natural Science, Physical Science	
<b>Core Emphasis</b>	<b>12</b>
Principles of Biology	5
Zoology	5
Botany	5
College Chemistry I, II	5
General Organic Chemistry I, II	5
General Physics I, II	5
Microbiology	5
Trigonometry	3
Calculus	5
<b>Electives</b>	<b>18</b>
<b>Total Degree Requirements</b>	<b>64</b>



# Degree Requirements

**Type of Award:** Associate of Science in Business Administration (transfer articulation to Kansas Regents` University)

		<b>Credit Hours</b>
<b>General Education</b>		<b>50</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		12
Anthropology, Geography, Political Science, Psychology, Sociology		
Economics:		
Principles of Microeconomics	3	
Principles of Macroeconomics	3	
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		9
Natural Science, Physical Science		

<b>Core Emphasis</b>	<b>15</b>
Intro to Business or Business Law; Financial Accounting I; Financial Accounting II; Managerial Accounting; Business & Economic Stats	

<b>Total Degree Requirements</b>	<b>65</b>
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**Type of Award:** Associate of Science in Business Administration

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 3 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		5
Natural Science, Physical Science		

<b>Core Emphasis</b>	<b>12</b>
Intro to Business; Financial Accounting I plus 6 hrs of Business	

<b>Electives</b>	<b>18</b>
<i>Recommended:</i> Financial Accounting II; Principles of Microeconomics	
<i>Other Electives:</i> Managerial Accounting; Microcomputer Operating Systems; Spreadsheet Apps for Accounting; Microcomputer Database Mgmt Systems; Computerized Accounting; Visual Basic I, II; Programming Logic and Design Business Law; Computer Based Spreadsheets; Digital Image Editing; Business & Economic Stats ; Computer Animation; Business Law; Advertising; Entrepreneurship; Computer Illustration; Introduction to Marketing; Multimedia Authoring; Business Math; Business Management; Web Page Design I	

<b>Total Degree Requirements</b>	<b>64</b>
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# Degree Requirements

**Type of Award:** Associate of Applied Science Degree in Business Administrative Technology

		<b>Credit Hours</b>
<b>General Education</b>		<b>18</b>
Communications.....		6
English Composition I or Business English	3	
Public Speaking or Interpersonal Communications	3	
Introduction to Computer Concepts/Apps .....		3
Electives (from at least 2 different areas).....		9
Humanities, Social Science, Behavioral Sciences, Math/Science		
<b>Core Emphasis</b>		<b>33</b>
Business/Technical Communications	3	
Business Management	3	
Electronic Calculator Applications	3	
Introduction to Business	3	
Intro to Accounting or Financial Accounting I	3	
Intermediate Keyboarding	3	
Records Management	3	
Office Procedures	3	
Word Processing Applications	3	
Advanced Keyboarding	3	
Human Relations	3	
<b>Electives</b>		<b>13</b>
(May be from accounting, economics, business administrative technology, computer information systems, health information management, business marketing/management, business administration.)		
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Business Administrative Technology

		<b>Credit Hours</b>
<b>Certificate Requirements</b>		<b>37</b>
Business English	3	
Business/Technical Communications	3	
Electronic Calculator Applications	3	
Intro to Accounting or Financial Accounting 1	3	
Intermediate Keyboarding	3	
Records Management	3	
Office Procedures	3	
Word Processing Applications	3	
MCA/Microsoft Outlook	1	
Computer Based Spreadsheets	3	
Microcomputer Business Presentations	3	
Desktop Publishing 1	3	
Microcomputer Database Management Systems	3	
<b>Total Certificate Requirements</b>		<b>37</b>

# Degree Requirements

**Type of Award:** Associate of Applied Science in Business Marketing/Management

		<b>Credit Hours</b>
<b>General Education</b>		<b>18</b>
Communications.....		6
English Composition I or Business English	3	
Public Speaking or Interpersonal Communications	3	
Introduction to Computer Concepts/Apps .....		3
Electives (from at least 2 different areas) .....		9
Humanities; Social Science; Behavioral Sciences; Math/Science		
<b>Core Emphasis</b>		<b>46</b>
Intro to Business	3	
Intro to Accounting or Financial Accounting I	3	
Business/Technical Communications	3	
Business Management	3	
Business Math	3	
Principles of Macroeconomics	3	
Business Marketing/Management Seminar	2	
Business Marketing/Management Internship	2	
Intro to Marketing	3	
Salesmanship	3	
Advertising	3	
Entrepreneurship	3	
Business Electives	12	
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion - Salesperson

		<b>Credit Hours</b>
<b>Core Emphasis</b>		<b>32</b>
Intro to Business	3	
Intro to Computer Concepts/Apps	3	
Business/Technical Communications	3	
Intro to Marketing	3	
Salesmanship	3	
Business Math	3	
Business Marketing/Management Seminar	2	
Business Marketing/Management Internship	2	
Advertising	3	
Business Electives	7	
<b>Total Award Requirements</b>		<b>32</b>

# Degree Requirements

**Type of Award:** Associate of Science in Chemistry

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 3 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		5
Natural Science, Physical Science		
<b>Core Emphasis</b>		<b>12</b>
Principles of Biology	5	
College Chemistry I	5	
College Chemistry II	5	
General Organic Chemistry I	5	
General Organic Chemistry II	5	
General Physics I	5	
Calculus I	5	
Calculus II	5	
Calculus III	5	
<b>Electives</b>		<b>18</b>
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Science – Computer Information Systems – Computer Graphics Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps or Adv. Computer Concepts/Apps.....	3
Humanities (from at least 2 different disciplines).....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar.....	1
College Algebra.....	3
Lab Science (from either of the following disciplines).....	5
Natural Science, Physical Science	
<b>Core Emphasis – (Recommended)</b>	<b>12</b>
Digital Image Editing	3
Computer Illustration	3
Digital Photography for Graphic Designers	3
Adv. Digital Image Editing	3
<b>Electives</b>	<b>18</b>
<i>Recommended: 2D Design; Typography; Marketing; Advertising; 3D Modeling I; Web Design I; CIS or Business Elective</i>	
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Associate of Applied Science – Computer Information Systems – Computer Graphics Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>16</b>
Communications.....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
First Year Seminar.....	1
Electives (from at least 2 different areas).....	9
Humanities; Social Science; Behavioral Sciences;	
Physical Education; Math/Science	
<b>Core Emphasis – (Required)</b>	<b>30</b>
Digital Image Editing	3
Computer Illustration	3
Digital Photography for Graphic Designers	3
Web Page Design I	3
Adv. Digital Image Editing	3
Typography	3
Marketing	3
Advertising	3
3D Modeling I	3
Introduction to Computer Concepts/Applications	3
<b>Core Emphasis – (Recommended)</b>	<b>15</b>
2D Design	3
CIS or Business Electives	12
<b>Electives</b>	<b>3</b>
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Certificate of Completion – Computer Information Systems – Computer Graphics Emphasis

	<b>Credit Hours</b>
<b>Core Emphasis – (Required)</b>	<b>30</b>
Introduction to Computer Concepts/Apps	3
Digital Image Editing	3
Computer Illustration	3
Digital Photography for Graphic Designers	3
Web Page Design I	3
Adv. Digital Image Editing	3
Typography	3
Marketing	3
Advertising	3
3D Modeling I	3
<b>Core Emphasis – (Recommended)</b>	<b>4</b>
CIS or Business Electives	
<b>Total Degree Requirements</b>	<b>34</b>

# Degree Requirements

**Type of Award:** Associate of Science – Computer Information Systems – Game Design Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps or Adv. Computer Concepts/Apps.....	3
Humanities (from at least 2 different disciplines).....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar.....	1
College Algebra.....	3
Lab Science (from either of the following disciplines).....	5
Natural Science, Physical Science	
<b>Core Emphasis – (Recommended)</b>	<b>12</b>
Digital Image Editing	3
3D Game Texturing	3
3D Modeling I	3
3D Modeling II	3
<b>Electives</b>	<b>18</b>
<i>Recommended:</i> Digital Video Editing; Typographic Design; Programming Logic and Design; Visual Basic I; 2D Design	
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Associate of Applied Science – Computer Information Systems – Game Design Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>16</b>
Communications.....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
First Year Seminar.....	1
Electives (from at least 2 different areas).....	9
Humanities; Social Science; Behavioral Sciences;	
Physical Education; Math/Science	
<b>Core Emphasis – (Required)</b>	<b>30</b>
Digital Image Editing	3
Computer Illustration	3
3D Modeling I	3
3D Modeling II	3
Digital Video Editing	3
3D Game Texturing	3
Typographic Design	3
Programming Logic and Design	3
Visual Basic I	3
Introduction to Computer Concepts/Applications	3
<b>Core Emphasis – (Recommended)</b>	<b>15</b>
CIS or Business Electives	
<b>Electives</b>	<b>3</b>
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Certificate of Completion – Computer Information Systems – Game Design Emphasis

	<b>Credit Hours</b>
<b>Core Emphasis – (Required)</b>	<b>30</b>
Digital Image Editing	3
Computer Illustration	3
3D Modeling I	3
3D Modeling II	3
Digital Video Editing	3
3D Game Texturing	3
Typographic Design	3
Programming Logic and Design	3
Visual Basic I	3
2D Design	3
<b>Core Emphasis – (Recommended)</b>	<b>4</b>
CIS or Business Electives	
<b>Total Degree Requirements</b>	<b>34</b>

# Degree Requirements

**Type of Award:** Associate of Science – Computer Information Systems – Programming Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps or Adv. Computer Concepts/Apps.....	3
Humanities (from at least 2 different disciplines).....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar.....	1
College Algebra.....	3
Lab Science (from either of the following disciplines).....	5
Natural Science, Physical Science	
<b>Core Emphasis – (Recommended)</b>	<b>12</b>
Programming Logic and Design	3
Visual Basic I	3
Programming Language C	3
Database Management Systems	3
<b>Electives</b>	<b>18</b>
<i>Recommended:</i> Advanced Computer Concepts/Applications; Computer Networks; PC Hardware; Management of Information Systems; Programming Language Elective; Business Elective	
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Associate of Applied Science – Computer Information Systems – Programming Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>16</b>
Communications.....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
First Year Seminar.....	1
Electives (from at least 2 different areas).....	9
Humanities; Social Science; Behavioral Sciences;	
Physical Education; Math/Science	
<b>Core Emphasis – (Required)</b>	<b>27</b>
Programming Logic and Design	3
Visual Basic I	3
Programming Language C	3
Database Management Systems	3
Introduction Computer Concepts/Applications	3
Computer Networks	3
PC Hardware	3
Management of Information Systems	3
CIS Elective	3
<b>Core Emphasis – (Recommended)</b>	<b>18</b>
CIS Electives	9
Business Electives	9
<b>Electives</b>	<b>3</b>
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Certificate of Completion – Computer Information Systems – Programming Emphasis

	<b>Credit Hours</b>
<b>Core Emphasis – (Required)</b>	<b>27</b>
Introduction to Computer Concepts/Apps	3
Programming Logic and Design	3
Visual Basic I	3
Programming Language C	3
Database Management Systems	3
Advanced Computer Concepts/Apps	3
Computer Networks	3
PC Hardware	3
Management of Information Systems	3
<b>Core Emphasis – (Recommended)</b>	<b>7</b>
CIS or Business Electives	
<b>Total Degree Requirements</b>	<b>34</b>

# Degree Requirements

**Type of Award:** Associate of Science – Computer Information Systems – Web Design Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps or Adv. Computer Concepts/Apps.....	3
Humanities (from at least 2 different disciplines).....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar.....	1
College Algebra.....	3
Lab Science (from either of the following disciplines).....	5
Natural Science, Physical Science	
<b>Core Emphasis – (Recommended)</b>	<b>12</b>
Digital Image Editing	3
Web Page Design I	3
Web Animation	3
Web Page Design II	3
<b>Electives</b>	<b>18</b>
<i>Recommended:</i> Typography; Marketing; Advertising; Computer Illustration; Digital Photography for Graphic Designs; CIS or Business Elective	
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Associate of Applied Science – Computer Information Systems – Web Design Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>16</b>
Communications.....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
First Year Seminar.....	1
Electives (from at least 2 different areas).....	9
Humanities; Social Science; Behavioral Sciences;	
Physical Education; Math/Science	
<b>Core Emphasis – (Required)</b>	<b>30</b>
Digital Image Editing	3
Computer Illustration	3
Digital Photography for Graphic Designers	3
Web Page Design I	3
Web Page Design II	3
Typography	3
Marketing	3
Advertising	3
Web Animation	3
Introduction to Computer Concepts/Applications	3
<b>Core Emphasis – (Recommended)</b>	<b>15</b>
CIS or Business Electives	15
<b>Electives</b>	<b>3</b>
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Certificate of Completion – Computer Information Systems – Web Design Emphasis

	<b>Credit Hours</b>
<b>Core Emphasis – (Required)</b>	<b>30</b>
Introduction to Computer Concepts/Apps	3
Digital Image Editing	3
Computer Illustration	3
Digital Photography for Graphic Designers	3
Web Page Design I	3
Web Page Design II	3
Typography	3
Marketing	3
Advertising	3
Web Animation	3
<b>Core Emphasis – (Recommended)</b>	<b>4</b>
CIS or Business Electives	
<b>Total Degree Requirements</b>	<b>34</b>



# Degree Requirements

**Type of Award:** Associate of Applied Science in Cosmetology

**Type of Award:** Certificate of Completion in Cosmetology

	<b>Credit Hours</b>
<b>General Education</b>	<b>15</b>
Communications .....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
Electives (from at least 2 different areas).....	9
Humanities; Social Science; Behavioral Sciences; Physical Education; Math/Science	
<b>Core Emphasis</b>	<b>45</b>
Boot Camp	1
Cosmetology I	11
Cosmetology II	11
Cosmetology III	11
Cosmetology IV	11
<b>Electives</b>	<b>4</b>
<b>Total Degree Requirements</b>	<b>64</b>

	<b>Credit Hours</b>
<b>Core Emphasis</b>	<b>45</b>
Cosmetology Orientation	1
Cosmetology I	11
Cosmetology II	11
Cosmetology III	11
Cosmetology IV	11
<b>Total Degree Requirements</b>	<b>45</b>

<b>PROGRAM COST</b>				<b>45 Credit Hours</b>
	In-State \$65 per credit hr	Border County \$78 per credit hr	Out-of-State \$93 per credit hr	
Tuition/Fees	\$2925	\$3510	\$4185	
Course Fee	770	770	770	
Insurance	80	80	80	
Name Badge	10	10	10	
Student Kit	1420	1420	1420	
Textbooks	597	597	597	
<b>Total Program Cost</b>	<b>\$5802</b>	<b>\$6387</b>	<b>\$7062</b>	

\* subject to change

- Uniform Costs** All white long or short sleeved shirts are to be worn under the smock. (Smock will be furnished in the kit.) All black slacks (no jeans, sweats, or leggings). All black closed-toe shoes.
- Apprenticeship License** \$15 money order must be provided on the first day of the program for an apprentice license. The license is good for only 12 months. Any student who cannot finish the program in one year will be required to file for another license.
- Kansas State Board of Cosmetology Exam Fee** \$45 Cosmetology License fee, an optional \$15 temporary permit fee. A \$105 fee must also be sent to Prometric for the written and performance exam.
- Student Services** The student will be required to pay for all chemicals and products used on oneself at a student discount.
- Optional Cost** Hepatitis B vaccine – the student may wish to have a hepatitis B vaccine prior to beginning the program. The vaccination is optional at the student's expense.
- Please Note** Kits are to remain on campus until program is completed and is paid in full, or the class has been dropped and is paid in full. Kits will only be kept for one year.

# Degree Requirements

**Type of Award:** Associate of Applied Science in Construction Trades Technology

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>47</b>
Safety Orientation	1	
Introductory Craft Skills	3	
Roof Framing	3	
Carpentry Basics	4	
Floors, Walls & Ceiling Framing	4	
Windows, Doors, and Stairs	3	
Blueprints and Codes	2	
Building Site Preparation	3	
Residential Concrete	2	
Interior Finish – Trim	4	
Cabinet Making/Installation	6	
Interior Finish – Drywall	2	
Finishes	2	
Exterior Finish – Roofing	3	
Workplace Skills for Construction	2	
Exterior Finish – Siding	3	
<b>Electives</b>		<b>2</b>
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Construction Trades Technology

		<b>Credit Hours</b>	
<b>Certificate Requirements</b>		<b>47</b>	
Safety Orientation	1	Residential Concrete	2
Introductory Craft Skills	3	Interior Finish – Trim	4
Roof Framing	3	Cabinet Making/Installation	6
Carpentry Basics	4	Interior Finish – Drywall	2
Floors, Walls & Ceiling Framing	4	Finishes	2
Windows, Doors, and Stairs	3	Exterior Finish – Roofing	3
Blueprints and Codes	2	Workplace Skills for Construction	2
Building Site Preparation	3	Exterior Finish – Siding	3
<b>Total Certificate Requirements</b>		<b>47</b>	

# Degree Requirements

Students interested in the Cosmetology Instructor program must already possess a cosmetology license. Please contact program coordinators for additional information.

**Type of Award:** Certificate of Completion in Cosmetology Instructor

	<b>Credit Hours</b>		
<b>300 clock hour course</b>	<b>9</b>		
	In-State Tuition \$65 per credit hr	Border County Tuition \$78 per credit hr	Out-of-State Tuition \$93 per credit hr
Tuition	\$585	\$702	\$837
Course Fee	\$25	\$25	\$25
Name Badge	\$10	\$10	\$10
Textbook	\$166.75	\$166.75	\$166.75
<b>Total Program Cost</b>	<b>\$786.75</b>	<b>\$903.75</b>	<b>\$1038.75</b>

**Type of Award:** Certificate of Completion in Cosmetology Instructor

	<b>Credit Hours</b>		
<b>450 clock hour course</b>	<b>13</b>		
	In-State Tuition \$65 per credit hr	Border County Tuition \$78 per credit hr	Out-of-State Tuition \$93 per credit hr
Tuition	\$845	\$1014	\$1209
Course Fee	\$25	\$25	\$25
Name Badge	\$10	\$10	\$10
Textbook	\$166.75	\$166.75	\$166.75
<b>Total Program Cost</b>	<b>\$1046.75</b>	<b>\$1215.75</b>	<b>\$1410.75</b>

# Degree Requirements

**Type of Award:** Associate of Science in Criminal Justice – Community Corrections Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps .....	3
Humanities (from at least 2 different disciplines) .....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines and Economics).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar .....	1
College Algebra .....	3
Lab Science (from either of the following disciplines) .....	5
Natural Science, Physical Science	
<b>Core Emphasis</b>	<b>24</b>
Introduction to Criminal Justice	3
Introduction to Corrections	3
Report Writing	3
Criminal Procedures	3
Criminal Law	3
Criminal Investigations	3
Ethics in Criminal Justice	3
Juvenile Justice	3
<b>Electives</b>	<b>6</b>
(must be from criminal justice or a related field)	
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Associate of Applied Science in Criminal Justice – Community Corrections Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>15</b>
Communications.....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
Electives (from at least 2 different areas) .....	9
Humanities; Social Science; Behavioral Sciences; Physical Education; Math/Science	
<b>Core Emphasis</b>	<b>24</b>
Introduction to Criminal Justice	3
Introduction to Corrections	3
Criminal Investigations	3
Criminal Procedures	3
Criminal Law	3
Juvenile Justice	3
Report Writing	3
Ethics in Criminal Justice	3
<b>Electives</b>	<b>25</b>
(must be from criminal justice or a related field)	
<b>Total Degree Requirements</b>	<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Science in Criminal Justice – Fish & Wildlife Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>34</b>
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps .....	3
Humanities (from at least 2 different disciplines) .....	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines).....	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
First Year Seminar .....	1
College Algebra .....	3
Lab Science (from either of the following disciplines) .....	5
Natural Science, Physical Science	
<b>Core Emphasis</b>	<b>25</b>
Introduction to Criminal Justice	3
Principles of Police Patrol	3
Criminal Investigation	3
Criminal Law	3
Ethics in Criminal Justice	3
Zoology	5
Botany	5
<b>Electives</b>	<b>5</b>
(must be from criminal justice or related field)	
<b>Total Degree Requirements</b>	<b>64</b>

**Type of Award:** Associate of Applied Science in Criminal Justice – Fish & Wildlife Emphasis

	<b>Credit Hours</b>
<b>General Education</b>	<b>15</b>
Communications .....	6
English Composition I or Business English	3
Public Speaking or Interpersonal Communications	3
Electives (from at least 2 different areas).....	9
Humanities; Social Science; Behavioral Sciences;	
Math/Science	
<b>Core Emphasis</b>	<b>34</b>
Introduction to Criminal Justice	3
Criminal Procedures	3
Criminal Law	3
Ethics in Criminal Justice	3
Report Writing	3
Agency Administration	3
Criminal Investigation	3
Principles of Police Patrol	3
Zoology	5
Botany	5
<b>Electives</b>	<b>15</b>
<b>Total Degree Requirements</b>	<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Science in Criminal Justice – Law Enforcement Emphasis

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 2 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		5
Natural Science, Physical Science		
<b>Core Emphasis</b>		<b>21</b>
Introduction to Criminal Justice	3	
Introduction to Law Enforcement	3	
Criminal Procedures	3	
Report Writing	3	
Criminal Investigations	3	
Criminal Law	3	
Ethics in Criminal Justice	3	
<b>Electives</b>		<b>9</b>
(must be from criminal justice or related field)		
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Associate of Applied Science in Criminal Justice – Law Enforcement Emphasis

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I or Business English	3	
Public Speaking or Interpersonal Communications	3	
Electives (from at least 2 different areas) .....		9
*Humanities; Social Science; Behavioral Sciences; Physical Education; Math/Science		
<b>Core Emphasis</b>		<b>24</b>
Introduction to Criminal Justice	3	
Principles of Police Patrol	3	
Criminal Procedures	3	
Report Writing	3	
Criminal Investigations	3	
Criminal Law	3	
Ethics in Criminal Justice	3	
Agency Administration	3	
<b>Electives</b>		<b>25</b>
(must be from criminal justice or related field)		
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Applied Science in Diesel Technology

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>48</b>
Brakes	4	
Diagnosis & Failure Analysis	4	
Diesel Parts Management	1	
Drive Trains I	3	
Drive Trains II	3	
Electrical I	4	
Electrical II	3	
Engines I	4	
Engines II	3	
Frames & Suspension	4	
Heating Ventilation & A/C	4	
Hydraulics	3	
Orientation & Safety for Diesel Tech	1	
Preventive Maintenance	3	
Steering and Alignment	4	
<b>Electives</b>		<b>1</b>
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Diesel Technology

		<b>Credit Hours</b>	
<b>Certificate Requirements</b>		<b>48</b>	
Orientation & Safety for Diesel Tech	1	Engines I	4
Brakes	4	Engines II	3
Diagnosis & Failure Analysis	4	Frames & Suspension	4
Diesel Parts Management	1	Heating Ventilation & A/C	4
Drive Trains I	3	Hydraulics	3
Drive Trains II	3	Preventive Maintenance	3
Electrical I	4	Steering and Alignment	4
Electrical II	3		
<b>Total Certificate Requirements</b>		<b>48</b>	

# Degree Requirements

**Type of Award:** Associate of Applied Science in Drafting & Design Technology

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications .....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>44</b>
Technical Drafting	5	
Intro to Computer Aided Drafting	3	
Scales and Measurements	5	
Descriptive Geometry	7	
Orthographic Views/Projections	3	
Civil Engineering Drafting	5	
Architectural Drafting	7	
Auxiliary Views	3	
Section Views	3	
Dimensioning Procedures	3	
Pictorial Drawings	3	
<b>Electives</b>		<b>5</b>
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Drafting & Design Technology

		<b>Credit Hours</b>
<b>Certificate Requirements</b>		<b>44</b>
Technical Drafting	5	
Intro to Computer Aided Drafting	3	
Scales and Measurements	5	
Descriptive Geometry	7	
Orthographic Views/Projections	3	
Civil Engineering Drafting	5	
Architectural Drafting	7	
Auxiliary Views	3	
Section Views	3	
Dimensioning Procedures	3	
Pictorial Drawings	3	
<b>Total Certificate Requirements</b>		<b>44</b>



# Degree Requirements

**Type of Degree:** Associate of Arts in Education

**Credit Hours**

<b>General Education</b>	<b>47</b>
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Communications .....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines) .....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity .....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		

<b>Core Emphasis/Electives</b>	<b>17</b>
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Recommended Core Emphasis			
<b>Elementary Education</b>		<b>Secondary Education</b>	
Intro to Education & Field Experience	5	Intro to Education & Field Experience	5
Art in the Elementary School	3	General Psychology	3
Elementary School Music	3	Human Growth & Development	3
Elementary School Physical Education	3	Introduction to Ethics	3
General Psychology	3		
Human Growth & Development	3		
Children`s Literature	3		
Introduction to Ethics	3		
Elementary Statistics	3		

<b>Total Degree Requirements</b>	<b>64</b>
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# Degree Requirements

**Type of Award:** Associate of Science in Engineering

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 3 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		5
Natural Science, Physical Science		
<b>Core Emphasis</b>		<b>12</b>
Principles of Biology w/Lab	5	
Engineering Physics I	5	
Engineering Physics II	5	
Trigonometry	3	
College Chemistry I	5	
College Chemistry II	5	
Calculus I, II, III, IV	(each) 5	
Engineering Graphics I	2	
Engineering Graphics II	2	
Computer Programming – C Language	3	
<b>Electives</b>		<b>18</b>
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Arts in English

	<b>Credit Hours</b>
<b>General Education</b>	
Communications.....	9
English Composition I	3
English Composition II	3
Public Speaking	3
Humanities (from at least 3 different disciplines).....	12
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 3 different disciplines).....	12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity.....	1
College Orientation.....	1
College Algebra.....	3
Lab Science (from both of the following disciplines).....	9
Natural Science, Physical Science	
<b>Core Emphasis/Electives</b>	
Recommended Core Emphasis	
Introduction to Literature	3
Creative Writing	3
American Literature I	3
American Literature II	3
English Literature I	3
English Literature II	3
<b>Total Degree Requirements</b>	
	<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Applied Science in Heating, Ventilation, Air Conditioning & Refrigeration

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>48</b>
HVACR Orientation to Tools & Safety	2	
Electric Motors	3	
Diagnosing and Problem Solving	5	
Equipment Operation-Cooling	6	
Equipment Operation-Heating	7	
Electrical Controls	8	
Basics of Refrigeration	10	
Tubing and Pipe Work	1	
Electrical Theory	2	
Equipment Selection	1	
Sheet Metal Fabrication	2	
HVACR Workplace Skills	1	
<b>Electives</b>		<b>1</b>
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Heating, Ventilation, Air Conditioning & Refrigeration

		<b>Credit Hours</b>
<b>Certificate Requirements</b>		<b>48</b>
HVACR Orientation to Tools & Safety	2	
Electric Motors	3	
Diagnosing and Problem Solving	5	
Equipment Operation-Cooling	6	
Equipment Operation-Heating	7	
Electrical Controls	8	
Basics of Refrigeration	10	
Tubing and Pipe Work	1	
Electrical Theory	2	
Equipment Selection	1	
Sheet Metal Fabrication	2	
HVACR Workplace Skills	1	
<b>Total Certificate Requirements</b>		<b>48</b>

# Degree Requirements

**Type of Award:** Associate of Arts in History

		<b>Credit Hours</b>
<b>General Education</b>		<b>47</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		
<b>Core Emphasis/Electives</b>		<b>17</b>
Recommended Core Emphasis		
World Regional Geography	3	
History of Southwest Kansas	1	
American History I 1492-1877	3	
American History II 1877-Present	3	
World Civilization I	3	
World Civilization II	3	
American National Government	3	
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Degree:** Associate of Arts in Journalism

		<b>Credit Hours</b>
<b>General Education</b>		<b>47</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		
<b>Core Emphasis/Electives</b>		<b>17</b>
Recommended Core Emphasis		
Newspaper Practicum I - IV	(each) 3	
News Writing I – II	(each) 3	
Introduction to Mass Communications	3	
Directed Independent Studies in Journalism I - IV	(each) 1-3	
Digital Photography	3	
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Applied Science in Machine Tool Technology

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications .....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>48</b>
Prof Development for Machinists	1	
Introduction & Orientation - Machine Tool Tech	2	
Precision Measurement	3	
Vertical Milling Machine	5	
Engine Lathe	6	
CNC Vertical Machining Center	9	
Blue Print Reading	2	
Computer Aided Manufacturing	5	
CNC Horizontal Turing Center	9	
Math for Machine Tool Tech	2	
Manual Ops: Benchwork/Layout	2	
Drill Press	2	
<b>Electives</b>		<b>1</b>
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Machine Tool Technology

		<b>Credit Hours</b>
<b>Certificate Requirements</b>		<b>48</b>
Prof Development for Machinists	1	
Introduction & Orientation - Machine Tool Tech	2	
Precision Measurement	3	
Vertical Milling Machine	5	
Engine Lathe	6	
CNC Vertical Machining Center	9	
Blue Print Reading	2	
Computer Aided Manufacturing	5	
CNC Horizontal Turing Center	9	
Math for Machine Tool Tech	2	
Manual Ops: Benchwork/Layout	2	
Drill Press	2	
<b>Total Certificate Requirements</b>		<b>48</b>

# Degree Requirements

**Type of Award:** Associate of Science in Mathematics

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 3 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		5
Natural Science, Physical Science		
<b>Core Emphasis</b>		<b>12</b>
Calculus I	5	
Calculus II	5	
Calculus III	5	
Calculus IV	5	
Differential Equations	3	
College Chemistry I	5	
General Physics I	5	
General Physics II	5	
Principles of Biology	5	
Statistics	3	
Trigonometry	3	
<b>Electives</b>		<b>18</b>
<b>Total Degree Requirements</b>		<b>64</b>



# Degree Requirements

**Type of Award:** Certificate of Medical Assisting

	Credit Hours
<b>Fall Semester</b>	<b>18</b>
Medical Terminology for Medical Assistants.....	3
Professional Issues.....	2
Administrative Aspects I.....	3
Human Body in Health and Disease.....	3
Patient Care I.....	4
Insurance Billing and Coding.....	3
<b>Spring Semester</b>	<b>21</b>
Administrative Aspects II.....	3
Patient Care II.....	4
Pharmacology.....	3
Pharmacology Administration.....	1
Clinical Lab Diagnostics.....	4
Safety and Emergency Practices.....	1
Externship.....	5
<b>Total Program Requirements</b>	<b>39</b>

	Credit Hours
<b>Type of Award:</b> Associate of Applied Science in Medical Assistant	<b>Credit Hours</b>
<b>Core Emphasis Fall Semester</b>	<b>18</b>
Medical Terminology for Medical Assistants.....	3
Professional Issues.....	2
Administrative Aspects I.....	3
Human Body in Health and Disease.....	3
Patient Care I.....	4
Insurance Billing and Coding.....	3
<b>Core Emphasis Spring Semester</b>	<b>21</b>
Administrative Aspects II.....	3
Patient Care II.....	4
Pharmacology.....	3
Pharmacology Administration.....	1
Clinical Lab Diagnostics.....	4
Safety and Emergency Practices.....	1
Externship.....	5
<b>Core Emphasis Options (May select any combination of the following classes to complete 6 hours)</b>	<b>6</b>
<b>**These 6 hours may not be used towards the total 15 general education hours required</b>	<b>6</b>
Biology.....	5
Anatomy.....	4
Physiology.....	4
Microbiology.....	5
Nutrition.....	3
Human Growth & Development.....	3
Abnormal Psychology.....	3
Intermediate Algebra.....	3
<b>General Education</b>	<b>15</b>
Communications.....	6
Mathematics & Science, Social & Behavioral Sciences, or Humanities (must be from at least two areas).....	9
<b>Electives (Courses designated as developmental or remedial and ESL do not count towards graduation)</b>	<b>4</b>
<b>Total Degree Requirements</b>	<b>64</b>

Students successfully completing the certificate or A.A.S. Medical Assistant program become eligible to apply to take the National Certifying Examination for Medical Assistants.

# Degree Requirements

**Type of Award:** Certificate in Medical Coding and Reimbursement Specialist

		<b>Credit Hours</b>
<b>First Semester</b>		<b>16</b>
HI 1023	Medical Terminology .....	3
BI 2304	Human Anatomy .....	4
HI 1003	Introduction to Health Information Management .....	3
EG 1203 or EG1103	Business English or English Composition I.....	3
CS 1203	Introduction to Computer Concepts and Applications .....	3
<b>Second Semester</b>		<b>15</b>
HI 1033	Intro to Pathophysiology for Allied Health .....	3
HI 1013	Legal and Ethical Issues in Healthcare .....	3
HI 1043	CPT Coding .....	3
AC 1103	Introduction to Accounting .....	3
HI 1053	Medical Office .....	3
<b>Third Semester</b>		<b>14</b>
HI 1103	I-9 Coding.....	3
HI 1113	Intro to Pharmacology.....	3
HI 1123	Reimbursement Methodology .....	3
HI 1112	Professional Practice Experience .....	2
	*Elective .....	3
<b>Total Award Requirements</b>		<b>45</b>

*\*Electives must have advisor approval and must be chosen from Health Information Management, Computer Information Systems, Business Administration, or Administrative Professional courses.*

# Degree Requirements

**Type of Award:** Associate of Applied Science in Medical Laboratory Technology

	<b>Credit Hours</b>
<b>General Education</b>	<b>33</b>
<b>Fall Semester</b>	
College Chemistry I	5
Zoology or Principles of Biology or Anatomy/Physiology	5
Intermediate Algebra	3
Introduction to Medical Technology (online only)	3
<b>Spring Semester</b>	
General Microbiology	5
General Psychology	3
English Comp I	3
Basic Immunology (online only)	3
<b>Summer Semester</b>	
Public Speaking	3
<b>Core Emphasis (online only)</b>	<b>34</b>
<b>Fall Semester</b>	
Hematology and Coagulation – Lecture & Lab	6
Clinical Chemistry – Lecture & Lab	6
Body Fluids – Lecture & Lab	3
<b>Spring Semester</b>	
Pathogenic Microbiology – Lecture & Lab	6
Blood Bank and Serology – Lecture & Lab	6
<b>Summer Semester</b>	
Advanced Clinical Practicum	7
<b>Total Degree Requirements</b>	<b>67</b>

## Admissions Procedures

- Obtain admission forms from the MLT program coordinator.
- Obtain three letters of reference.
- Submit official high school transcript or GED scores.
- Submit official college transcript(s), if applicable.
- Schedule an interview with the Financial Aid Director.
- Schedule an interview with the MLT Program Coordinator.
- Wait for a letter from the Allied Health Admission Committee regarding status of application.

Applicants should apply beginning December 1. SCCC/ATS accepts a class annually, with classes beginning in August. Selection criteria and procedures for the Medical Laboratory Technician program are available to all prospective applicants. Applications are accepted until the program is full.

## Accreditation

Graduates of the SCCC/ATS MLT program are eligible to sit for the ASCP Board of Certification exam.

## National Accreditation

SCCC/ATS MLT program is accredited by the:  
 National Accrediting Agency for Clinical Laboratory Sciences  
 5600 N. River Road, Suite 720  
 Rosemont, IL 60018  
 773-714-8880  
[www.naacls.org](http://www.naacls.org)

# Degree Requirements

**Type of Degree:** Associate of Arts in Music

**Credit Hours**

<b>General Education</b>	<b>47</b>
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Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		

<b>Core Emphasis/Electives</b>	<b>17</b>
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Recommended Core Emphasis		
Theory I-IV	(each) 3	
Sight Singing & Ear Training I-IV	(each) 2	
Music Literature I & II	(each) 2	
Music Appreciation	3	
Chorus (Concert Choir)	(each) 1	
Saints Pep Band	(each) 1	
Select Ensemble (Show Choir)	1	
Introduction to Conducting	2	
Jazz Appreciation	3	
Concert Band	1	
Applied Music (Finale/Voice/Piano/Guitar/ Wind/Percussion)	1-2	

<b>Total Degree Requirements</b>	<b>64</b>
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# Degree Requirements

**Type of Award:** Certificate of Completion in Nail Technology

**Credit Hours**

**350 clock hour course (11 credit hours)**

**11**

	In-State Tuition \$65 per credit hr	Border County Tuition \$78 per credit hr	Out-of-State Tuition \$93 per credit hr
Tuition	\$715	\$858	\$1023
Course Fee	25	25	25
Insurance/Supplies	335	335	335
Name Badge	10	10	10
Student Kit & Textbook	741	741	741
<b>Total Program Cost</b>	<b>\$1826</b>	<b>\$1969</b>	<b>\$2134</b>

## Uniform Costs

All white T-shirts may be worn under the smock top. All black straight legged slacks (no jeans, sweats, leggings). All black closed-toe shoes. Uniform costs will be dependent upon the number of changes the student wishes to have available. Uniform must be clean each day.

## Apprenticeship License

\$15 money order must be brought on the first day of the program for an apprentice license and is good for 12 months. Any student who cannot finish the program in one year will be required to file for another license.

## Kansas State Board of Cosmetology Exam Fee

\$30 Nail Technology License fee, a \$15 temporary permit fee. An \$80 fee must also be sent to Prometric for the written and practical exam.

## Student Services

The student will be required to pay for all chemicals and products used on oneself at a student discount.

## Optional Cost

Hepatitis B vaccine – the student may wish to have a hepatitis B vaccine prior to beginning the program. The cost from the Seward County Health Department is \$90. The vaccination is optional.

## Please Note

Kits are to remain on campus until program is completed and is paid in full, or the class has been dropped and is paid in full. Kits will only be kept for one year.

# Degree Requirements

**Type of Award:** Certificate of Practical Nursing

**Credit Hours**

<b>Fall Semester</b>	
★ Human Anatomy.....	3
★ General Psychology.....	3
★ English Comp I.....	3
★ Nutrition/Applied Nutrition for Health .....	3
Fundamentals of Nursing.....	5
Gerontological Nursing .....	2
<b>Spring Semester</b>	
★ Human Physiology .....	4
★ Human Growth & Development.....	3
Maternal Child Health.....	5
Medical Surgical Nursing.....	7
<b>Summer Semester</b>	
Role Dev. of the Practical Nurse.....	5
<b>Total Program Requirements</b>	<b>43</b>

**Type of Award:** Associate of Applied Science

\*Students must complete the Certificate of Practical Nursing in addition to the following:

**Credit Hours**

<b>Summer Semester</b>	
◆ From Practical Nurse to ADN Student.....	1
<b>Fall Semester</b>	
★ Microbiology.....	5
Mental Health Nursing.....	3
Maternity Nursing.....	3
Adult & Child Care I.....	4
<b>Core Emphasis/Electives</b>	
★ English Comp II / Public Speaking.....	3
★ Computer Technology Elective .....	3
Adult & Child Care II.....	4
Client Care Nursing.....	3
■ Integration Seminar.....	3
<b>Core Emphasis/Electives</b>	<b>32</b>
<b>Total Program Requirements</b>	<b>75</b>

★ General Education courses may be taken prior to admittance to the nursing program or concurrently with nursing courses.

◆ This course is required only for non-SCCC/ATS practical nursing program graduates or SCCC/ATS graduates of more than two years ago.

■ This course is required only for those who achieve a NCLEX-RN probability success score of below 850 on the initial HESI comprehensive exit exam.

## Accreditation

Seward County Community College/Area Technical School is accredited by the North Central Association Higher Learning Commission and the Kansas Board of Regents. The Practical Nursing program is approved by the Kansas State Board of Nursing. The Associate Degree Nursing program is approved by the Kansas State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC).

NLNAC  
3343 Peachtree Road NE  
Suite 500  
Atlanta, GA 30326  
404-975-5000

Kansas State Board of Nursing  
Landon State Office Building  
900 SW Jackson Room 1051  
Topeka, KS 66612-1230  
785-296-4929

No license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto (Kansas Nurse Practice Act 65-1120).

All students attending SCCC/ATS may participate in educational programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

# Degree Requirements

**Type of Award:** Associate of Arts in Philosophy

		<b>Credit Hours</b>
<b>General Education</b>		<b>47</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		
<b>Core Emphasis/Electives</b>		<b>17</b>
Recommended Core Emphasis		
Introduction to Philosophy	3	
Introduction to Ethics	3	
Introduction to Old Testament	3	
Introduction to New Testament	3	
World Civilization I	3	
World Civilization II	3	
American History I	3	
American History II	3	
American National Government	3	
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Science in Physical Education

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 3 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from either of the following disciplines) .....		5
Natural Science, Physical Science		
<b>Core Emphasis</b>		<b>12</b>
Community First Aid & Safety	2	
Personal & Community Health	3	
Theory of Coaching Basketball	3	
Outdoor Challenge Ropes Course	3	
Introduction to Health, Physical Education and Recreation	3	
Care & Prevention of Athletic Injuries	3	
Activity courses in dance, swimming, weight training, aerobics and outdoor education		
<b>Electives</b>		<b>18</b>
<b>Total Degree Requirements</b>		<b>64</b>



# Degree Requirements

**Type of Award:** Associate of Science – Pre-Professional

		<b>Credit Hours</b>
<b>General Education</b>		<b>34</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps .....		3
Humanities (from at least 3 different disciplines) .....		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics).....		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science .....		5
Principles of Biology		
<b>Core Emphasis</b>		<b>12</b>
Zoology	5	
Botany	5	
College Chemistry I	5	
College Chemistry II	5	
General Organic Chemistry I	5	
General Organic Chemistry II	5	
General Physics I	5	
General Physics II	5	
Microbiology	5	
Trigonometry	3	
Calculus	5	
<b>Electives</b>		<b>18</b>
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Applied Science in Respiratory Therapy

**Credit Hours**

## First Year

### Fall Semester

★ Human Anatomy.....	4
★ Intermediate Algebra or higher math.....	3
Respiratory Physiology.....	4
Pharmacology I.....	2
Respiratory Therapy Procedures I.....	4
Introduction to Clinical Practicum.....	2

### Spring Semester

★ Human Physiology.....	4
★ English Comp I or Public Speaking.....	3
Respiratory Diseases.....	3
Respiratory Therapy Procedures II.....	7
Pediatric Respiratory Care.....	1

## Second Year

### Fall Semester

◆ Introduction to Chemistry or higher.....	5
◆ General Psychology.....	3
Respiratory Therapy Procedures III.....	4
Respiratory Therapy Clinical Practicum II.....	4

### Spring Semester

◆ English Comp I or II or Public Speaking.....	3
◆ Microbiology.....	5
Respiratory Therapy Seminar III.....	1
Pharmacology II.....	1
Clinical Simulation and Review.....	1
Electrocardiography.....	2
Respiratory Therapy Clinical Practicum III.....	4

### Summer Semester

Clinical Care and General Clinical Practicum.....	5
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## Total Degree Requirements

**75**

- ★ Courses must be completed prior to Fall Semester, Second Year.
- ◆ Courses must be completed prior to beginning Summer Clinical Practicum.

A grade of "C" or better is required for all general education and respiratory therapy courses. General education courses may be taken prior to admittance to the respiratory therapy program or concurrently to the respiratory therapy courses.

The SCCC/ATS respiratory therapy program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835.

All students attending SCCC/ATS may participate in educational program and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

# Degree Requirements

**Type of Award:** Associate of Arts in Social Science

		<b>Credit Hours</b>
<b>General Education</b>		<b>47</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		
<b>Core Emphasis/Electives</b>		<b>17</b>
Recommended Core Emphasis		
American History I	3	
American History II	3	
American National Government	3	
Microeconomics	3	
Macroeconomics	3	
World Regional Geography	3	
World Civilization I	3	
World Civilization II	3	
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Arts in Speech & Drama

		<b>Credit Hours</b>
<b>General Education</b>		<b>47</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		
<b>Core Emphasis/Electives</b>		<b>17</b>
Recommended Core Emphasis		
<b>Speech:</b>		
Public Speaking	3	
Interpersonal Communication	3	
<b>Drama:</b>		
Theater Appreciation	3	
Costume History	3	
Dramatic Participation I-IV	(each) 1	
Acting I-II	(each) 3	
Stagecraft I-II	(each) 3	
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Certificate of Completion in Surgical Technology

	<b>Credit Hours</b>
<b>General Education</b>	<b>3</b>
Communications..... 3 English Comp I, Public Speaking, or Business English (fall)	
<b>Core Emphasis</b>	<b>39</b>
Fall	
★ Medical Terminology..... 2	
★ Human Anatomy..... 4 or 5	
◆ Introduction to Surgical Technology..... 5	
◆ Fundamentals of Surgical Technology..... 5	
Spring	
★ Human Physiology..... 4	
◆ Pharmacology for the Surgical Technologist ..... 3	
◆ Surgical Procedures I ..... 10	
Summer	
◆ Surgical Procedures II ..... 7	
<b>Total Degree Requirements</b>	<b>42</b>

**Type of Award:** Associate of Applied Science in Surgical Technology

	<b>Credit Hours</b>
<b>General Education</b>	<b>25</b>
Communications..... 6 English Comp I, Public Speaking, or Business English	
Introduction to Computer Concepts/Apps ..... 3	
Electives (from at least 2 different areas) ..... 11 Humanities; Social Science; Behavioral Sciences; Physical Education; Math/Science	
Microbiology w/lab..... 5	
<b>Core Emphasis</b>	<b>39</b>
Fall	
★ Medical Terminology..... 2	
★ Human Anatomy..... 3	
◆ Introduction to Surgical Technology..... 5	
◆ Fundamentals of Surgical Technology..... 5	
Spring	
★ Human Physiology..... 4	
◆ Pharmacology for the Surgical Technologist ..... 3	
◆ Surgical Procedures I ..... 10	
Summer	
◆ Surgical Procedures II ..... 7	
<b>Total Degree Requirements</b>	<b>64</b>

- ★ General education courses may be taken prior to admission to the surgical technology program or concurrently with the surgical technology courses. They must be taken prior to OR during the semesters indicated once admitted to the program.
- ◆ Items marked with a diamond are hybrid classes. The lecture portion is online, and the lab portion is completed at the onsite lab and local clinical facilities.
- ◆ There is no lab associated with this class, so it is conducted online only.

Students successfully completing the certificate or A.A.S. Surgical Technology program become eligible to apply to take the National Certifying Examination for Surgical Technologists.

# Degree Requirements

**Type of Degree:** Associate of Arts in Visual Arts

		<b>Credit Hours</b>
<b>General Education</b>		<b>47</b>
Communications.....		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Humanities (from at least 3 different disciplines) .....		12
Art*, History, Literature, Music*, Philosophy, Theater*		
* studio/performance courses are excluded		
Social/Behavioral Science (from at least 3 different disciplines).....		12
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Physical Education Activity.....		1
First Year Seminar .....		1
College Algebra .....		3
Lab Science (from both of the following disciplines) .....		9
Natural Science, Physical Science		
<b>Core Emphasis/Electives</b>		<b>17</b>
Recommended Core Emphasis		
Two-Dimensional Design	3	
Three-Dimensional Design	3	
Drawing I & II	(each) 3	
Survey of Art History I & II	(each) 3	
Recommended Electives		
Intro to Graphic Design	3	
Graphic Design I & II	(each) 3	
Interior Design I & II	(each) 3	
Oil Painting I & II	(each) 3	
Watercolor I & II	(each) 3	
Ceramics I-IV	(each) 3	
Jewelry Making I & II	(each) 3	
Sculpture	3	
Art in the Elementary School	3	
Photography I & II	(each) 3	
Digital Photography I & II	(each) 3	
Glass Blowing I & II	(each) 3	
<b>Total Degree Requirements</b>		<b>64</b>

# Degree Requirements

**Type of Award:** Associate of Applied Science in Welding Technology

		<b>Credit Hours</b>
<b>General Education</b>		<b>15</b>
Communications.....		6
English Composition I	3	
English Composition II	3	
Business English	3	
Interpersonal Communications	3	
Public Speaking	3	
Business/Technical Communications	3	
Humanities, Social/Behavioral Science, Mathematics, Science (from at least 2 different disciplines).....		9
Art*, History, Literature, Music*, Philosophy, Theater*, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra.		
* studio/performance courses are excluded		
<b>Core Emphasis</b>		<b>48</b>
Common Work Assignments	1	
Arc Cutting and Gouging	2	
Oxy-Fuel Gas Cutting I	3	
Drawing/Welding Symbol Interpretation	4	
Weld Inspection and Testing II	1	
Arc Welding Principles/Practices	3	
Oxy-Fuel Gas Cutting II/Metallurgy	2	
Structural Qualification and Certification	1	
Cutting Skills & Arc Practices	2	
Welding Codes & Standards	1	
Weld Inspection and Testing II	1	
Layout and Fit-up Practices	4	
Arc Welding Plate	3	
<b>Electives</b>		<b>1</b>
<b>Total Degree Requirements</b>		<b>64</b>

**Type of Award:** Certificate of Completion in Welding Technology

		<b>Credit Hours</b>
<b>Certificate Requirements</b>		<b>48</b>
Common Work Assignments	1	
Arc Cutting and Gouging	2	
Oxy-Fuel Gas Cutting I	3	
Drawing/Welding Symbol Interpretation	4	
Weld Inspection and Testing II	1	
Arc Welding Principles/Practices	3	
Oxy-Fuel Gas Cutting II/Metallurgy	2	
Structural Qualification and Certification	1	
Cutting Skills & Arc Practices	2	
Welding Codes & Standards	1	
Weld Inspection and Testing II	1	
Layout and Fit-up Practices	4	
Arc Welding Plate	3	
<b>Total Certificate Requirements</b>		<b>48</b>

### Transfer and Articulation Policy (3-18-04)

a. Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness. A seamless educational system offers the best resources to provide a high quality education for every citizen, and empowers and encourages each citizen to reach maximum potential by engaging in life-long learning. This includes:

- Aligning high school and college expectations and standards to improve access and success;
- Providing access to higher education;
- Providing high quality advising and information at every point of the journey to insure that
- Students understand the preparation required to succeed at the next level;
- Building connections and strengthening communications within and between the parts of the system; and
- Providing a smooth transition from one level of learning to the next level, including graduate and professional education.

b. In accordance with K.S.A. 72-4453, the governing boards of every Kansas community college and every technical school or technical college must establish transfer and articulation agreements providing for the transferability of substantially equivalent courses of study and programs in order to facilitate the articulation of students to and among institutions. (1-18-06; 1-17-07)

(1) The state board of regents shall be notified of the agreement at the time the agreement is executed.

(2) The agreement shall be effective only after submission to and approval by the state board of regents. (K.S.A. 72-4453) Preliminary approval shall be given by the President and CEO or designee upon verification that the agreement is consistent with this policy. Final approval shall require ratification by the Board. (1-18-06)

(3) The President and CEO shall report to the Board on transfer and articulation agreements annually. Such report shall include a description of the agreements preliminarily approved during the last year and a request for ratification by the Board. (1-18-06)

c. In accordance with K.S.A. 72-4454, articulation agreements are required among technical schools, technical colleges, community colleges and public universities providing for the transferability of substantially equivalent courses of study and programs which are offered at technical schools, technical colleges, community colleges and public universities in order to facilitate articulation of students in technical programs to and among technical schools, technical colleges, community colleges and public universities. (1-17-07)

d. To promote seamlessness, each public postsecondary educational institution shall develop and publicize its transfer policy.

(1) An institutional transfer policy shall not conflict with KBOR's transfer policy. (1-17-07)

(2) An institutional transfer policy shall include an appeal process. (1-17-07)

(3) An institutional transfer policy shall treat transfer students the same way academically as non-transfer students. (1-17-07)

(4) An institutional transfer policy shall ensure transfer of substantially equivalent courses from any Kansas public postsecondary institution. (1-17-07)

(5) An institutional transfer policy shall ensure transfer of general education courses from any HLC accredited Kansas public postsecondary institution subject to conditions in sections h and i below. (1-17-07)

(6) Courses not substantially equivalent to a course offered by the receiving institution may be transferred at the discretion of the receiving institution.

e. Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs.

(1) Admission to an institution will not constitute admission to a professional school or a specific program.

(2) Except as provided in section h, students must complete all graduation requirements of the receiving institution.

(3) Students with a completed associates degree who transfer into professional school or specialty programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.

f. Institutions are strongly encouraged to develop program-to-program articulation agreements. Such agreements may provide additional transfer opportunities over and above the opportunities named in this policy, but may not conflict with this policy.

g. General requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:

(1) Effective July 2006 and thereafter, transfer coursework must be transcribed in credit hours.

(2) Students transferring to Kansas public universities with a completed AA or AS degree will be given junior standing.

h. Transfer of general education to and among Kansas Public Universities, including state universities and Washburn University, must follow the requirements below. (1-17-07)

Although the following distribution of courses does not correspond to the general education requirements for the bachelor degree at any Kansas public university, it will be accepted as having satisfied the general education requirements for the bachelor degree of all Kansas public universities.

A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).

12 hours of Basic Skills courses, including:

- 6 hours of English Composition
- 3 hours of Public Speaking or Speech Communication
- 3 hours of college level Mathematics; college Algebra and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it

12 hours of Humanities courses from at least three of the following disciplines:

- Art\*
- Theater\*
- Philosophy
- Music\*
- History
- Literature
- Modern Languages (1-17-07)

\*Performance courses are excluded.

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:

- Sociology
- Psychology
- Political Science
- Economics
- Geography



- Anthropology
  - 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).  
Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.
  - i. Although a transfer general education curriculum has not been established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum in section h above.
  - j. Universities may develop program-to-program articulation agreements for the AAS degree; Fort Hays State University and Washburn University have these agreements in place.
  - k. Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:
    - (1) As a block to articulated programs at community colleges, technical colleges, and to those universities that have program to program articulation agreements.
    - (2) On a course-by-course basis
      - (a) General education courses may be transferred according to sections d(5), h and i above.
      - (b) Substantially equivalent courses may be transferred on a course-by-course basis according to section d(4) above.
      - (c) Other courses may be transferred as electives according to section d(6) above.
  - l. Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.
  - m. This policy shall be reviewed three years after the date of implementation. Interim reports may be requested by the Board.

# Course Descriptions

## ACCOUNTING

### AC 1103 Introduction to Accounting 3 Cr Hrs

A course designed to present the basic concepts of the accounting cycle from recording business transactions in the books of original entry to the preparation of periodic financial reports for service and merchandising enterprises. Emphasis will also be placed on the use of special journals, subsidiary ledgers, payroll accounting, and the control of cash. This course may be used to prepare for Financial Accounting I. This course will not transfer as an accounting course and cannot be substituted for Financial Accounting I.

### AC 1203 Financial Accounting I 3 Cr Hrs

A beginning course in accounting which introduces the theoretical aspects of financial accounting and their application from the basic concept of a transaction through financial statements.

### AC 1213 Financial Accounting II 3 Cr Hrs

A continuation of Financial Accounting I, dealing mainly with corporation accounting, interpretation of financial statements, accounting for costs and controlling business operations.

### AC 1303 Computerized Accounting 3 Cr Hrs

A study of the common body of knowledge in accounting and computers as fundamental business tools, with a strong emphasis on the major accounting functions and how they are accomplished using computers.

### AC 1313 Spreadsheet Applications for Accounting 3 Cr Hrs

This course will teach students how to use spreadsheet software to solve accounting problems.

### AC 1323 QuickBooks for Accounting Applications 3 Cr Hrs

A study of the common body of knowledge in accounting and computers as fundamental business tools. Special emphasis on the major accounting functions and how they are accomplished using the QuickBooks software.

### AC 1403 Payroll Accounting 3 Cr Hrs

This course covers records needed in business to meet the requirements of federal and state payroll taxes. It provides a foundation in payroll and personnel records, computation of wages and the accounting for wages paid and payroll deductions.

### AC 2103 Managerial Accounting 3 Cr Hrs

This course illustrates how accounting data can be analyzed, interpreted and applied by management in planning and controlling business activities. An interdisciplinary approach is provided through the mix of topics involving economics, mathematics, finance and statistics.

### AC 2403 Federal Income Tax 3 Cr Hrs

An introduction to federal income tax, with primary emphasis on the determination of federal income tax liability of an individual.

### AC 2902 Accounting Internship I 2 Cr Hrs

(Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training station under the supervision of an employer and a coordinating instructor. The student, instructor and employer will file progress and evaluation reports and keep a continuous record of the on-the-job experience. The student must work a minimum of 136 clock hours for the semester (an average of 8.5 hours per week) to receive the two credit hours. The student may have only four hours of Internship to count toward graduation.

### AC 2912 Accounting Internship II 2 Cr Hrs

(Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training station under the supervision of an employer and a coordinating instructor. The student, instructor and employer will file progress and evaluation reports and keep a continuous record of the on-the-job experience. The student must work a minimum of 136 clock hours for the semester (an average of 8.5 hours per week) to receive the two credit hours. The student may have only four hours of Internship to count toward graduation.

## AGRICULTURE

### AG 1101 Careers in Agriculture 1 Cr Hr

This course is designed to enlighten the student to the different careers available in the field of agriculture and to the training needed to obtain these careers.

### AG 1112 Livestock Sales Management 2 Cr Hrs

Hands-on experience in conducting a livestock auction, including animal selection, advertising, cataloging and animal preparation, clerking and sales budgets, with an overview of various purebred livestock sales. 4-H/FFA livestock project sales and new concepts in livestock marketing will be discussed.

### AG 1152 Agriculture Seminar I 2 Cr Hrs

Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.

### AG 1162 Agriculture Seminar II 2 Cr Hrs

Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.

### AG 1203 Computer Applications/Agriculture 3 Cr Hrs

This course is an introduction in the use of the microcomputer for agriculture production and agribusiness. The student will learn the fundamentals of personal computer operations and be exposed to word processing, database and spreadsheet applications. The student will learn how to apply these operations towards agriculture and agricultural related businesses.

### AG 1233 Animal Science 3 Cr Hrs

This course is an introduction to, and a survey of, the total animal industry, from the genetic improvement to meat, milk, egg and wool production.

### AG 1243 Principles of Livestock Nutrition 3 Cr Hrs

This course will cover animal nutrition fundamentals, ration balancing, feed selection for types and ages of livestock and other phases of nutrition essential to understanding the feeding of livestock.

### AG 1253 Animal Health and Diseases 3 Cr Hrs

This course is designed to familiarize the students about proper animal health and how to diagnose diseases, as well as how to cure them.

### AG 1261 Animal Science Lab 1 Cr Hr

The animal science lab will involve activities which will enhance the classroom instruction. This will include problem solving, assignments and field trips. Emphasis will be on gaining a working knowledge of the broad animal agriculture base found in the area, as well as live animal evaluation.

### AG 1303 Principles of Feedlot Operations 3 Cr Hrs

This course will be a study of the basic principles of feedlot operation. Emphasis will be placed on how cattle are grain fed to produce a high quality protein food. This will include all processes from receiving cattle and all typical operations until the cattle are shipped. Also covered will be why cattle are fed grain rations including social issues, and a historical overview of large scale cattle feeding operations.

### AG 1401 Business Management in Agriculture 1 Cr Hr

(Fall semester only.) The general objective is to provide farm operators and ranchers with the updated and improved business management tools. Topics will include financial markets, agricultural lending practices, cash flow analysis, farm management and growth goals, and record keeping systems. The emphasis of this course is to provide practical applications for class members.

### AG 1411 Agriculture Business Analysis 1 Cr Hr

This course is a continuation of AG 1401, Management in Agriculture. This selection will cover coordinating financial statements, enterprise analysis, strategic planning, technical analysis of business and managing risk.

### AG 1503 Horse Production 3 Cr Hrs

This course is a study of the light horse industry in the United States, breeds of horses and ponies for work and pleasure, selection, nutrition, breeding, management, performance and health.

### AG 1552 Small Gasoline Engine Repair 2 Cr Hrs

An introduction to the principles of operation, carburetion, and ignition, simple tune-ups, preventive maintenance and consumer information.

### AG 1562 Welding 2 Cr Hrs

This course is an introduction for beginners and also an opportunity for those persons who have some knowledge of welding to upgrade their skills. It offers beginning practice in oxyacetylene and electrical arc welding of metals, develops an understanding of the terminology of the welding process and acquaints the individual with the most common types of welds.

AG 1603 Swine Production I 3 Cr Hrs  
 A study of the principles of swine production in the areas of breeding, nutrition, health, housing, equipment, swine management, feeder pig management, production systems and marketing.

AG 1613 Swine Production II 3 Cr Hrs  
 An advanced study of the production of swine. This class will be an in-depth study of swine management, with an emphasis on reproductive and lactative efficiency. Employee relations, record keeping and analysis, reproductive physiology, biosecurity programs, and overview of the swine industry will also be covered.

AG 1622 Swine Farrowing Operations I 2 Cr Hrs  
 A hands-on experience class for swine management majors only, on the management of swine in the farrowing phase of production. The student will be exposed to basic management skills needed to care for sows and litter during farrowing and lactation.

AG 1632 Swine Farrowing Operations II 2 Cr Hrs  
 An advanced level hands-on experience class on the management of swine in the farrowing and lactation phase of production. Students will develop skills, knowledge and management skills needed to care for sows and pigs during farrowing and lactation.

AG 1641 Swine Management Seminar 1 Cr Hr  
 An overview of employment opportunities available and current topics in the swine industry. Current industry issues will be discussed and researched. Resumes, job seeking and interviewing skills will be covered. Career planning, the future outlook of the swine industry and current topics in swine production will also be covered.

AG 1653 Swine Nursery Grow/Finish Operations 3 Cr Hrs  
 A hands-on experience class on the management of swine in the nursery/grower finishing phases of production. Students will develop skills and knowledge needed to manage a swine nursery/grower finishing unit.

AG 1663 Swine Anatomy & Health 3 Cr Hrs  
 Study of swine physiology and disease where the student will examine the cause, nature and control of health-related problems. Emphasis will be on procedures and methods for prevention and control of diseases in swine production.

AG 1702 Livestock Selection I 2 Cr Hrs  
 Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance, records, carcass grading and oral defense of decisions made in evaluations.

AG 1712 Livestock Selection II 2 Cr Hrs  
 Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance, records, carcass grading and oral defense of decisions made in evaluations.

AG 1723 Modern Breeds of Livestock 3 Cr Hrs  
 This course is designed to familiarize the student with the various breeds represented in the livestock industry. The student will gain an understanding of origin, growth, purpose and development of the breeds of livestock used throughout the world.

AG 1733 Meat Science 3 Cr Hrs  
 This course is designed to familiarize the student with the different cuts of meat, carcass and meat evaluation, and grading. In addition, the student will become familiar with where each cut of meat is located on the live animal. Exposure to the meat industry will also be introduced.

AG 1753 Beef Production 3 Cr Hrs  
 A study of beef cattle production, providing an introduction into cow-calf, stocker and feedlot production. The course will have an integrated approach to cattle production, with an emphasis placed on managing the herd for maximum economic efficiency.

AG 1803 Sheep Production 3 Cr Hrs  
 A study of the selection, reproduction, basic health and management skills related to the commercial and purebred sheep industry, as well as learning the management of growing, finishing and marketing sheep.

AG 1904 Crop Science 4 Cr Hrs  
 A study of the principles of plant ecology, physiology and the taxonomical divisions of economically significant plants. The course is designed to introduce and develop botanical principles in regard to economic plant production practices and problems. A laboratory period is an integral part of the course, which is designed to give the student an opportunity for

methodical and direct observation of plant morphology, taxonomy and ecological principles of plant growth.

AG 1914 Principles of Horticultural Science 4 Cr Hrs  
 The course will cover the basic principles of plant science and the environment that apply to horticulture; survey of the industry; plant taxonomy, anatomy, morphology, and physiology; environment and plant growth; plant propagation, pest management, and plant breeding.

AG 1953 Directed Independent Studies in AG 3 Cr Hrs  
 (On demand.) This course is an opportunity for the student to pursue a special interest in agriculture though guided independent study in a chosen area. Students must have permission of the instructor, advisor and division chairperson in order to enroll in this course.

AG 2401 Intro to Futures & Options 1 Cr Hr  
 This course is designed for the individual interested in buying and selling Agriculture Futures and Options contracts. It is anticipated that the individual will acquire the needed vocabulary and skills to more effectively trade in commodities.

AG 2413 Farm & Ranch Management 3 Cr Hrs  
 This course is designed to give students an introduction to basic farm and ranch management principles. Planning, organizing, controlling and directing will be the four main areas covered. Particular attention will be given to correctly preparing financial statement and calculating financial ratios from the statements.

AG 2423 Agriculture Economics 3 Cr Hrs  
 A study of economic principles, with special emphasis on their applicability and current utilization in the field of agriculture. The principles of economics and their use in sustaining or questioning current economic policy will be a central theme of this course.

AG 2431 Advanced Hedging & Options 1 Cr Hr  
 This course is designed for the individual interested in buying and selling commodities or trading options. It is anticipated that the individual will expand and improve on current vocabulary and marketing skills to more effectively market commodities.

AG 2443 Grain & Livestock Marketing 3 Cr Hrs  
 A study of the market structures and organization of the livestock meat and grain economy. Emphasis will be on factors affecting prices, changing competitive arrangements and marketing problems of farmers and ranchers. Additional emphasis will be placed on the development of a logical marketing plan.

AG 2452 Commodity Marketing Strategies 2 Cr Hrs  
 This course is designed for individuals with experience and knowledge in marketing agricultural products. Topics covered will include use of agricultural options, hedging strategies, sources of marketing information, developing strategies for marketing agricultural products, marketing alternatives and financing marketing activities.

AG 2602 Swine Breeding/Gestation Operations I 2 Cr Hrs  
 A hands-on experience class on the management of swine during the breeding and gestation stages of production. Students will be exposed to basic management skills as they relate to the care of sows and gilts during breeding and gestation. Additional attention will be given to care and proper handling of the boar during breeding.

AG 2612 Swine Breeding/Gestation Operations II 2 Cr Hrs  
 A continuation of Swine Breeding & Gestation Operations I. Students will continue skill development in the care of the breeding herd, heat detection and breeding techniques, department organization and animal flows.

AG 2622 Swine Records Analysis 2 Cr Hrs  
 This course is an emphasis on assessment records of a production swine operation.

AG 2904 Soils 4 Cr Hrs  
 A study of the physical, biological and chemical properties of soils, with a view towards the proper management of soils for efficient crop production and minimum soil erosion. A laboratory period is an integral part of the course designed to give the student and opportunity to observe firsthand the different physical properties of soils and to make different soil chemistry tests.

AG 2923 Agriculture Chemicals 3 Cr Hrs  
 This course is designed to train the student to meet verification requirements of a private applicator under federal guidelines in pesticide use, handling and application.

AG 2952 Supervised Occupational Experience I 2 Cr Hrs

Before a student may enroll in Occupational Experience, the student must have completed one semester of college-level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 68 clock hours is required for two hours of credit.

AG 2962 Supervised Occupational Experience II 2 Cr Hrs

Before a student may enroll in Occupational Experience, the student must have completed one semester of college-level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 68 clock hours is required for two hours of credit.

AG 2972 Supervised Occupational Experience III 2 Cr Hrs

Before a student may enroll in Occupational Experience, the student must have completed one semester of college-level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 68 clock hours is required for two hours of credit.

AG 2982 Supervised Occupational Experience IV 2 Cr Hrs

Before a student may enroll in Occupational Experience, the student must have completed one semester of college-level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 68 clock hours is required for two hours of credit.

**ART**

AR 1103 Interior Design I 3 Cr Hrs

This course will help students develop an appreciation of the principles of art as applied to interior decoration. Exterior and interior styles, the art principle and elements of design, color schemes, arrangement of home furnishings, selection of floor, textile, window and wall treatments, and dealing with lighting, accessories and storage will be covered.

AR 1153 Introduction to Crafts 3 Cr Hrs

This course is designed for both the general student and the art major. Students will be introduced to a variety of craft areas, which might include such areas as weaving, papermaking, jewelry, candle making, marbling paper, paper maché and batik. The student will learn about the diverse cultures/histories of the crafts covered, complete hands-on projects, meet with artists and visit exhibits, and participate in classroom discussions.

AR 1203 Photography I 3 Cr Hrs

This is a course in the theory of black and white photography, with practical experience in the use of the camera, its variables (shutter, aperture, film), darkroom techniques and the theory of design as it applies to photography. This includes an extended lab for practical application of the camera and darkroom techniques.

AR 1213 Photography II 3 Cr Hrs

An advanced course in photography designed for students with experience in basic black and white photographic techniques. The student will deal with an advanced level of investigation and experimentation relating to the technical and creative aspects of photography.

AR 1223 Wilderness Photography 3 Cr Hrs

This is a multifaceted course that will provide students an opportunity to learn the theories of black and white photography and artistic designs as it applies to this medium, as well as the use of the camera with its variables of shutter, aperture, and film, darkroom techniques, and to experience the opportunities and challenges of wilderness photography.

AR 1253 Glass Blowing I 3 Cr Hrs

This studio class will provide practical experiences in working with glass. Design skills, cold forming techniques, and hot blown techniques will be empha-

sized. Applicable research into glass formation and its historic uses will also be discussed.

AR 1263 Glass Blowing II 3 Cr Hrs

This is a course in learning advanced skills in the working of hot glass in three media areas: hot glass with blowpipes and manipulative tools, hot bead making with a lamp working torch, and hot kiln glass working (fusing and slumping)

AR 1302 Ceramics for Seniors 2 Cr Hrs

(One-hour lecture, one-hour lab) A course designed to introduce the beginning student to the medium of clay. Emphasis is primarily on learning to pour clay into molds and decorating techniques.

AR 1303 Ceramics I 3 Cr Hrs

A course designed to introduce the beginning student to the medium of clay. Emphasis is primarily on learning hand building and decorating techniques to create clay objects and a fundamental integration of the elements of art and the principles of design.

AR 1313 Ceramics II 3 Cr Hrs

A course designed for the student who desires to further the investigation of the discipline of clay. An emphasis on hand building, throwing and decorating techniques to create clay objects and a fundamental integration of the elements of art and the principles of design is applied.

AR 1323 Art Appreciation 3 Cr Hrs

This course is designed as a fundamental course in the appreciation of art for the non-artist. The basis for the course is the belief that an understanding of the visual arts can be heightened through the study of the vocabulary, visual qualities, functions and meaning of a variety of art works from different cultures and periods.

AR 1403 Two-Dimensional Design 3 Cr Hrs

This is a beginning course in the basic concepts underlying two-dimensional artwork. This course is designed to give the student a working knowledge of the elements and principles of art and will be helpful to anyone who wishes to communicate visually. The course consists of lecture and studio assignments.

AR 1413 Three-Dimensional Design 3 Cr Hrs

This is a fundamental course in the effective three-dimensional organization of the visual elements and emphasizes the interrelationships of the parts of the whole involving space and motion.

AR 1453 Drawing I 3 Cr Hrs

A beginning course in the fundamentals of drawing. Art elements of line, shape, value, space/volume and texture will be explored via drawing. The student will use a variety of media to produce drawings from life observation. Emphasis is on development of the student's perceptual and technical skills as they relate to drawing.

AR 1463 Drawing II 3 Cr Hrs

A continuation of skill development, with an emphasis on individual style and expression. Students will work on advanced problems that will continue the study of art elements and principles as they relate to drawing.

AR 1493 Intro to Graphic Design 3 Cr Hrs

In this course students will trace early processes for graphic design through typography and typesetting, learn fundamentals of a good layout and design and become familiar with different design areas. Students will use current technology and graphic design software to complete various projects in the computer lab.

AR 1503 Graphic Design I 3 Cr Hrs

In this course students will become familiar with various areas of graphic design through the completion of projects in the studio.

AR 1603 Silversmithing/Jewelry Making 3 Cr Hrs

Primarily a studio class, Silversmithing/Jewelry Making is designed to offer a broad overview of silver/metalsmithing, including its technical, historical, aesthetic and critical aspects.

AR 1613 Silversmithing/Jewelry Making II 3 Cr Hrs

Primarily a studio class, Silversmithing/Jewelry Making II is designed to offer a broad overview of silver/metalsmithing, including its technical, historical, aesthetic and critical aspects. Students build on skills learned in AR1603.

AR 1652 Watercolor – Senior Center 2 Cr Hrs

This is a fundamental course in the uses of the elements of art via the medium of watercolor. Approaches to the problems of watercolor are handled on an individual basis, allowing the student a better opportunity to explore and define a personal artistic statement.

AR 1653 Watercolor I 3 Cr Hrs

This is a fundamental course in the use of color via the medium of watercolor. Skill development and color theory are areas of emphasis. Students will find a basic understanding of drawing concepts helpful. Drawing I recommended.

AR 1663 Watercolor II 3 Cr Hrs

A continuation of skill development with an emphasis on individual style and self-expression via technique and organizational development will be the focus of this class.

AR 1703 Survey of Art History I 3 Cr Hrs

A survey course of the history of art from the Paleolithic to the Middle Ages. Students will examine the major art historical periods in this time frame, and the political, religious, cultural, and personal concerns that have influenced representative works of art from these major periods.

AR 1713 Survey of Art History II 3 Cr Hrs

A survey of the history of art from the Late Gothic to Post-Modernism. Students will examine the major art historical periods within this time frame and the political, religious, cultural and personal concerns that have influenced representative works of art from these stylistic periods.

AR 2113 Interior Design I 3 Cr Hrs

This course is designed to enhance the knowledge obtained in the Interior Design I class. By researching, having guest speakers, lectures, new developments, and going on field trips, this class will deepen the student's understanding and knowledge of specific areas of Interior Design.

AR 2123 Digital Photography 3 Cr Hrs

This is a course in the theory and practice of photography using the digital camera and photo editing software, with an emphasis on expressing and communicating ideas through photography as an art medium. Digital camera and basic computer skills required. Course is blended online and face-to-face.

AR 2133 Digital Photography II 3 Cr Hrs

This is an advanced course in the theory and practice of photography using the digital camera and digital darkroom, with an emphasis on developing personal expression through photography as an art medium. Digital camera and basic computer skills required. Course is blended online and face-to-face.

AR 2303 Ceramics III 3 Cr Hrs

A course designed for the student who desires to further the investigation of the discipline of clay. An emphasis on hand building, throwing and decorating techniques to create clay objects and a fundamental integration of the elements of art and the principles of design is applied.

AR 2313 Ceramics IV 3 Cr Hrs

A course designed for the student who desires to further the investigation of the discipline of clay. An emphasis on wheel throwing and hand building is applied.

AR 2552 Oil Painting – Senior Center 2 Cr Hrs

This is a fundamental course in the use of color via the medium of oil paint. Skill development and color theory are areas of emphasis. Students will find a basic understanding of drawing concepts is helpful.

AR 2553 Oil Painting I 3 Cr Hrs

This is a fundamental course in the use of color via the medium of oil paint. Skill development and color theory are areas of emphasis. Students will find a basic understanding of drawing concepts is helpful.

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AR 2563 Oil Painting II 3 Cr Hrs  
This course is a continuation of skill development with an emphasis on individual style and self-expression via technique and organizational development.

AR 2603 Sculpture I 3 Cr Hrs  
A fundamental course in the use of three-dimensional form and texture via various sculptural materials and techniques. Clay, plaster, wood and other materials are carved and modeled to produce realistic and abstract forms.

AR 2613 Sculpture II 3 Cr Hrs  
This course is a continuation of sculptural skill development, with an emphasis on technique variation and development.

AR 2803 Intro to Visual Communications 3 Cr Hrs  
A course designed to introduce students to the fundamentals of visual communication, with an emphasis on illustration. Students will learn about different areas of illustration and use a variety of media and software to complete projects relating to such areas as caricature, animation and technical, editorial and advertising illustration.

AR 2813 Graphic Design II 3 Cr Hrs  
In this course students will complete a range of advanced projects and then assemble a portfolio and resume' in preparation for seeking employment in the field of graphic design.

AR 2903 Individual Studio Research 3 Cr Hrs  
This course will give students the opportunity to pursue special interests in art though guided independent study in a chosen area. The student and instructor will develop a course outline and evaluation format.

AR 2953 Directed Independent Studies in Art 3 Cr Hrs  
In this course advanced problems in specialty areas of art not covered in other courses will be stressed. This course may be repeated for credit. (This course may be taken by permission of the instructor only.)

#### **AUTO BODY/COLLISION REPAIR**

AT 1002 Refinishing I 2 Cr Hrs  
This course will give the student basic knowledge of the vehicle finish, finish defects. Complete detailing of the interior and exterior of a vehicle is also taught.

AT 1004 Refinishing II 4 Cr Hrs  
This course will introduce the student to the paint and refinishing side of collision repair. Safety precautions, surface preparation, spray gun operation, paint mixing, matching, and applying are also included in this course.

AT 1005 Orientation & Safety for Auto Body/Collision Repair 5 Cr Hrs  
This course introduces the student to the collision repair occupation. Personal safety is emphasized by the student learning OSHA laws. Proper handling and disposal of wastes including those classified as hazardous are discussed. Tool identification and safety along with basic auto construction and estimating systems are also introduced.

AT 1010 Non-Structural Repair I 10 Cr Hrs  
This course will teach the student to exhibit basic skills needed to perform minor service operations. These skills will be the foundation needed to build other more complicated skills in the trade.

AT 1012 Mechanical & Electrical Repair 2 Cr Hrs  
This course goes beyond the basics to include disarming and arming and installing air bags. Steering and suspension replacement and alignment are also included. Heating and air conditioning, brakes, cooling systems, drive train, fuel, intake and exhaust systems damaged from a collision are also taught in the course.

AT 1014 Refinishing III 4 Cr Hrs  
This course is an advanced course that involves the student into the live work associated with all areas of refinishing from surface preparation to top coat application. Color matching skills are developed by introducing color theory and tinting skills for solid and metallic color match. Custom painting is also taught in this course.

AT 1015 Structural Repair I 5 Cr Hrs  
This course will teach the student to identify structural panels of the vehicle and learn the procedures for the replacement or repair, including restoring corrosion protection. Replacement of stationary glass and welding are included in this course.

AT 1016 Structural Repair II 6 Cr Hrs  
This course will teach the student to identify structural panels of the vehicle and learn the procedures for the replacement or repair, including restoring corrosion protection. This is a continuation of Structural Repair I

AT 1110 Non-Structural Repair II 10 Cr Hrs  
This course goes beyond the basics of metal working to include, introduction to paintless dent repair, plastic repair and replacement. Replacement of sheet metal panels by welding and chemical bonding is also included. Live work is emphasized. Larger collision projects are incorporated in this course.

AT 1113 Directed Independent Study in Auto Body/Collision 1-3 Cr Hrs

## **AUTOMOTIVE BUSINESS MANAGEMENT**

### AB 1001 Introduction to Parts 1 Cr Hr

This course will identify various terms and aspects of the automotive business field. A general survey of the automotive parts and service business environment and the operations of the automotive business world are examined. Attention is focused on the job opportunities, responsibilities, and benefits available and the impact of daily operations on the automotive business community.

### AB 1002 Merchandising 2 Cr Hrs

This course prepares individuals to possess the skills associated with direct promotion of products and services to potential customers. The course includes instruction in buyer behavior, principles of marketing research, pricing theory, marketing campaigns, and strategic planning related to specific products and markets.

### AB 1003 Shipping & Receiving Merchandise 3 Cr Hrs

This course is an in-depth survey of the shipping and receiving environment with a focus on the internal operations of a business. Attention is focused on the individual's ability to manage and coordinate logistical functions in an enterprise, ranging from acquisitions to receiving and handling of material to filling orders and processing shipments.

### AB 1011 Workplace Safety 1 Cr Hr

This course will identify various workplace safety issues relating to the automotive service and business environment. Students are provided with safety training that prepares them for their job responsibilities. The potential hazards associated with shop work are reviewed along with a variety of special safety considerations. These areas include OSHA safety requirements for hazardous materials and the proper use of Material Safety Data Sheets and their application to the automotive and business industry.

### AB 1012 Automotive Products & Systems 2 Cr Hrs

This course focuses on the development of knowledge relating to a variety of automotive service industry products. This course demonstrates proper use and application of petroleum products, tools and fasteners, auto body/collision consumable products and automotive industry chemicals.

### AB 1013 Human Relations for Auto Business 3 Cr Hrs

This course is designed for students to learn a human relations approach to automotive business management. Emphasis is placed on attitudes, customer relations, communication skills, critical thinking skills, and ethical behavior.

### AB 1022 Sales Policies & Procedures I 2 Cr Hrs

This course prepares students to possess the skills associated with direct promotion of products and services to customers and to function as independent sales representatives and managers. This course includes detailed instruction in counter management, purchasing merchandise, parts procurement logistics, and proper billing procedures. Emphasis is placed on customer relations, sales presentation, communication skills, records management, professional standards, and ethical behavior.

### AB 1023 Math & Measurement for Automotive Industry 3 Cr Hrs

This course is designed to teach the application of practical math and measurement to solve everyday problems in the automotive business and technical fields. Attention is focused on fractions, decimal fractions, percentages, ratios and proportions, metric measurements, and measuring instruments with an emphasis on career application.

### AB 1032 Inventory Management I 2 Cr Hrs

This course takes an in depth look at a management approach to inventory control. Attention is focused on the financing, managing, organizing, and analysis of a business functions. Lab instruction allows students to manage an actual business module controlling a live store inventory control system. Students monitor perpetual and physical inventories, storage and handling of stock, stock orders, managing customer and vendor accounts, data entry, and many other aspects of everyday business.

### AB 1033 Auto-Bus Office & Bookkeeping Procedures 3 Cr Hrs

This course serves as an introduction to records management. It is designed to develop skills in business office bookkeeping, shop accounts management, data entry, verbal and written communications, office machines, cashier and critical thinking. This course provides hands on computer based experience processing live work orders, payable and receivable accounts, and managing a variety of other automotive business office activities.

### AB 1042 Inventory Management II 2 Cr Hrs

This course is a continuation of Inventory Management I. It takes an in depth look at a management approach to inventory control. Attention is focused on the financing, managing, organizing, and analysis of a business functions. Lab instruction allows students to manage an actual business module controlling a live store inventory control system. Students monitor perpetual and physical inventories, storage and handling of stock, stock orders, managing customer and vendor accounts, data entry, and many other aspects of everyday business.

### AB 1043 Sales Policies & Procedures II 3 Cr Hrs

This course is a continuation of Sales Policies & Procedures I. It prepares students to possess the skills associated with direct promotion of products and services to customers and to function as independent sales representatives and managers. This course includes detailed instruction in counter management, purchasing merchandise, parts procurement logistics, and proper billing procedures. Emphasis is placed on customer relations, sales presentation, communication skills, records management, professional standards, and ethical behavior.

### AB 1053 Parts Cataloging I 3 Cr Hrs

This course challenges the student using actual industry and electronic data systems for the procurement of automotive parts and supplies. This course of study utilizes current parts industry cataloging systems technologies. Student activities involve live lab assignments, which include, but are not limited to, assimilating information to produce estimates, filling parts orders, determining product specifications, and utilizing warranty information.

### AB 1063 Vehicle Components/Parts Systems I 3 Cr Hrs

This course is designed to provide instruction to prepare students to apply technical knowledge and skill to perform task and services that facilitate the movement and sale of replacement parts and materials. This course instructs students in the identification of the individual parts in each of the described automotive systems and provides an understanding as to the part's function and relationship to that system.

### AB 1103 Auto Business Communication 3 Cr Hrs

This course will study effective business communication in the workplace. Emphasis is placed upon effective oral and written communication, business letters, listening skills and other forms of office communications.

### AB 1113 Automotive Business Management 3 Cr Hrs

This course will take an advanced look at hierarchy of management, various management styles, and effective resource management. Adaptability has become synonymous with success and prosperity. This course looks at how the manager must adapt to this rapidly changing world with sufficient knowledge and flexibility to assure success.

### AB 1123 Employability Skills for Auto Business 3 Cr Hrs

This course focuses on the linkage between individual capabilities and needs, as related to the job market. This course prepares students through the development of workplace skills regarding professional development, self-marketing and job searches. Instruction includes opportunities in assessing one's own capabilities and skills; creating a resume, filling out an application, and conducting a job interview.

### AB 1133 Directed Independent Study in Auto Bus Management 1-3 Cr Hrs

### AB 1143 Parts Cataloging II 3 Cr Hrs

This course is the continuation of Parts Cataloging I. It challenges the student using actual industry and electronic data systems for the procurement of automotive parts and supplies. This course of study utilizes current parts industry cataloging systems technologies. Student activities involve live lab assignments, which include, but are not limited to, assimilating information to produce estimates, filling parts orders, determining product specifications, and utilizing warranty information.

### AB 1153 Vehicle Components/Parts Systems II 3 Cr Hrs

This 3 credit hour course is the continuation of Vehicle Components/Parts Systems I. It is designed to provide instruction to prepare students to apply technical knowledge and skill to perform task and services that facilitate the movement and sale of replacement parts and materials. This course instructs students in the identification of the individual parts in each of the described automotive systems and provides an understanding as to the part's function and relationship to that system.

## **AUTOMOTIVE MECHANICS TECHNOLOGY**

### AU 1002 Auto Orientation & Safety 2 Cr Hrs

This unit of study includes automotive shop safety, care and use of automotive hand tools precision measuring, and shop policies and procedures.

### AU 1003 Engine Performance I 3 Cr Hrs

This course will include the latest in training for fuel injection systems, distributor less ignition systems, computerized engine control systems, as well as the early ignition and fuel systems.

### AU 1007 Engine Performance II 7 Cr Hrs

This is a continuation of Engine Performance I. This includes the latest in training for fuel injection systems, distributor less ignition systems, computerized engine control systems, as well as the early ignition and fuel systems.

### AU 1013 Brakes I 3 Cr Hrs

Students will develop the skills and knowledge needed to diagnose and repair automotive brakes.

### AU 1023 Electrical I 3 Cr Hrs

This course allows a student to gain a basic understanding of electrical and electronic systems on today's automobile. The student will be expected to demonstrate an ability to understand the automotive systems and use various types of equipment to test, diagnose, and repair these systems.

### AU 1032 Steering & Suspension I 2 Cr Hrs

Students will develop the skills needed to repair front and rear suspension, manual and power steering, perform computerized four wheel alignment and wheel balancing.

### AU 1034 Manual Drivetrains and Axles 4 Cr Hrs

This course will cover drivetrain and transaxle service, diagnosis, and overhaul. Students will train with models and live vehicles.

### AU 1104 Automotive Heating & A/C 4 Cr Hrs

Instruction in problem diagnosis and repair of manual and automatic air conditioning and heating systems.

### AU 1112 Brakes II 2 Cr Hrs

This is a continuation of Brakes I. Students will develop the skills and knowledge needed to diagnose and repair automotive brakes.

### AU 1115 Electrical III 5 Cr Hrs

This is a continuation of Electrical I & II. This course allows a student to gain a basic understanding of electrical and electronic systems on today's automobile. The student will be expected to demonstrate an ability to understand the automotive systems and use various types of equipment to test, diagnose, and repair these systems.

### AU 1116 Automatic Transmission & Transaxles 6 Cr Hrs

This course will cover automatic transmission/transaxle service, diagnosis, and overhaul. Students will train with models and live vehicles.

### AU 1122 Electrical II 2 Cr Hrs

This is a continuation of Electrical I. This course allows a student to gain a basic understanding of electrical and electronic systems on today's automobile. The student will be expected to demonstrate an ability to understand the automotive systems and use various types of equipment to test, diagnose, and repair these systems.

### AU 1125 Engine Repair 5 Cr Hrs

Students develop skills needed for engine repair including diagnosis, measurement, disassembling, reassembly, cylinder head service, engine installation and cooling system service.

### AU 1132 Steering & Suspension II 2 Cr Hrs

This is a continuation of Steering & Suspension I. Students will develop the skills needed to repair front and rear suspension, manual and power steering, perform computerized four wheel alignment and wheel balancing.

### AU 1113 Directed Independent Study in Auto Mechanics Tech 3 Cr Hrs

## **BUSINESS ADMINISTRATIVE TECHNOLOGY**

### BT 1001 Microsoft Outlook 2007 1 Cr Hr

The course provides instruction on integrated software that manages time and information, including email, tasks, and calendars. Students learn to quickly search communications, organize work, and better share information with others. Students build technology skills in combination with working on realistic projects and critical-thinking assignments. It builds technology skills

and reinforces writing and critical-thinking abilities, culminating assessments require software mastery and independent problem-solving.

### BT 1003 Business English 3 Cr Hrs

A course designed to have students learn and apply the skills of English usage—the foundation communication skills that competent workers need in the workplace

### BT 1013 Electronic Calculator Applications 3 Cr Hrs

This course is designed to teach the students to use the touch method of operating the electronic calculator and to use common calculator features. The course emphasizes solving business problems using the calculator. The instructor introduces concepts and how to use the calculator effectively for each solution; the students do daily exercises, speed & technique drills, practice tests, and unit tests.

### BT 1023 Intermediate Keyboarding 3 Cr Hrs

A continuation of Beginning Keyboarding. The course is designed to build strong document formatting skills. Students use features of Microsoft Word that build productivity skills that are widely used by administrative assistants. Emphasis is placed on speed building, document creation and formatting, and other specific production tasks. Prerequisite: A beginning keyboarding/typewriting course.

### BT 1033 Microcomputer Database Management Systems 3 Cr Hrs

This course is designed to acquaint the student with a software system for managing the storage and collection of data used and produced by a micro-computer.

### BT 1043 Microsoft PowerPoint 2007 3 Cr Hrs

The course is designed to advance students to a mastery skill level for designing and creating informational and motivational slide shows that contain hyperlinks, tables, images, and animation. It moves students from early modeling instruction through project-based problems similar to situations they will encounter in the workplace, and requires students to use their thinking and problem-solving skills. The course aligns with prepares students for Microsoft Application Specialist certification exams.

### BT 1053 Microsoft Publisher 2007 3 Cr Hrs

The course is designed to advance students to a mastery skill level for planning and creating professional looking publications and marketing material in house. Students move from early modeling instruction through project-based problems similar to situations encountered in the workplace and are required to use thinking and problem-solving skills. Students learn Office suite integration and open-ended, realistic chapter case studies.

### BT 1063 Microsoft Excel 2007 3 Cr Hrs

The course is designed to advance students to a mastery skill level for processing, manipulating, and representing numeric data in spreadsheets. Students move from early modeling instruction through project-based problems similar to situations they will encounter in the workplace, and require students to use their thinking and problem-solving skills. Designed to help students achieve a master-level competency and prepare for Microsoft certification Students learn Office suite integration and experience immediate productivity gains. Open-ended, realistic chapter case studies challenge students to solve authentic information problems.

### BT 1073 Basic Keyboarding 3 Cr Hrs

A course designed for students wanting a basic keyboarding and document preparation course for personal or career purposes. This course is taught on microcomputers. Additional lab time may be required.

### BT 1103 Office Procedures 3 Cr Hrs

The administrative professional role today is challenging due to the constant advances in technology, our global economy, and an increasingly diverse workplace. Office Procedures is a capstone course designed to prepare students for all levels of the office environment including customer satisfaction, technological changes, and time management. Emphasis is placed on telecommunications, records management, ethical behavior and critical thinking, presenting successfully, travel arrangements and mail procedures. Students will gain the knowledge and skills to become an asset to the administrative professional field. Prerequisite: Intermediate Keyboarding or the equivalent.

### BT 1123 Directed Independent Study in Business Admin Tech 1-3 Cr Hrs

### BT 1133 Introduction to Accounting 3 Cr Hrs

A course designed to present the basic concepts of the accounting cycle from recording business transactions in the books of original entry to the preparation of periodic financial reports for a service and merchandising enterprise.



This course may be used to prepare for Financial Accounting I. This course will not transfer as an accounting course and cannot be substituted for Financial Accounting I.

BT 1203 Advanced Keyboarding 3 Cr Hrs

This course is designed for the administrative professionals major. A high degree of proficiency in production work will be reached through various technical simulations. Both electronic typewriters and microcomputers will be used. Prerequisite: Intermediate Keyboarding, a word processing course, or permission of instructor.

BT 1223 Records Management 3 Cr Hrs

This course serves as a basic introduction to the increasingly comprehensive field of records management. Principles and practices of effective records management for both manual and automated records systems are emphasized. A manual/computerized simulation allows hands-on instruction in the storing and retrieving of information based upon updated ARMA Simplified Rules.

BT 1233 Business/Technical Communications 3 Cr Hrs

This course covers the gathering and using of information in the work environment. Emphasis is placed upon written communication—business letters, other forms of office communications, and technical reports. Oral communications, nonverbal communications, and listening skills will be studied.

BT 1303 Word Processing Applications 3 Cr Hrs

The course offers a graduated progression from guided tutorials to independent challenges for creating, designing, and producing professional documents using word processing software. Students learn and use the Word 2007 skills required in the job market. Students build technology skills in combination with working on realistic projects and critical-thinking assignments. The course aligns to the Microsoft Application Specialist certification exams. It builds technology skills and reinforces writing and critical-thinking abilities, culminating assessments require software mastery and independent problem-solving.

**BUSINESS ADMINISTRATION**

BA 1003 Spanish for Business 3 Cr Hrs

This course is designed to provide an authentic Spanish language and culture training program. The course is for the beginning level student with no previous Spanish language experience. It is also a good reinforcement course for an intermediate Spanish student. The course will include a comprehensive vocabulary study, focusing on easily mastered course expressions and brief dialogues. Students will practice various Spanish communication terms to enable them to utilize their Spanish in the workplace.

BA 1013 Introduction to Business 3 Cr Hrs

A general survey of the business environment and the internal operations of a business firm. Attention is focused on the financing, managing, organizing and marketing functions of a firm. The impact of a business firm on its community is examined.

BA 1021 Employability Skills 1 Cr Hr

This course is designed to assist in the development of the personal and professional skills necessary to get a job and also to keep it, advance in it, and possibly transfer from it.

BA 1122 Bus Management/Marketing Internship I 2 Cr Hrs

Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136, which is an average of 9.1 hours per week.

BA 1132 Bus Management/Marketing Internship II 2 Cr Hrs

Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136, which is an average of 9.1 hours per week.

BA 1142 Bus Management/Marketing Internship III 2 Cr Hrs

Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136, which is an average of 9.1 hours per week.

BA 1152 Bus Management/Marketing Internship IV 2 Cr Hrs

Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136, which is an average of 9.1 hours per week.

BA 1163 Electronic Calculator Applications 3 Cr Hrs

This course reviews the mathematical skills necessary for business applications. The ten-key touch method is introduced with emphasis placed on developing speed and accuracy. Included is instruction on electronic printing calculators as well as the computer. The individualized progress method of instruction is used.

BA 1171 Investment Planning 1 Cr Hr

This course is designed to give information about various investment areas available to the prospective investor. Some possible areas to be covered are insurance, real estate, stocks and bonds, mutual funds, annuities and other areas of investment that are current.

BA 1183 Personal Finance 3 Cr Hrs

This course is taught as a practical approach aimed at helping the student understand and implement personal money management principles so that they can more easily cope with financial necessities throughout life.

BA 1193 Retailing 3 Cr Hrs

This course is a study of the fundamental principles and practices of retail merchandising. The course is also a study of the types of retail outlets, policies, store locations, store layout, organization, buying and selling functions, profit planning and operation controls.

BA 1203 Directed Indep Studies Bus Management/Marketing 3 Cr Hrs

(On demand.) This course is an opportunity for the student to pursue special interest in business and management though guided independent study in a chosen area. Students must have permission of the instructor, advisor and division chairperson in order to enroll in this course.

BA 1222 Business Management/Marketing Seminar I 2 Cr Hrs

This course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive Education Clubs of America) and SIFE (Students In Free Enterprise), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation.

BA 1232 Business Management/Marketing Seminar II 2 Cr Hrs

This course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive Education Clubs of America) and SIFE (Students In Free Enterprise), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation.

BA 1242 Business Management/Marketing Seminar III 2 Cr Hrs

This course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive Education Clubs of America) and SIFE (Students In Free Enterprise), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation.

BA 1252 Business Management/Marketing Seminar IV 2 Cr Hrs

This course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual

personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive Education Clubs of America) and SIFE (Students In Free Enterprise), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation.

BA 1263 Introduction to Marketing 3 Cr Hrs

This course is a study of the principles and practices of the marketing function. It also includes a study of consumer and industrial products, the channels through which they are distributed, and the promotion and pricing procedures followed by modern business.

BA 1273 E-Commerce: Marketing/Internet 3 Cr Hrs

This course is designed to provide competency-based instruction on the concepts of e-commerce and the promotion of a business on the Internet. Web page design and the techniques needed to create an effective web page will be explored. Data obtained from the web page will be merged onto a promotional brochure that is designed by the student. Software will include Microsoft FrontPage, and Publisher.

BA 1303 Business Mathematics 3 Cr Hrs

Basic principles of mathematics are reviewed throughout the course and then these principles are applied to practical problems in business, which include subjects such as checking accounts, interest, financial statements, retailing math, inventory, depreciation, stocks and bonds, taxes and statistics.

BA 1503 Human Relations 3 Cr Hrs

This course is designed to give the student an insight into human relations on the job. Emphasis is given to identification of those skills and abilities necessary to being an effectual leader. With that emphasis, this course will also cover communication skills, attitudes, methods of building self-esteem, identifying your motivations, learning to achieve emotional control, and developing positive first impressions.

BA 1603 Business Ethics 3 Cr Hrs

This course examines the ways in which people evaluate problems concerning human conduct and moral conflict. It explores the connection between personal conduct, work-related behavior, and the challenges of working relations in the marketplace and the business environment. Current business and ethical dilemmas will be presented.

BA 2103 Business & Economic Statistics 3 Cr Hrs

This course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizational reports, newspaper and magazine articles and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions.

BA 2133 Advertising 3 Cr Hrs

This course is the study of the methods of creating demands of finding buyers. It deals with the various media, composition, purposes and mechanics of advertising. Emphasis is on practical application of techniques discussed; students follow in detail a complete advertising campaign.

BA 2203 Small Business Management 3 Cr Hrs

This course is designed for those individual seeking a management position in a small firm. The course covers the operations of small business firms. It emphasizes those aspects of management that are uniquely important to small business and attempts to develop understanding of the economic system and social environment in which the small firm operates today.

BA 2223 Entrepreneurship 3 Cr Hrs

A course designed to acquaint the prospective business owner with the background of business, characteristics of being an entrepreneur, and the rewards and penalties of owning your own business. A business plan to establish one's own business will be developed.

BA 2233 Supervision 3 Cr Hrs

(On demand.) The major objective of this course is to understand the behavior of people at work. The course emphasizes information essential to understanding the behavioral concepts such as motivation, importance of supervisory style, influence of job design on employee performance, effective introduction

BA 2243 Business/Tech Communications 3 Cr Hrs

This course covers the gathering and using of information in the work environment. Emphasis is placed upon written communication-business letters, other forms of office communications and technical reports. Oral communications, non-verbal communications and listening skills will be studied.

BA 2273 Salesmanship 3 Cr Hrs

This course is a study of the general principles, theory, practice and techniques of selling, including analysis of customer personality, psychology of selling, and the development of sales personality.

BA 2283 Business Management 3 Cr Hrs

This course is designed to provide a basic understanding of the essential elements of management. The course provides an introduction to organizations and how individuals relate to the basic management functions of planning, organizing, leading and controlling. General subject areas include the background of modern management, the evolution of management theory, functions of the managerial process and applications in operational activities of a business firm.

BA 2323 Intro to Fashion Merchandising 3 Cr Hrs

This course is designed to expose the student to opportunities in fashion merchandising. The student is taught to consider fashion as a business governed by the marketing concept of answering needs and desires of the consumer. The various industries that compose the fashion world are explored and the student learns how merchandise and services of these industries use distribution principles to get to the point of purchases. Finally, the student learns to interpret customer motivation and the forces that create fashion.

BA 2333 Insurance 3 Cr Hrs

This course is designed to introduce students to life, accident and health insurance and related subjects. It includes an analysis of the concepts and principles of shared risks. Business and consumer applications are also considered.

BA 2401 Business Career Exploration 1 Cr Hr

This course is designed to give the student on-the-job experience in an instructor selected training station under the supervision of an employer and the coordinating instructor. The employer will file an evaluation report and keep a record of the time spent on the observation. The student must observe a total of 12.5 hours to receive the one-hour of credit. The student may have only one class of observation to count towards graduation. Permissions from the instructor is required before enrollment in this course.

BA 2293 Business Law I 3 Cr Hrs

This course covers the history of law, the United States legal system, Kansas court system, court procedures, contracts, agency relationships, and personal and real property.

BA 2303 Business Law II 3 Cr Hrs

(On demand.) This course is a continuation of BA 2293, Business Law I, and covers partnerships and corporations, with an in-depth study of commercial transactions.

BA 1503 Human Relations 3 Cr Hrs

Included in this course are behavioral concepts and theories as they relate to management. Emphasis is placed on the human relations aspects of marketing and customer service.

**BEHAVIORAL SCIENCE**

BH 1001 First Year Seminar 1 Cr Hr

This course is designed to support student learning and development in the critical first semester of college. Through a shared relationship with the course instructor and academic advisor, students explore the purposes of higher education and begin to develop the skills needed to utilize information technology and academic resources successfully in college.

BA 2533 Human Resource Management 3 Cr Hrs

This course emphasizes the performance of the personnel function in non-business organizations, as well as business firms; it deals with the performance of employees in white-collar and service activities. Considerable emphasis is given to equal employment opportunities for women, minorities, other workers, the handicapped and veterans. Universal aspects of personnel administration are highlighted.

BH 1003 Death, Dying and Bereavement 3 Cr Hrs

BH 1011 Career Exploration & Development 1 Cr Hr

One credit hour lecture. The student will be introduced to a comprehensive career development process, assisting in identifying strengths, abilities, and interests. Specific emphasis is placed upon the creation of an individualized career portfolio.

BH 1101 College Orientation - Science 1 Cr Hr

This course is designed to assist science, engineering, and math career oriented students as they adjust to college and acquaint them with college facilities, resources and programs that will make the adjustment to college a smoother process.

BH 1103 Substance Abuse Awareness 3 Cr Hrs

This course examines the use of alcohol and other drugs in our society in terms of the effect on the individual and the cost to society.

BH 1112 TRIO Enrichment Course 2 Cr Hrs

This introductory course is designed to support student learning and development in the critical first semester of college. Through a shared relationship with the course instructor and academic advisor, students explore the purposes of higher education and begin to develop the skills needed to utilize information technology and academic resources successfully in college. Using a strengths-based curriculum, the course also focuses on topics useful to college students including time management, team work, study skills, leadership, and education and career planning.

BH 1201 Outdoor Leadership 1 Cr Hr

The purpose of this class is to offer students the opportunity to participate in a series of activities involving mental and physical challenge and emotional risk-taking in an open, caring and safe environment to foster leadership skills.

BH 1202 Return to Learn 2 Cr Hrs

This course is dedicated to the adult returning student. The course deals with the challenges of returning skills, career development, orientation to college, personality inventories, and stress and relaxation techniques. A personal project will be due from each student dealing with an individual area of concern.

BH 1221 Parenting 1 Cr Hr

This course includes a process for understanding the child's behavior and emotions, use of encouragement instead of praise, improving communication and various other aspects of the parent-child relationship.

BH 1303 General Psychology 3 Cr Hrs

This course surveys areas of human behavior. The student will be introduced to the development and learning aspects of human behavior. Specific emphasis is placed on emotion, personality, perceptions, social interaction, adjustment and mental health.

BH 1403 Principles of Sociology 3 Cr Hrs

This course will study the factors in the social life of people. It will include the study of group behavior, culture, socialization and social groups, their nature of specific organizations of groups, their activities and the social influences that affect personalities, behavior and social change.

BH 1511 Strategies for Success 1 Cr Hr

This course is designed to assist students in developing successful skills in leadership, communication and involvement (their own as well as the new students). Instructor permission required.

BH 1603 Intro to Physical Anthropology 3 Cr Hrs

This course will be taught from a biocultural perspective combining the biological and social aspects of human existence. The student will introduce to the discipline of Anthropology, including, but not limited to, principles, definitions, terminology, concepts, theories and research techniques as applied to the study of human species, as well as a variety of interpretations and theories about the study of human origins.

BH 1613 Intro Cultural Anthropology 3 Cr Hrs

This course will introduce the student to the discipline of Anthropology, including, but not limited to, principles, definitions, terminology, concepts, theories and research techniques. Critical thinking will be facilitated by providing opportunities to apply anthropological perspectives to daily activities.

BH 1623 Native American Cultures 3 Cr Hrs

BH 2303 Human Growth & Development 3 Cr Hrs

This course is the study of how and why people change over time, as well as how and why they remain the same, from conception to death. Attention is given to emotional, social, intellectual, physical, perceptual and psychological development.

BH 2313 Abnormal Psychology 3 Cr Hrs

Abnormal psychology is an introductory scientific study of behavior pathologies which, given the appropriate context, represents impaired functioning. The course examines the emotional, behavioral, and cognitive aspects of a wide range of behaviors. Emphasis is placed on the identification and diagnosis of symptoms; the biological, psychological, and sociological factors correlated with maladaptive behavior, as well as treatments available for specific disorders. Additionally, the course emphasizes the social, cultural, and legal outcomes of behaviors which differ from social norms and expectations. Further, the course examines the use of labels in describing individuals, myths and fallacies regarding specific maladaptive behaviors, and stresses respecting the dignity and worth of individuals afflicted with disorders.

BH 2403 Marriage and the Family 3 Cr Hrs

This course investigates the function of marriage and family in society, as well as the dynamics of each. Examining change over time and the consequences of this change for both society and the individual are emphasized.

BH PS276 Developmental Psychology 3 Cr Hrs

Developmental Psychology, from the life span perspective, tells the story of human development from conception to death. This class will convey up-to-date research in the biological, cognitive, and social processes in relation to each stage of life. Human development is relevant to current career and social issues that all adults face and is especially relevant to those who will work with children, adolescents, families, and the elderly. The overall goal of the class is to present development at every stage of life span from a growth perspective. Diversity is emphasized, as human experience is shaped by the particulars of an individual's culture, gender, and socioeconomic status.

**BIOLOGY**

BI 1015 Directed Independent Studies in Biology 5 Cr Hrs

Projects in Biological Science is an independent of small group study for students to investigate topics of biological science outside of the regular curriculum offering.

BI 1103 River Ecology 3 Cr Hrs

This is a field course investigating the ecology and management of the Ozark river ways. Identified study sites will be sampled and data collected on invertebrate, vertebrate, plant and fungi species and water quality as students canoe 60 miles from headwaters of the Current River in south central Missouri. Hatchery tours, cave exploration and spring investigation will also be utilized as students explore the changes that occur in a river system and the management challenges associated with a National Park Service scenic river way.

BI 1113 Field Biology 3 Cr Hrs

This course is an intra-disciplinary exploration of the environment and the ways an individual perceives it, utilizing actual outdoor experiences, as well as readings and formal classroom instruction. Personal growth, understanding of the natural environment and awareness of varying land uses will be emphasized.

BI 1129 Emergency Medical Technician 12 Cr Hrs

This course is designed to teach a layperson the clinical signs and symptoms of a medical emergency. Specific types of injuries and sickness are categorized, and the proper manner and equipment used for treatment are identified. This course of study will provide the participant with opportunities to gain information, skills and attitudes necessary for certification and practice as an EMT in the State of Kansas.

BI 1305 Principles of Biology 5 Cr Hrs

This course is a foundation emphasizing human interaction and place within all levels of the biosphere and the scientific process. The course will incorporate six unifying principles: (1) Evolution: Patterns and Products of Change; (2) Interaction and Interdependence; (3) Genetic Continuity and Reproduction; (4) Growth, Development, and Differentiation; (5) Energy, Matter and Organization; and (6) Maintenance of Dynamic Equilibrium. Inquiry-oriented investigations will be used to introduce, explore and expand on concepts discussed in the classroom. Students must meet placement requirements to enroll in this course.

BI 1403 Nutrition 3 Cr Hrs

This course will survey normal nutrition, along with the physiological processes related to digestion, absorption and metabolism of nutrients. The

relationship of energy balance, weight control and eating disorders will be examined. The nutritional requirements of mother, infant, child, teen and geriatric populations will be studied. This course is designed for the student entering health-related fields or those who have an interest in normal nutrition. This course will utilize computer technology to enhance student learning.

BI 1504 Cell Biology 4 Cr Hrs

This course is designed to fulfill the needs of the pre-medical and pre-veterinarian biology student and student who is going to enter the fields of biological-related science, agriculture, physical education, or for the student who has a desire to learn more about the cell. The course will also cover a study of the cell structure and function. The course will deal with cellular organelles, cellular communication and experiments will supplement the theory of lectures.

BI 2114 Anatomy & Physiology I—Lecture/Lab 4 Cr Hrs

This course introduces the integration of structure and function within the human body. An emphasis is placed on the correlation of gross and microscopic structure with functional maintenance of the following human organ systems: Integumentary, skeletal, muscular, and nervous. A holistic approach is used to encourage the student to develop an integrated understanding of the human body.

BI 2124 Anatomy & Physiology II-Lecture/Lab 4 Cr Hrs

This course completes the second half of a two-semester sequence intended to provide the student with a basic understanding of anatomy and physiology by studying the structures and their functions and grasping the correlation between structure and function. The systems studied in this course are special senses, endocrine, circulatory, respiratory, digestive, urinary and reproductive. This course should improve the student's ability to use and understand the terms relating to the human body and encourage the development of a scientific attitude. This course is also designed to develop within the student a greater appreciation for the phenomena with which one comes in contact with on a daily basis.

BI 2304 Human Anatomy 4 Cr Hrs

This course is designed to fulfill the requirements for two-year and/or four-year degrees pursued by students entering the fields of medical-related sciences, physical education and biological sciences. Structure of the human body on a cell, tissue, organ and system level will be covered. Laboratory work will supplement lectures.

BI 2314 Human Physiology 4 Cr Hrs

This course is designed to fulfill the requirements for two-year and/or four-year degrees pursued by students entering the fields of medical-related sciences, physical educational and biological sciences. System functions of the human body and related diseases (pathophysiology) will be covered.

BI 2505 General Zoology 5 Cr Hrs

This course consists of a structural, functional, ecological and evolution relationship study of the animal kingdom. For students with an adequate background in general biology.

BI 2515 General Botany 5 Cr Hrs

This course will survey plants, their physiology and anatomy, the economic and ecological importance, some simple genetic aspects of plants, advances in biotechnology, genetic engineering of plants, and a survey of the major plant groups.

BI 2705 Microbiology 5 Cr Hrs

This course is an introduction to the study of bacteria, viruses, protozoa, fungi and helminthes with focus on those responsible for human disease. Evolution is the unifying principle used to investigate the interaction of microbe, human and the environment. General microbiological concepts such as microbial structure, growth, metabolism, genetics and ecology are applied to such medically related topics as control and pathogenicity of microorganisms as well as to body defense mechanisms and the immune responses. The lab exercises stress basic clinical laboratory techniques such as staining, aseptic techniques and the biochemical and serological testing for microorganisms. Biotechnology applications are also utilized. Both laboratory and lecture relate core microbiological principles to the understanding of infectious diseases.

**BANKING MANAGEMENT**

BM 1103 Principles of Bank Operations 3 Cr Hrs

This course provides entry-level bankers with the information they need to provide effective service to their customers, thereby having an impact on bank profitability. This information includes how banks affect the economy, why they are in business, what services they provide, and how they provide them. Students will also get a basic understanding of the interrelationships among various departments within a bank.

BM 1202 Understand & Sell Bank Service 2 Cr Hrs

A three-hour lecture course, which is an overview of selling bank products. Coverage includes retail and commercial banking products: checking accounts, certificates of deposit, debit and credit cards, loans, cash management, IRAs, trusts, and other miscellaneous services offered in banking.

BM 1203 Lending to Agricultural Entrepreneurship 3 Cr Hrs

(On demand.) This course presents the dynamics of agriculture, capital structure and capital needs of agriculture, role of bank policy, loan analysis, legal instruments, livestock and poultry sources of credit, management of farm loan portfolio, public relations, business development, and sources and use of agricultural information.

BM 1303 Consumer Lending 3 Cr Hrs

(On demand.) This course is designed to cover the techniques of installment lending. It emphasizes establishing credit, obtaining and checking information, servicing the loan and collections. Bank installment credit operations are studied, along with inventory financing, special loan programs, business development, advertising and public relations.

BM 2103 Money & Banking 3 Cr Hrs

The primary focus of this course will be to present basic concepts and principles relating to money and banking. First, the course will explore the role of money and its relation to the U.S. economy. The concepts of how money evolved, its basic function(s), its use as a principal payment device, and its creation by commercial banks will be examined. Along with this, a broad overview of the business of banking, banking regulations and their key role in the nation's payments mechanism will be discussed.

BM 2202 Understand/Selling Bank Service 2 Cr Hrs

This course is an overview of selling bank products. Coverage includes retail and commercial banking products: checking accounts, certificates of deposit, debit and credit cards, loans, cash management, IRAs, trusts, and other miscellaneous services offered in banking.

BM 2403 Supervised Concept & Practicum of Management 3 Cr Hrs

(On demand.) A course designed to acquaint any level of bank management personnel with the practices of recruiting, training, labor relations, compensation, benefits and service, motivation and leadership.

BM 2503 Marketing for Bankers 3 Cr Hrs

(On demand.) This course provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry.

BM 2603 Management of Comm Bank Funds 3 Cr Hrs

(On demand.) This sophisticated treatment of a central bank function offers the student an overall treatment of funds management policies and practices conducive to liquidity, safe risks and profitability, with special focus on spread management. Emphasis is on how the banker can successfully apply basic funds management principles to an ever-changing financial environment.

BM 2703 Analyzing Financial Statements 3 Cr Hrs

The course is a practical introduction to financial analysis from the viewpoint of the commercial loan analyst. The course provides an introduction and definition of financial analysis and explains its purpose within the loan process. The course provides analytical techniques for reviewing balance sheets, income statements and statements of cash flow. Students will also learn to calculate and interpret ratios, cash budgets and long-term forecast. Two detailed cash studies show how a comprehensive financial analysis would proceed step-by-step, using all the techniques explained in the book to reach sound judgment concerning a borrowing company's credit needs and its ability to repay loans.

BM 2803 Bank Investments 3 Cr Hrs

(On demand.) This course explains the nature of bank investments and factors that affect investment strategies and decisions. It emphasizes basic



principles, such as the nature of risk, liquidity and yield, how each is measured, and how they are related.

BM 2902 Banking Internship I 2 Cr Hrs

(To enroll in Internship, a student must have completed BM 1103, Principles of Bank Operation, with a grade of B or better. Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training under the supervision of an employer and a coordinating instructor. Students may earn a maximum of four credit hours. A minimum of 68 clock hours is required for every credit hour.

BM 2912 Banking Internship II 2 Cr Hrs

(To enroll in Internship, a student must have completed BM 1103, Principles of Bank Operation, with a grade of B or better. Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training under the supervision of an employer and a coordinating instructor. Students may earn a maximum of four credit hours. A minimum of 68 clock hours is required for every credit hour.

#### **EARLY CHILDHOOD EDUCATION/CHILD CARE**

CD 1901 Current Issues in Early Childhood Education 1 Cr Hr

This course will provide a presentation of information to help persons currently employed in the Early Childhood Education field of those seeking immediate employment in the field provide better service and more developmentally appropriate activities for the children in their care. Topics include cultural diversity and young children, behavior management, serving children with special needs, health and safety, and working as a team with parents.

#### **CHEMISTRY**

CH 1205 Introduction to Chemistry 5 Cr Hrs

Three hours lecture and four hours laboratory each week. It includes: chemical symbols and formulas, atomic theory, equation writing and balancing, chemical nomenclature, calculations involving chemical formula, heats of reactions, the chemistry of solutions: acids, bases and salts, and the brief introduction to organic chemistry, physical chemistry, analytical and biochemistry. This course is designed for students in specified allied health programs and science majors with no chemistry background needing a basic understanding prior to proceeding on to CH 1505 College Chemistry I. Students who have had high school chemistry and are in a science related degree of study should enroll in College Chemistry I.

CH 1505 College Chemistry I 5 Cr Hrs

Three hours lecture and four hours laboratory per week. The first part of a two-semester chemistry program designed to provide the foundation for more advanced work. The course includes atomic and molecular structure, nomenclature, total ionic and net ionic equations, stoichiometric calculations, qualitative and quantitative calculations, thermo-chemistry, valence shell hybridization, oxidation-reduction reactions, gases, colloids, basic chemical equilibrium, acid-base chemistry, ionic and covalent bonding, intermolecular forces and periodicity. This course is designed for specified allied health program, science majors, or students needing a physical science laboratory course who have had a course in high school chemistry.

CH 1515 College Chemistry II 5 Cr Hrs

Three hours of lecture and four hours of laboratory. This is a continuation of General Chemistry I. Contents include states of matter, solution chemistry, rates of reactions, chemical equilibrium, acid-base chemistry, thermodynamics, electrochemistry, organic chemistry and nuclear chemistry. Laboratory stress is on identification of anion and cations with some quantitative experiments. Analysis uses both wet procedures and some instrumentation.

CH 1602 Chemical Instrumentation 2 Cr Hrs

One credit hour of lecture-discussion and one credit hour of laboratory per week. This course is designed to survey theory and technique of operation, preventative maintenance and performance verification of instruments used in laboratories. The course also addresses specific instruments that employ each particular mode of analysis. Some of the instruments covered include those used for the separation of solutions, measurement of light emission and/or absorption, particle counters and electrochemical changes.

CH 1613 Basic Chemistry of Biological Reactions 3 Cr Hrs

An introduction to the chemistry of biological reactions as are applicable to health-related fields. The course is a brief study of organic chemistry, no-

menclature of function groups, basic synthesis and reactions. The biochemical reactions involving the metabolism of lipids and proteins are discussed in conjunction with the enzymes, coenzymes, hormones and inhibitors needed to catalyze the various reactions, which occur in the human body.

CH 1705 General Organic Chemistry 5 Cr Hrs

(Second semester.) This course is an introduction on the structure nomenclature, preparation and reactions of carbon-containing compounds. The course focuses attention on the relationship between the structure and chemical behavior of compounds.

CH 1914 Directed Independent Studies in Chemistry 4 Cr Hrs

(On demand.) This course provides an opportunity for the student to pursue special interests in chemistry through guided independent study and/or research.

CH 2605 Organic Chemistry I 5 Cr Hrs

First semester of a two-semester course designed to meet the requirements of students needing either General Organic Chemistry or Organic Chemistry I. Course content will include a study of the basic principles of nomenclature, the reactions pertaining to aliphatic and arene compounds and the study of carbohydrates, fats and proteins.

CH 2615 Organic Chemistry II 5 Cr Hrs

Second semester of Organic Chemistry, with three hours of lecture and six hours of laboratory. This course is a continuation of Chemistry CH 2605. It includes a detailed study of alcohols reactions, infrared spectroscopy, mass spectroscopy, nuclear magnetic resonances, ethers and epoxides reactions, ultraviolet spectroscopy, aromatic compounds and their reactions.

CH 2625 Basic Biochemistry 5 Cr Hrs

(On demand) This course is an introduction to the chemistry of bio-systems, which includes a study of the metabolism of carbohydrates, lipids and proteins, the structure of amino acids, bioenergetics, thermo-chemistry and enzyme-catalyzed reactions.

#### **CONSTRUCTION TRADES TECHNOLOGY**

CA 1001 Intro to Construction Trades Tech 1 Cr Hr

This course introduces the student to construction safety and first aid. It includes an orientation to the trades and familiarizes the student with building materials, fastening systems and adhesives. Basic rigging procedures are also reviewed and demonstrated.

CA 1002 Blueprints and Codes 2 Cr Hrs

This course introduces the student to reading blueprints. It includes an understanding of the meaning of all the various components that make up a blueprint and the knowledge to be able to use that information to build a structure. The course reviews current codes, where to find information about them and how they affect the construction industry.

CA 1003 Building Site Preparation 3 Cr Hrs

This course introduces the student to the principles, equipment, and methods used to perform the site layout tasks of distance measurement and differential leveling. Also covered are the site layout responsibilities of individuals on the site, understanding and using site plan drawings and methods of job site communication.

CA 1004 Framing Roofs 4 Cr Hrs

This course introduces the student to the methods and procedures used in roof framing. Standard "cut-in" and truss construction methods are included.

CA 1005 Tools 5 Cr Hrs

This course introduces the student to hand and power tools. It includes instruction in the use, care and properties of hand and power tools. Students will practice using all tools in a safe and appropriate manner.

CA 1012 Residential Concrete 2 Cr Hrs

This course introduces the student to the knowledge, skills and techniques used in the residential construction industry to prepare, place, and finish concrete. Topics include concrete and reinforcing materials, foundations and flatwork, concrete forms, reinforcing concrete, handling and placing concrete, and manufactured forms.

CA 1013 Framing Floors 3 Cr Hrs

This course covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building materials.

CA 1014 Interior Finish – Trim 4 Cr Hrs

This course introduces the student to most aspect of interior finish trim for residential construction. It will include the installation of metal doors and related hardware in steel-framed, wood-framed, and masonry walls, along with their related hardware such as locksets and door closers. Also covered is the installation of wooden doors, folding doors, and pocket doors. The student will study the different types of trim used in finish work. Procedures covering the proper methods for selecting, cutting and fastening window, door, floor and ceiling trim are given in this course. Information is presented detailing the materials and procedures for construction of stairs. Included is an introduction to the tools, materials, and procedures used to layout, install, and maintain suspended ceilings.

CA 1016 Cabinet Making/Installation 6 Cr Hrs

This course provides the student an overview of cabinets, cabinet construction, and the various types of hardware used with cabinets. Detailed instructions for the selection and installation of base and wall cabinets are also covered.

CA 1022 Interior Finish – Drywall 2 Cr Hrs

This course introduces the student to the materials, tools, and procedures used to install and finish gypsum drywall in walls and ceilings and to correct any drywall installation or finishing problems.

CA 1023 Framing Walls 3 Cr Hrs

This course introduces the student to the materials and general procedures used in wall and ceiling framing. Common lumber and steel components are both addressed.

CA 1032 Finishes 2 Cr Hrs

This course introduces the student to the methods and procedures used to apply various coverings to both exteriors and interiors of residential construction. Both decorative and protective coverings will be presented.

CA 1033 Exterior Finish – Roofing 3 Cr Hrs

This course introduces the student to the materials and installation techniques for a number of basic types of roofing.

CA 1042 Workplace Skills for Construction 2 Cr Hrs

This course provides the student with techniques for communicating effectively with co-workers and supervisors. It emphasizes the importance of verbal and written information and instructions on the job. It identifies the roles of individuals and companies in the construction industry. The student is introduced to critical thinking, problem solving skills and computer systems and their industry applications. The program also reviews effective relationship skills, effective self-presentation, and key workplace issues, such as sexual harassment, stress, and substance abuse.

CA 1043 Exterior Finish – Siding 3 Cr Hrs

This course introduces the student to materials and installation techniques used with various types of siding. Also presented to the student are the installation procedures and basic requirements insulation, moisture control, and ventilation.

CA 1053 Ext Finish-Windows/Doors/Trim 3 Cr Hrs

This course introduces the student to methods and procedures used in the selection and installation of residential windows and exterior doors. Methods and procedures for the installation of exterior trim are also presented as a part of this course.

CA 1113 Directed Independent Study in Construction Trades 1-3 Cr Hrs

**CRIMINAL JUSTICE**

CJ 1101 Defensive Driving 1 Cr Hr

Defensive Driving provides students with knowledge and techniques to avoid accidents. The course also attempts to influence and challenge students to change their behind the wheel behaviors and attitudes so that they will choose to drive safely, responsibly and lawfully.

CJ 1153 Civil Liability in Criminal Justice 3 Cr Hrs

Three credit hour lecture. A comprehensive examination and analysis of the growing importance of issues related to civil liability as it pertains to the criminal justice practitioner. Emphasis is placed on an understanding of appropriate responses to street and instructional level situations. Special attention will be paid to policy and procedure issues, training issues, and individual officer and administrative duties.

CJ 1163 Multiculturalism in Law Enforcement 3 Cr Hrs

This course provides the student with a new, innovative and effective understanding of the persuasive influences of culture, race, and ethnicity in the workplace and in multicultural communities.

CJ 1173 Interview and Interrogation 3 Cr Hrs

This course provides the student with new, innovative and effective techniques for obtaining information and detecting deception.

CJ 1183 Report Writing 3 Cr Hrs

This course is designed to fulfill the needs of those students who are entering into the field of criminal justice or in-service officers. The class will focus on the skills needed to write a report that is complete, clear, accurate and convincing. The actual writing of reports will be a major component of the course.

CJ 1193 Principles of Police Patrol 3 Cr Hrs

This course is designed to include the problems most frequently encountered by patrol officers, some general principles for the solution of these problems, and some specific practices and techniques that have proved effective in perplexing or hazardous patrol incidents. Also an overview of the background, functioning, and objectives of the patrol force is provided to delineate the scope of the individual officer's patrol function and the legal restraints placed on them.

CJ 1201 Firearms Safety & Marksmanship 1 Cr Hr

A firearms course for students wanting to learn the safe handling of their handgun and to practice marksmanship skills. The course will provide training in gun safety rules for field stripping and cleaning the weapon and proper shooting techniques.

CJ 1203 Introduction to Criminal Justice 3 Cr Hrs

This course is an introduction to the philosophy and history of law enforcement, identifying multiple facets of the criminal justice system, including the police, the courts, the correctional agencies, and the offender.

CJ 1211 Special Topics in Criminal Justice 3 Cr Hrs

This course is specifically designed to provide the criminal justice students as well as current criminal justice practitioners an opportunity to attend various seminars dealing with special topics in the criminal justice field. This course will give the student specialized instruction in various areas of the criminal justice field. These areas include but are not limited to: (a) Spanish criminal justice personnel, (b) interview and interrogation techniques, (c) sear and seizure seminars, as well as (d) officer field training.

CJ 1212 Firearms I 2 Cr Hrs

A firearms course for criminal justice majors. Emphasis will be placed on firearms safety and marksmanship in preparation for firearms competition.

CJ 1213 Ethics in Criminal Justice 3 Cr Hrs

This course introduces the student to the theories of ethics and its application within the criminal justice professions. The students will address moral issues and concerns of our justice process in personal, social, and criminal justice contexts. The student will explore and apply ethical principles to a wide range of criminal and social justice issues using a philosophical foundation.

CJ 1221 Criminal Justice Seminar I 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor an opportunity to give vocational counseling and individual personal assistance. This course will give the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Criminal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.

CJ 1223 Court Systems and Practices 3 Cr Hrs

This course will allow the students to have a basic understanding of the criminal justice court structure. It include the judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.

CJ 1231 Criminal Justice Seminar II 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor an opportunity to give vocational counseling and individual personal assistance. This course will give the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Crimi-

nal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.

CJ 1262 CJ Internship I 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperative agency. This course is repeatable for a maximum of eight hours.

CJ 1272 CJ Internship II 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperative agency. This course is repeatable for a maximum of eight hours.

CJ 1403 Criminal Investigations 3 Cr Hrs

This course is designed to examine the methods, techniques, tools and precepts employed by the criminal investigator from the time a crime is reported through case disposition. Topics include legal aspects, crime scene management, interview and interrogation techniques, documentation, and evidence collection and preservation.

CJ 1503 Intro to Law Enforcement 3 Cr Hrs

This course introduces the student to the history and major functions of law enforcement agencies. Emphasis is placed on police interactions with society and within law enforcement agencies.

CJ 1513 Constitutional Law 3 Cr Hrs

This course is designed to provide students with an overview of the United States Constitution and its influence on the criminal justice system, placing emphasis on the 4th, 5th, 6th and 8th Amendments.

CJ 1523 Criminal Procedure 3 Cr Hrs

This course covers criminal procedures and courtroom practices most commonly confronting law enforcement officers in the administration of criminal law, such as inquests, indictments, warrants, appeals, search and seizure, use of force, and evidence.

CJ 1602 Defensive Tactics 2 Cr Hrs

This course covers a system of defense and control techniques based upon established principles of hand-to-hand combat. Defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers and other techniques using proper and reasonable use of force and effective communication skills will be emphasized.

CJ 1703 Traffic Accident Investigation 3 Cr Hrs

This course is designed to allow the students to develop basic investigation skills. An emphasis is placed on interviewing techniques, collecting evidence, and properly and accurately completing reports for traffic accidents.

CJ 1803 Crime in America 3 Cr Hrs

This course will allow students to have a basic understanding of the complexities of criminology, crime causation, and reaction to offenders. Some of the topics included are a historical perspective of American crime problems, social and public factors affecting crime, crime patterns, social characteristics of specific crimes, and crime control strategies.

CJ 2113 Agency Administration 3 Cr Hrs

Agency Administration provides criminal justice majors an overview of motivational and management theories, current trends, and fiscal accountability presented through projects designed to incorporate understanding and content analysis. This course provides an opportunity to explore and apply creative thought processes, leadership and team-work, self-motivation and responsibility which are essential for successful criminal justice career professionals.

CJ 2222 Firearms II 2 Cr Hrs

A firearms course for the criminal justice majors. To enroll in this course, the students must have taken Firearms I or have permission from the instructor. Emphasis will be placed on safety and use of the firearm in law enforcement situations.

CJ 2232 Police Firearms III (SemiAuto) 2 Cr Hrs

This is an advanced firearms course for criminal justice majors. To enroll in this course, the student must be a criminal justice major who has completed Firearms II or who has permission from the instructor.

CJ 2241 Criminal Justice Seminar III 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor an opportunity to give vocational counsel-

ing and individual personal assistance. This course will give the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Criminal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.

CJ 2251 Criminal Justice Seminar IV 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor an opportunity to give vocational counseling and individual personal assistance. This course will give the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Criminal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.

CJ 2262 CJ Internship III 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperative agency.

CJ 2272 CJ Internship IV 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperative agency. This course is repeatable for a maximum of eight hours.

CJ 2303 Introduction to Corrections 3 Cr Hrs

An introduction to philosophy and history of corrections and identifying multiple facets of the correctional system, including jails and detention facilities, probation, intermediate sanctions, imprisonment and parole. This course focuses on how today's correctional subsystems function within a larger criminal justice system and covers correctional systems as they apply to the individual and to society.

CJ 2313 Juvenile Justice 3 Cr Hrs

A comprehensive look at youth crime and the process of juvenile justice, including theories of delinquency, application of law, and practices of law enforcement, courts, and corrections.

CJ 2333 Probation and Parole System 3 Cr Hrs

(On demand.) This course is a study of the Probation and Parole System as it works within the Criminal Justice System, from the history of probation and parole up to the present, and the complex workings of the system as it deals with individual lives. The critical issue of decision-making by the courts, case-workers and probationers or parolees is explored.

CJ 2413 Criminal Investigation II 3 Cr Hrs

An in-depth study of advanced methods of the investigation of crimes; scientific aids available to law enforcement officers, including forensic chemistry, physics and micro analysis; and investigative procedures, from crime scenes through laboratory analysis to court presentations.

CJ 2533 Criminal Law 3 Cr Hrs

This course examines the history, scope and nature of laws, parties to crime, classification of offenses, capacity to commit crime and defenses to criminal acts.

CJ 2613 Advanced Police Defensive Tactics 3 Cr Hrs

Oleoresin Capsicum Aerosol Instructor Training. (OCAT) is an eight hour certification program designed for professionals who are involved in human service work, such as law enforcement, public safety, correctional, security, public service, environmental protection, military, and state and federal officers. Upon successful completion of the testing criteria, the student will be certified as an instructor for three years, which will allow them to train, certify and recertify other in the proper use of the OC aerosol sprays.

CJ 2703 Offender Management 3 Cr Hrs

This course is designed to provide the student with an understanding of offenders and their problems and how to effectively interface with them. This course is intended for students who have or will find themselves supervising and counseling the offender on the front lines as a result of employment in the criminal justice system.

CJ 2803 Community Based Corrections 3 Cr Hrs

This course will focus on the procedures, practices and personnel within probation, parole, and other community-based correctional problems.

CJ 2903 Problems in the CJ System I 3 Cr Hrs

Study of a specific problem in a specialized area in the criminal justice system. Emphasis will be placed on practical experience with criminal justice principles, practices and administrative methods required for effective results in contemporary society. Permission of the instructor is required.

CJ 2913 Problems in the CJ System II 3 Cr Hrs

Study of a specific problem in a specialized area in the criminal justice system. Emphasis will be placed on practical experience with criminal justice principles, practices and administrative methods required for effective results in contemporary society. Permission of the instructor is required.

CJ 2993 Directed Independent Studies in CJ 3 Cr Hrs

(On demand.) This course provides an opportunity for the student to pursue special interests in Criminal Justice through guided independent study in a chosen area. The student must have the permission of the course instructor, advisor and division chairperson before enrollment.

CJ SO123 Criminology 3 Cr Hrs

An introduction to the history, philosophy, and theory of crime and deviance. This course will explore the complexities and causation of crime and deviance. Students will focus on the sociological factors that influence deviance and popular approaches to understanding and responding to these behaviors. The course will explain the different types of crime: violent crime, property crime, white-collar crime, victimless crime, political crime, and organized crime. The course will also cover mass killers and terrorism.

CJ SO177 Juvenile Delinquency 3 Cr Hrs

Students will learn about such topics as teen suicide, gangs, school violence, bullies, child abuse, and how we deal with these problems in American society. The course will also deal with the Psychological, Sociological, and Biological causes of Juvenile Delinquency. The course will also cover the Juvenile Court, Juvenile police, social service agencies, and juvenile detention facilities.

**COSMETOLOGY**

CO 1001 Nail Tech Orientation 1 Cr Hr

CO 1101 Cosmetology Orientation 1 Cr Hr

Students will receive an orientation over the program of cosmetology. The rules and regulations of the program and college will be introduced. Students will learn skills in attendance and performance record keeping. Cosmetology and nail technology kits will be distributed.

CO 1110 Nail Technician 10 Cr Hr

This is a 350 clock hour certificate program. Students will receive 70 clock hours of classroom instruction and training pertaining to manicuring, pedicuring, sculpturing nails and the regulations required by the Kansas State Board of Cosmetology. The remaining 280 hours will consist of hands-on training for manicuring, pedicuring, sculpturing nails, sanitizing and preparing for the state board exam. Upon completion of the program, the student will have the basic training in the profession of nail technology.

CO 1111 Cosmetology I 11 Cr Hr

Students will receive at least 350 clock hours of classroom theory and practical training pertaining to professional development, Kansas State Board of Cosmetology regulations, salon ecology, trichology, hairstyling, chemical texturizing, hair coloring and the study of nails. The remaining 25 hours will include performing hands-on training in the same areas.

CO 1211 Cosmetology II 11 Cr Hr

Students will receive 375 clock hours of classroom theory and practical training pertaining to salon business, design decisions, haircutting, and the study of skin, wigs and hair additions, anatomy and physiology and design decisions. Demonstration and hands-on skills will be performed on clientele in the school clinic.

CO 1311 Cosmetology III 11 Cr Hr

Students will receive 375 clock hours of classroom theory and practical training pertaining to electricity, chemistry, and salon success. Final exams will be taken to prepare for the 1000 hour written state board exam. Students will observe a licensed cosmetologist at a salon environment. Demonstration and hands-on skills will be performed on clientele in the school clinic.

CO 1411 Cosmetology IV 11 Cr Hr

Students will receive 375 clock hours of advanced practical training to enhance their cosmetology skills. They will meet client, retail, pre-book and referral requirements to prepare them for the cosmetology profession and

an assigned presentation will be completed. Practice to prepare for the cosmetology state board practical exam will be performed and hands-on skills will be performed on clientele in the school clinic. Upon completion of the program, the students will have the basic training in the profession of cosmetology.

CO 1510 Independent Studies - Cosmetology 11 Cr Hr

This class is to allow students to satisfy the previously unmet requirements of a cosmetology class.

CO 2119 Cosmetology Instructor 13 Cr Hrs

The cosmetology instructor program is designed for any licensed cosmetologist who wishes to advance their cosmetology career. A cosmetologist having less than one year of cosmetology experience will require 450 clock hours of instruction. More than one year of experience in the cosmetology field requires 300 clock hours. Each program will include clinical and classroom job related skills that will enable the instructor-in-training to meet and pass the Kansas State Board of Cosmetology requirements.

**COMPUTER INFORMATION SYSTEMS**

CS 1103 Microcomputer Operating System 3 Cr Hrs

An introduction to the fundamental strategies and techniques involved in managing the windows environment. The strategies and techniques include becoming familiar with the Program Manager, File Manager, Control Panel, and accessory programs such as Clipboard, Paintbrush, Write, Notepad, and Calendar. Learn the uses for PIF files and INI files, Memory Management, and Object Linking.

CS 1203 Intro to Computer Concepts/App 3 Cr Hrs

This course will introduce the beginning computer user to basic computer concepts and applications thus providing an overview of computer information systems. Students will explore various topics such as computer hardware components, operating systems software, applications software, computer network basics, ethical issues in information technology, the Internet, and email. Students will gain hands-on experience in the following areas: basic computer operations, basic operating system applications, Internet and email applications, word processing applications, spreadsheet applications, database management applications, and presentation applications.

CS 1303 Programming Logic and Design 3 Cr Hrs

This course is an introduction to programming concepts that emphasizes good style and logical thinking. General programming concepts are introduced and key concepts of structure are defined. Students will learn to recognize programming concepts and will learn the importance and the advantages of writing structured programs. Students will learn to recognize looping structures, decision making structures, control breaks and arrays and will learn fundamentals in developing programs that include these structures.

CS 1353 Visual BASIC I 3 Cr Hrs

This course is designed to teach the basic elements of creating Windows programs using Visual Basic. Emphasis is placed on event-driven programming to include the selection of the proper objects for the program, the use of the Visual Basic design tools, and the coding of the associated procedures. Pre-Requisite: CS1303 Programming Logic & Design

CS 1363 Visual Basic II 3 Cr Hrs

This course is designed to review the basic elements of creating Window based programs with Visual Basic that students learned in Visual Basic I. This course will build upon those skills and enable students to develop programs with menus to access sequential files and random access files. Students will learn design of dialog boxes and will develop error-trapping routines for applications created using Visual Basic. Visual Basic techniques dealing with programming variable arrays and accessing databases will be included, as will learning to integrate Visual Basic programs with other Windows applications using DDE, Dynamic Data Exchange, and OLE, Object Linking and Embedding. Pre-Requisite: CS1353 Visual Basic I with grade of C or higher

CS 1503 Desktop Publishing I 3 Cr Hrs

Desktop Publishing I will present an overview of the desktop publishing concept, where an individual through the right equipment and software can manipulate existing material or prepare new material for printing. This course will concentrate on basic layout and design, and practical applications of word processing, graphics and pagination programs important to creating



more attractive and effective documents at a lower cost than traditional printing methods.

CS 1523 Basic Web Page Design 3 Cr Hrs

This course is designed to examine and apply the skills, tools, and information necessary to create and publish a basic Web site using WYSIWYG environment.

CS 1603 Microcomputer Software Suites 3 Cr Hrs

This course is designed to provide the student with an overview of micro-computer applications in Microsoft Windows, Office XP, Word, Excel, Access, PowerPoint, Outlook, OLE, and Web page creation. The students will be challenged to create and integrate the applications of Office XP. This course will utilize the projects approach to learning. Pre-Requisite: AP1113 Basic Keyboarding or equivalent

CS 1613 Advanced Microcomputer Software Suite 3 Cr Hrs

This course is designed to extend the student's basic knowledge of an office suites productivity package that includes word processing, spreadsheets, database management and business presentations. Students will be challenged to create more advanced documents, databases, and presentations. This course will utilize the projects approach to learning. Pre-Requisite: CS1603 Microcomputer Software Suites

CS 1701 Microcomputer Applications 1 Cr Hr

This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Students must have taken MCA/Basic Computer Fundamentals or show a general knowledge of computers and the Internet.

CS 1803 Microcomputer Business Present 3 Cr Hrs

The course is designed to acquaint the student with in-depth knowledge of graphics presentation software for a microcomputer. Intended for both majors and non-majors, the course features extensive hands-on use of the computer. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications.

CS 1853 Multimedia Authoring 3 Cr Hrs

This course will explain the basic concepts of multimedia, examine the technology used to provide multimedia over the Internet, and examine the software used for multimedia authoring and virtual reality. Applications of methods will include presentations, computer games and interactive job training.

CS 1863 Advanced Multimedia Authoring 3 Cr Hrs

This course will be a continuation of the Multimedia Authoring (CS 1853) course. Students will explore deeper into the authoring of multimedia using Director 8 along with other programs. More emphasis will be placed on color changes, advanced Lingo/scripting, advanced navigation, implementation of digital video and audio, and presentation to the Web. Pre-Requisite: CS1853 Multimedia Authoring with grade of C or higher

CS 1903 Information Systems Security 3 Cr Hrs

This course will introduce the fundamentals of information security. Students will learn about the need for secure computer information systems in our society and will explore strategies for securing those systems. This course will include coverage of topics both managerial and technical and will include real-world examples of need for security and results of faulty security as it applies to computer information systems.

CS 2013 Intro to PC Hardware/Software 3 Cr Hrs

This course is designed to teach the fundamentals of troubleshooting, upgrading and repairing personal computer systems. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications.

CS 2103 Adv. Computer Concepts & Apps 3 Cr Hrs

This course will guide the intermediate computer user through more advanced computer concepts and applications. Students will explore various topics such as how computer hardware components work, operating systems and utility programs, advanced software applications, communications and networks, information management systems, program development and programming languages, computer careers and certification. Students will gain hands-on experience in the following areas of application: operating systems, word processing, spreadsheets, database management, web authoring, and presentation. Pre-Requisite: Successful completion of CS1203 Introduction to Computer Concepts and Applications or score of 80% or higher on the Computer Concepts and Applications competency exam.

CS 2113 Intro to Management Info Systems 3 Cr Hrs

This course is designed to introduce the student to the management basics for information systems in today's competitive business environment.

CS 2123 Digital Photography for Computer Graphics 3 Cr Hrs

This course is designed to teach students how to shoot, edit and compose images that are intended to be used for another project such as a web page, photo composition, texture in game art, or other computer graphic media.

CS 2253 Computer Networking 3 Cr Hrs

This course is designed to provide the student with basic information and understanding about networking technologies including descriptions, specific terminology, the OSI model for networked communications, components of networks, analysis and design of computer networking systems, including security and management of networks.

CS 2255 Cisco Networking I 5 Cr Hrs

This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social study concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools and equipment and all local, state, and federal safety, building, and environmental codes and regulations. (Students may find the following helpful: A+ Certification; introductory programming or multimedia courses; introductory electronics)

CS 2265 Cisco Networking II 5 Cr Hrs

This Cisco Networking Academy Program consists of four semesters. The program is designed to teach students the skills they will need to design, build and maintain small to medium sized networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field. (Students may find the following helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics; relevant work experience). Pre-Requisite: Successful completion of CNAP Semester 1 Helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics; relevant work experience.

CS 2275 Cisco Networking III 5 Cr Hrs

This is the third semester of four semester courses designed to teach students the skills they will need to design, build, and maintain small to medium sized networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field. (Students may find the following helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics; relevant work experience). Pre-Requisite: Successful completion of CNAP Semester 2. Helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics; relevant work experience.

CS 2285 CISCO Networking IV 5 Cr Hrs

This is the fourth semester of four semester courses designed to teach students the skills they will need to design, build, and maintain small to medium sized network. This provides them an opportunity to enter the workforce and/or further their education and training in the computer networking field. (Students may find the following helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics; relevant work experience). Pre-Requisite: Successful completion of CNAP Semester 3. Helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics; relevant work experience.

CS 2303 Computer Based Spreadsheets 3 Cr Hrs

A course designed to acquaint the student with computer-based spreadsheets as used with microcomputers. This program is structured to be used as a tool for solving everyday financial or business problems for all

types of businesses. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications

CS 2313 Microcomputer Database Management Systems 3 Cr Hrs

This course is designed to acquaint the student with a software system for managing the storage and collection of data used and produced by a micro-computer. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications

CS 2403 Intro to Java Programming 3 Cr Hrs

This course introduces object-oriented programming concepts along with Java syntax used to implement these concepts. Students will learn to use Java programming fundamentals to create functional programs for a variety of business applications including e-commerce. Pre-Requisite: CS1353 Visual Basic I

CS 2413 Advanced Java Programming 3 Cr Hrs

This course will expand upon the basics of object-oriented programming through mastering Java data types and controlling structures using Java graphical user interfaces, events, classes, inheritance, exceptions, error handling, and multimedia. Pre-Requisite: CS2403 Intro to Java Programming

CS 2453 Programming Language C 3 Cr Hrs

This course is designed to teach students how to write programs in the C programming language. Students will gain a clear understanding of this language, which is the foundation for many object-oriented programming languages such as C++, Objective-C, C# and Java. Emphasis will be placed on learning both the language fundamentals and good programming practices. Pre-Requisite: CS1303 Programming Logic and Design

CS 2503 Web Page Design I 3 Cr Hrs

This introductory course is designed to examine and apply the skills, tools, and information necessary for Web page creations and design. Students will learn to create and publish Web pages using a variety of Web technology tools including a WYSIWYG Web authoring program and image editing program. Successful completion of this course will prepare students to take the Web Page Design II course.

CS 2513 Digital Image Editing 3 Cr Hrs

This course is designed to examine and apply the skills, tools and information necessary to edit images/graphics using a PC. With image-editing software, students will create and produce high-quality digital images which can be used with a variety of documents.

CS 2523 Computer Illustration 3 Cr Hrs

This course is designed to introduce the student to the basics of computer illustration techniques. Students will be able to create artwork for print, presentations and the Web.

CS 2533 3D Modeling I 3 Cr Hrs

This course is designed to introduce the skill of computerized animation to the student. Students will be able to plan and execute successful animation, implement good design techniques, and grasp the technique of preparing a sequence of images for animation.

CS 2543 Desktop Digital Video Editing 3 Cr Hrs

This course is designed to examine and apply the skills, tools and information necessary to edit digital video using a PC. Students will review the current state of this growing technology to understand where it is going, which technologies hold the most promise and which technologies represent the best choices for various applications. As a project, students will incorporate these skills into development of an on-campus multimedia production.

CS 2553 Web Page Design II 3 Cr Hrs

This advanced level course is designed to bring together all the Web technology tools available to create high quality Web sites. This course will give the student the opportunity to incorporate all the Web technologies learned in the Web Page Design I and II courses along with an in-depth study of the available multimedia design tools. Student Web sites will incorporate the use of a WYSIWYG Web authoring tool, Web coding and programming tools, database development tools, graphic creation and editing tools, and animation, video and audio development tools. Pre-Requisite: CS2503 Web Page Design I

CS 2573 Web Animation I 3 Cr Hrs

This course is intended to teach students how to create professional-looking interactive experiences, primarily by using animation. Along with the special animation tool, students will also gain knowledge of various tools such as special drawing tools, tools for creating interactive controls, and publishing

tools. Learning this technology will allow student to create a variety of animated projects for the Internet.

CS 2583 Digital Design Studio Suite 3 Cr Hrs

This course is designed to allow students to use a state of the art digital design studio package to develop Web pages/sites, animate objects, edit images, and integrate all these tools. This will definitely help students to have more marketable skills and complete a project to enhance their personal portfolios.

CS 2593 3D Modeling II 3 Cr Hrs

This course is designed to further enhance the skills of students who have successfully completed the 3D Modeling I course. Students will be able to create more dynamic 3D projects by incorporating more advanced modeling skills, revolving and rotating surfaces, and learning how to use controlled mesh and advanced rendering techniques such as environment maps and depth of field. There will be a variety of projects to refine these skills. Pre-Requisite: Successful completion of CS2533 3D Modeling I

CS2613 Advanced Digital Image Editing 3 Cr Hr

This is an advanced level course, with an emphasis on retouching, complex selections, color correction, and color accuracy for output. Students will be working with curves, levels, blending modes, special effects, and painting and drawing tools to create professional-level designs and images.

CS 2663 3D Game Texturing 3 Cr Hrs

This course is designed to introduce the skill of building textures for scenes in a 3D game. Students will think like an artist & researching and planning the process of building the appropriate textures for various 3D game settings.

CS 2673 Typographic Design 3 Cr Hrs

This course will introduce the fundamental of typographic design. Students will learn various concepts in typography-how the letterform has the power to communicate meaning and mood. The course will focus on improving design by learning to see type differently and choosing type that's appropriate for a given job and setting it in creative, attractive and effective compositions.

CS 2753 System Analysis Methods 3 Cr Hrs

This course is designed to provide an overview of the system development life cycle. Emphasis is placed on the work of modern systems analyst in developing or modifying systems using both the traditional approach for modeling system requirements and the object-oriented approach. Students will learn how to generate and evaluate alternative models. Pre-Requisite: CS1303 Programming Logic & Design

CS 2803 Computer Info Systems Internship I 3 Cr Hrs

Work is done in selected training stations under the supervision of the instructor. The student is to complete a project related to their training station. The student is required to complete weekly time sheets and visitations with the instructor. The student may take CIS Internship two times and may apply a total of six (6) hours maximum toward graduation. The student may take CIS Internship starting their third semester at SCCC. The Student-Learner must work a minimum of 135 clock hours during the semester to receive 3 hours of credit. Pre-Requisite: Permission of CIS Coordinator

CS 2813 Computer Info Systems Internship II 3 Cr Hrs

Work is done in selected training stations under the supervision of the instructor. The student is to complete a project related to their training station. The student is required to complete weekly time sheets and visitations with the instructor. The student may take CIS Internship two times and may apply a total of six (6) hours maximum toward graduation. The student may take CIS Internship starting their third semester at SCCC. The Student-Learner must work a minimum of 135 clock hours during the semester to receive 3 hours of credit. Pre-Requisite: CS2803 Computer Information Systems Internship I

CS 2822 Current Issues in Information Technology I 2 Cr Hrs

This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the CIS student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and Computer Science Majors/Minors.

CS 2832 Current Issues in Information Technology II 2 Cr Hrs

This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the CIS student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and Computer Science Majors/Minors.

CS 2842 Current Issues in Information Technology III 2 Cr Hrs

This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the CIS student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and Computer Science Majors/Minors.

CS 2852 Current Issues in Information Technology IV 2 Cr Hrs

This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the CIS student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and Computer Science Majors/Minors.

CS 2853 Directed Independent Studies in CIS 3 Cr Hrs

This course is designed to enable students to work at their own speed and travel to achieve a predetermined objective. Students must have completed six hours of Computer Information Systems courses and have the consent of the instructor, advisor and division chairperson.

CS B1701 MCA / Web Animation Basics 1 Cr Hr

This course is designed to give students the opportunity to learn the basics of creating graphics, animation and interactivity using Flash. Students will see how this program can be used to develop expressive, creative, and exciting Web sites.

CS D1701 MCA / Database 1 Cr Hr

This course is designed to provide competency based-instruction in a wide assortment of application software in a hands-on environment. This particular course will acquaint the student with the basic principles of using Microsoft Access for database activities.

CS E1701 Basics of Web Page Design 1 Cr Hr

This course will give students the tools needed to how to build a Web site. Concentration will be on learning the parts of a Web site, how to build a Web site, and how to incorporate good design principles into the site.

CS E1711 MCA/Dreamweaver I 1 Cr Hr

This beginning course will give students the tools needed to start designing effective Web sites using Dreamweaver 8. Concentration will be on learning the parts of a Web site, how to build a Web site, and how to incorporate good design principles into the site.

CS E1721 MCA/Dreamweaver II 1 Cr Hr

This intermediate course will give students the tools needed to continue designing effective Web sites using Dreamweaver 8. Concentration will be on expanding their knowledge of Dreamweaver's design tools.

CS E1731 MCA/Dreamweaver III 1 Cr Hr

This advanced course will give students the tools needed to continue designing effective Web sites using Dreamweaver 8. Concentration will be on expanding their knowledge of Dreamweaver's design tools.

CS F1701 MCA / Basic Computer Fund. 1 Cr Hr

This course is designed for individuals who have limited knowledge of a computer and how it works. It will introduce students to how a computer accepts input, processes data, stores data and produces output through a discussion of hardware, software, processors, memory and input/output devices. This course will also investigate how e-mail and the Internet work today.

CS G1701 MCA / Beginning Programming 1 Cr Hr

This course is designed for individuals who have no programming experience but who want an introduction to it. It will explore the evolution of programming from its beginnings, learning about programming structures, data types, decision making and analysis of problems. It will investigate features of different languages, but will not be learning any specific language. It will also

explore the business of computer programming in today's competitive business environment.

CS H1701 MCA / Intro to Digital Photo. 1 Cr Hr

This course is designed to introduce students to digital photography. Topics covered will include choosing the right camera and sources for learning the features of that camera, how to take better shots, offloading and storing images from the camera, basic digital editing of photos, e-mailing the photos, and making the best prints.

CS K1701 MCA /Desktop Publishing Basics 1 Cr Hr

This course is designed to teach students the basics of creating professional-quality business publications for print--advertisements, brochures, newsletters, business cards, etc.

CS O1701 MCA/Operating Systems 1 Cr Hr

This course is designed to provide competency based-instruction in a wide assortment of application software in a hands-on environment. This particular course will acquaint the student with the basic principles of using Microsoft Windows for operating systems activities.

CS P1701 MCA/Presentation 1 Cr Hr

This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. This particular course will acquaint the student with the basic principles of using Microsoft PowerPoint for presentation activities.

CS R1701 Basic Internet Skills 1 Cr Hr

This course is designed to assist students in learning about the Internet and making the most of its resources.

CS S1701 MCA/Spreadsheets 1 Cr Hr

This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. This particular course will acquaint the student with the basic principles of using Microsoft Excel for spreadsheet activities.

CS T1701 Photoshop Basics 1 Cr Hr

This course is designed to give students the opportunity to learn the basics of one of the most popular image editing programs - Photoshop. Students will be using the program to make changes to photographic images and will explore the tremendous capabilities of the program.

CS W1701 MCA/Word Processors 1 Cr Hr

This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. This particular course will acquaint the student with the basic principles of using Microsoft Word for word processing activities.

CS X1701 Exploring Issues/Info Tech 1 Cr Hr

This course is designed to examine issues and trends in information technology. Students will learn about new issues and identify how these issues affect society. Students should know the basics of using a computer and searching the Internet for information.

## **DIESEL TECHNOLOGY**

DI 1001 Orientation & Safety for Diesel Tech 1 Cr Hr

One credit hours of general shop and safety operating procedures of the equipment that is used in the diesel industry. Topics covered will include state and federal rules and regulations, policies, procedures and first aid.

DI 1003 Preventive Maintenance 3 Cr Hrs

Three credit hours in the introduction of the service and preventive maintenance practices commonly found in the trucking industry. Topics covered will be over truck inspection, different types of fluids, and electrical systems.

DI 1004 Brakes 4 Cr Hrs

Four credit hours of basic hydraulic and air brake system service and repair.

DI 1011 Diesel Parts Management 1 Cr Hr

One credit hour course in managing parts. Upon successful completion of this course, the student should be able to demonstrate good communication and basic math skills. Ordering and maintaining correct inventory, as well as displaying and selling automotive parts for a fair profit, will be studied. Lectures will be supported by parts specialists in the industry.

DI 1013 Electrical II 3 Cr Hrs

Three credit hours of digital computers, networking and communications, vehicle computer systems, electronic service tools, electrical wiring, and multi-plexing that is used in the diesel industry.

<u>DI 1023 Hydraulics</u>	<u>3 Cr Hrs</u>
Course covers basic hydraulic systems operation, component part identification, diagnosis and repair.	
<u>DI 1014 Electrical I</u>	<u>4 Cr Hrs</u>
Four credit hours of basic electrical theory; instrument usage and operation; battery, starting systems, charging systems, lighting systems that is used in the diesel industry.	
<u>DI 1103 Engines II</u>	<u>3 Cr Hrs</u>
Three credit hours in the field of mechanical and Electronic fuel control systems along with all other computer controlled parts of an engine. It also includes the study of noxious emissions and the methods used to test and control them in diesel engines today.	
<u>DI 1104 Engines I</u>	<u>4 Cr Hrs</u>
Four credit hours in the introduction of basic engine terminology with comprehensive definitions and usage. The student will understand and use the engines mechanical components to disassemble, inspect, measure, rebuild an engine, and tune up the engine and demonstrate it to the class.	
<u>DI 1113 Drive Trains I</u>	<u>3 Cr Hrs</u>
Three credit hours of basic drive train components including; Clutches, standard transmissions, drive shafts, and heavy duty axles.	
<u>DI 1114 Steering &amp; Alignment</u>	<u>4 Cr Hrs</u>
Four credit hours in the fundamentals of service and theory in basic steering and alignment of heavy duty trucks.	
<u>DI 1123 Drive Trains II</u>	<u>3 Cr Hrs</u>
Three credit hours of basic drive train components including; automated mechanical transmissions, torque converters and fluid drives, automatic/power shift transmissions, agriculture and industrial final drives, and auxiliary drives.	
<u>DI 1124 Frames &amp; Suspension</u>	<u>4 Cr Hrs</u>
Four credit hours in the fundamentals of service and theory of heavy duty truck suspension systems including spring, equalizing beam, torsion bar and air spring. The function of the chassis frame and how they are used will also be covered.	
<u>DI 1133 Directed Independent Study Diesel Tech</u>	<u>1-3 Cr Hrs</u>
<u>DI 1134 Heating, Ventilation &amp; A/C</u>	<u>4 Cr Hrs</u>
Four credit hours in the fundamentals of service and theory of operation for the air conditioning systems in off-road vehicles, trucks, and automobiles. Prerequisites are DT 100 orientation and safety	
<u>DI 1144 Diagnosis &amp; Failure Analysis</u>	<u>4 Cr Hrs</u>
Four credit hours in the study of managing failure analysis, metallurgy, principles of fractures, principles of wear, and visual examination.	

#### **DRAFTING & DESIGN TECHNOLOGY**

<u>DF 1002 Technical Drafting</u>	<u>2 Cr Hrs</u>
This course introduces the student to the Drafting profession and is designed to acquaint him or her with the techniques and skills utilized by industry. Topics include Types of Drafting, Basic Tools and Lines, Supplies and Equipment, Lettering, Media, Drafting Standards, Drawing Reproduction, and Introduction to CAD (Computer Aided Drafting).	
<u>DF 1003 Intro to Computer Aided Drafting</u>	<u>3 Cr Hrs</u>
Computer Aided Drafting is the universal drawing tool in the production of Engineering, Architectural, Manufacturing, Mapping, and Civil Engineering and Construction drawings. This course is a beginning course in the operational practices of computer aided drawing construction. Students will learn basic draw and edit commands and will create simple engineering drawings. Topics will include drawing format, Cartesian Coordinate System, View manipulation, Draw commands, Edit commands, basic system variables, and how to query the CAD data base. Prerequisite: DF-1002 or EN-1202	
<u>DF 1005 Scales and Measurements</u>	<u>3 Cr Hrs</u>
Measuring and layout are key skills in design, fabrication, and manufacturing. This course trains the student in the use of the various scales and measurement systems used by Engineering and Architectural Drafting. Included in this course are Carpenter's rulers, Machinist's rulers, architects, civil engineers, and metric drawing scales, Precision Measurement using machinist's precision measuring devices, Land measurement (surveying) and Legal Land descriptions. Prerequisite: DF-1002	

<u>DF 1007 Descriptive Geometry</u>	<u>7 Cr Hrs</u>
All traditional drafting and CAD techniques are based on the construction of simple geometric elements used to create complex forms and shapes. This course is the study of plane geometry and its application to Drafting. Topics include angular measurement, circles and arcs, triangles and polygons, areas and volumes of geometric figures. Manual and CAD drawing assignments will be completed using geometric construction principles. Prerequisite: DF-1003	
<u>DF 1013 Orthographic Views/Projections</u>	<u>3 Cr Hrs</u>
Understanding the correct placement of the views of an object on a drawing is the key to assurance that no ambiguity exists between the drafter's intent and the reader's interpretation. This course is the study of required views necessary for shape description. Topics include planes of projection, surface orientation, height, width, and depth dimensions, visible and hidden lines, normal, inclined, and oblique lines and planes, and folding or miter lines to create new views. Prerequisite: DF-1007	
<u>DF 1015 Civil Engineering Drafting</u>	<u>5 Cr Hrs</u>
Civil Engineering is anything that has to do with the design of land for construction projects. This course will instruct the student to prepare drawings and maps for this field of Engineering and Construction. Students will also learn Surveying principals, distance and elevation measurement, location and direction, and legal land descriptions. Prerequisite: DF-1043	
<u>DF 1017 Architectural Drafting</u>	<u>7 Cr Hrs</u>
The world of Architecture is all around us. Architectural drafters need a keen eye for design, knowledge of construction materials and processes, and skillful drawing techniques. This course trains students in architectural drawing skills, basic residential design concepts, and material and methods of construction. Prerequisite: DRF-1013	
<u>DF 1023 Auxiliary Views</u>	<u>3 Cr Hrs</u>
Many objects are shaped such that their principal surfaces are not parallel to principal planes of projection. A parallel or perpendicular line-of-sight view must be created to describe these inclined or oblique planes. This course instructs the drafting student in the creation of drawing views of inclined and oblique lines and planes. Topics include planes of projection, projection lines, measurement procedures for auxiliary views, primary and secondary auxiliary views, and developments. Prerequisite: DF-1013	
<u>DF 1033 Section Views</u>	<u>3 Cr Hrs</u>
Section views are used by industry to improve the clarity of complex objects and assemblies. This course instructs students in the drawing construction methods necessary to draw cutaway views. Material identification and manufacturing processes are key elements of this course. Prerequisite: DF-1013	
<u>DF 1043 Dimensioning Procedures</u>	<u>3 Cr Hrs</u>
Dimensions are used to numerically or verbally describe the shape, size and character of the drawn product. Dimensions are given in linear distances, angles, or notes. This course teaches the student the proper technique of dimensioning, the placement of dimensions, and the choice of dimensions. The content of this course complies with ANSI/ASME standard Y-14.5M-1994. Prerequisite: DF-1013	
<u>DF 1053 Pictorial Drawings</u>	<u>3 Cr Hrs</u>
While Multiview drawings accurately represent complex forms, it is often necessary to prepare accurate and scientifically correct drawings that can be understood by persons without technical drafting training. This course instructs students how to create Pictorial Drawings to enhance engineering drawings or to illustrate the actual appearance of an object. Prerequisite: DF-1033	
<u>DF 1112 Drafting/Design Internship I</u>	
<u>DF 1113 Directed Independent Study Drafting/Design</u>	
<u>DF 1122 Drafting/Design Internship II</u>	

#### **DRAMA**

<u>DR 1102 Stagecraft I</u>	<u>2 Cr Hrs</u>
A course which emphasizes the basic principles of set construction, stage equipment, painting, lighting techniques and equipment.	
<u>DR 1112 Stagecraft II</u>	<u>2 Cr Hrs</u>
A course which emphasizes the basic principles of set construction, stage lighting and making properties and costumes for productions given by the drama department.	



DR 1203 Acting I 3 Cr Hrs  
 A basic course in the practical experiences of acting in both classroom and major productions. There is extensive work in characterization, fundamental techniques of acting, body language, pantomime and effective stage speech.

DR 1213 Acting II 3 Cr Hrs  
 A course designed to expand the student's knowledge of the techniques and principles used in Acting I.

DR 1503 Introduction to Cinema 3 Cr Hrs  
 This course is a survey of the motion picture as an art form—its history, its technique, its formal genres and its influence on our culture.

DR 1611 Dramatic Participation I 1 Cr Hr  
 (Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.

DR 1621 Dramatic Participation II 1 Cr Hr  
 (Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.

DR 1631 Dramatic Participation III 1 Cr Hr  
 (Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.

DR 1641 Dramatic Participation IV 1 Cr Hr  
 (Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.

DR 2103 Costume History 3 Cr Hrs  
 This course surveys the cultural, historical, political, and fashion scene with major emphasis on American 20th Century Societies as well as some Western World influences that have affected our culture views. Some emphasis is placed upon live theater and the motion picture industry. American fashion magazines are analyzed and examined in class studies.

DR 2203 Theater Appreciation 3 Cr Hrs  
 A basic Humanities course designed to introduce students to the realm of the live theater. The principal components of the theater will be examined in relation to their application to the performing arts. Selected plays may be discussed and analyzed from a theatrical and literary view.

## ECONOMICS

EC 2213 Principles of Macroeconomics 3 Cr Hrs  
 Macro-Economics. An introductory analysis of the American economic system and its place in the world economy. Topics of the course will include the core concepts of scarcity, opportunity costs and production possibilities; price determination through demand and supply analysis; economic functions of government; economic growth; unemployment, inflation and deflation; national income accounting; theory of modern aggregate demand and supply analysis; macro-economic models; fiscal policy; money creation and the banking system; monetary policy; stabilization of the economy through fiscal and monetary policies; global economic growth.

EC 2223 Principles of Microeconomics 3 Cr Hrs  
 This course will cover the basic facts, principles and problems of economics, including the study of the determination of prices by supply and demand, determination of wages, rent, interest, profit, theory of the firm; contemporary economic problems, including competition, income distribution, poverty, pollution and the underdeveloped world.

## EDUCATION

ED 1001 Issues in Education PPST-math 1 Cr Hr  
 This course is for education majors preparing for the PPST in math. The course is a review of fractions, decimals, ratios and proportions, percents, geometry, basic statistics, integers, exponent rules and algebra applications. Testing and problem solving strategies will be addressed as well. This is a Pass/Fail course and does not count toward graduation.

ED 1003 Directed Independent Studies in Education 3 Cr Hrs

ED 1103 Introduction to Education 3 Cr Hrs  
 This lecture course provides an examination of the principles and purposes of the American education system. It is designed to acquaint students with teaching as a career.

ED 1112 Intro to Education Field Experience 2 Cr Hrs  
 An internship course intended primarily to give teachers the opportunity to consider seriously their suitability for a career in education.

ED 1203 Art in the Elementary School 3 Cr Hrs  
 This is a fundamental course designed to familiarize students with appropriate art media and techniques used in teaching children. The basic for the course is that art is an integral part of the elementary curriculum and that the study of art is composed of four areas: art production, aesthetics, art criticism and art history.

ED 1302 Principles of Peer Tutoring 2 Cr Hrs  
 This course is designed to educate the students about the techniques, learning modes, diagnosis, and styles of peer tutoring. This course is designed for those students who are interested in continuing their studies in the field of education or who are interested in a career that involves working with people.

ED 1311 Tutor Practicum 1 Cr Hr  
 This course provides supervised, hands-on experience in tutoring directly with peers. This class is held in the Academic Achievement Center at SCCC. May be repeated for a total of four (4) credit hours.

ED 1403 Elementary School Music 3 Cr Hrs  
 This course is for students planning to teach in the elementary level, including practices, trends and philosophy of music education. All factors affecting the student's musical growth and development of skills and understandings are considered.

ED 1503 Children's Literature 3 Cr Hrs  
 This course is designed to acquaint students with the award winning literature, authors and illustrators of literature for kindergarten through 8th grade levels. It explores the psychology and educational theories used in elementary school education with special emphasis on reading programs.

ED 1511 Storytelling 1 Cr Hr  
 This course is designed for prospective education majors or childcare majors. It will focus on the importance of the oral tradition of storytelling and the art of storytelling in light of its current revival. Stories from a wide variety of cultures will be presented. Practical applications for the classroom will be emphasized on reading programs.

ED 1703 Elementary School PE 3 Cr Hrs  
 This course is a study of the elementary school child with methods and practice of teaching appropriate games, rhythmic activities, stunts and relays for each grade level, as well as health awareness with an emphasis on nutrition, risk behaviors, hygiene and methods of teaching health.

ED 1803 Beginning Sign Language 3 Cr Hrs  
 This course is designed to provide the student with basic skills in sign language. The student will become familiar with the history of signs, sign language principles, basic hand shapes, manual alphabet and basic vocabulary. In addition, the student will gain a better understanding of the hearing impaired and an awareness of problems they face.

ED 1813 Intermediate Sign Language 3 Cr Hrs  
 This course is designed to provide the student with additional skills in sign language. The student will become familiar with history of signs, reviewing manual alphabet and advanced vocabulary.

ED 1823 Advanced Sign Language 3 Cr Hrs  
 This course is designed to build the sign language vocabulary of the student and improve technique in fluency and recall. Emphasis will be placed on the conversational experiences, body language and other nonverbal communication.

## ENGLISH

EG 0103 English as Second Language I 3 Cr Hrs  
 This course is designed to improve basic listening, speaking, reading and writing skills of a student whose native language is not English. Language skills will focus on basic sentence writing and comprehension. Special emphasis will be given to life and study skills, along with cultural studies of the United States and the local community. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)

EG 0203 English as Second Language II 3 Cr Hrs  
 This course is designed to improve basic listening, speaking, reading and writing skills of a student whose native language is not English. Language skills will focus on basic sentence writing and comprehension. Special emphasis

will be given to life and study skills, along with cultural studies of the United States and the local community. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)

EG 0303 Writing Skills I 3 Cr Hrs

This course emphasizes the foundations of standard English through a focus on basic grammar and writing paragraphs and essays. (THIS COURSE WILL NOT COUNT FOR GRADUATION)

EG 0403 Writing Skills II 3 Cr Hrs

This course emphasizes the foundations of standard English through a focus on basic grammar and writing paragraphs and essays. (THIS COURSE WILL NOT COUNT FOR GRADUATION)

EG 0503 Writing Skills III 3 Cr Hrs

This course emphasizes writing thesis statements and the process of writing effective essays in preparation for English Composition I. (THIS COURSE WILL NOT COUNT FOR GRADUATION)

EG 0603 Writing Skill IV 3 Cr Hrs

This course emphasizes writing thesis statements and the process of writing effective essays in preparation for English Composition I. (THIS COURSE WILL NOT COUNT FOR GRADUATION)

EG 1103 English Composition I 3 Cr Hrs

The class emphasizes essentials of composition and selected readings, as well as practice in critical thinking and expository writing.

EG 1113 English Composition II 3 Cr Hrs

This course is an extension of English Composition I and emphasizes diction, style, persuasive writing and a research project.

EG 1203 Business English 3 Cr Hrs

This class is recommended for students wishing to review grammar, punctuation, and spelling rules. This intensive college-level course provides a strong base for business or traditional composition course. This course does not replace English Composition I.

EG 1303 Introduction to Literature 3 Cr Hrs

This class is an introductory study of the short story, drama, poetry and the novel. It is designed to increase understanding and appreciation through analysis of representative writers.

EG 1763 World Literature 3 Cr Hrs

This course is a study of literature from around the world in English, with emphasis upon the diverse historical, geographical and cultural contexts of human values and social orders. Selections will include prose, fiction, poetry and drama from different time periods and regions of the world.

EG 2103 Creative Writing 3 Cr Hrs

This is an introductory course designed of the beginner who is curious about self-expression in writing. Since students in a college creative writing class vary widely in interests and abilities, the course will be flexible enough to serve whoever enrolls through the workshop peer-evaluation approach.

EG 2303 English Literature I 3 Cr Hrs

This course is a chronological survey of English literature from the Anglo-Saxon period through the Restoration. Emphasis is on the literature; however, social and political forces have great influence on literature and will also be considered.

EG 2313 English Literature II 3 Cr Hrs

Emphasizing major writers and influences, this course provides a general survey of English literature from the middle of the Eighteenth Century to the present.

EG 2403 American Literature I 3 Cr Hrs

This course emphasizes major writers and influences from Colonial times to the beginning of the Romantic Era.

EG 2413 American Literature II 3 Cr Hrs

Major authors and literary developments are studied in this chronological survey of American literature from and after the Civil War to the present.

EG 2903 Directed Independent Studies in English 3 Cr Hrs

This class provides students with the opportunity to pursue special interests in English through guided independent study in a chosen area.

## **ENGINEERING**

EN 1014 Directed Independent Study in Engineering 4 Cr Hrs

This course is an independent or small group study of one to four credit hours for students to investigate topics of engineering outside of the regular curriculum offering.

EN 1102 Introduction to Engineering 2 Cr Hrs

(On demand.) A beginning course to acquaint the pre-engineering student with the various disciplines of the engineering field and introduce them to the basic tasks of engineering work.

EN 1202 Engineering Graphics I 2 Cr Hrs

The program is designed to prepare either men or woman in the basics of engineering drafting. The core curriculum is competency based, with each unit developed for specific knowledge and skill to be performed. Draftsmen's activities primarily involve the translation of ideas, rough sketches, specifications, calculations and proposals of engineers, architects, designers and manufacturers into complete detailed and accurate working drawings for using engineering, research, manufacturing, construction and the building trades. Engineering Graphics I is the course competency based curriculum to introduce students to problem-solving situations and teaching them the fundamentals of drafting.

EN 1212 Engineering Graphics II 2 Cr Hrs

The program is designed to prepare either men or women for more advanced drafting room practices in the drafting field over and beyond that offered in Engineering Graphics I. Draftsmen's activities primarily involve the translation of ideas, rough sketches, specifications, calculations and proposals of engineers, architects and designers into complete and accurate working plans for use in the engineering, research, construction, manufacturing or building trades. Engineering Graphics II is an individualized study of advanced basic drafting techniques used to communicate ideas from a designer to the finished product. The study is performed to develop the student as a continuing process of more advanced drafting practices used in problem-solving situations with drafting drawings as the media for communications.

EN 2202 Computer Aided Drafting 2 Cr Hrs

(On demand.) Four hours of laboratory per week. A beginning course in the principles and practices of computer-aided drafting. The course is designed to work through the basics of CAD and its applications. During the semester students will be assigned elementary and advanced drawings to train them in the use of CAD. Specific problems will be presented to make the student aware of CAD applications in civil, mechanical and architectural drafting.

## **GEOGRAPHY**

GE 1103 World Regional Geography 3 Cr Hrs

This course is a study of geography that will examine cultural, economic, physical, and political aspects of the world from a social science perspective. Emphasis will be placed on this topical approach, as will human interaction with the earth in more and lesser-developed settings.

GE 2213 Intro to GIS 3 Cr Hrs

This course will introduce students to the principles of Geographic Information Systems (GIS). Students will become familiar with the four aspects of a GIS: Data collection, database structure, data analysis and data display. Students will explore the applications of GIS in problem solving, as well as the analysis and presentation of spatial data.

## **HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION**

AI 1002 HVACR Orientation to Tools & Safety 2 Cr Hrs

This course contains a brief instruction on the general and specialized tools and equipment used in the HVAC industry.

AI 1003 Electric Motors 3 Cr Hrs

This course will include the basic operating principles of an electric motor. The technician must understand which motor is suitable for each job so that effective troubleshooting can be accomplished and, if necessary, the motor replaced by the proper type.

AI 1005 Diagnosing and Problem Solving 5 Cr Hrs

This course will include troubleshooting mechanical and electrical systems.

AI 1006 Equipment Operation – Cooling 6 Cr Hrs

This course contains instruction on servicing and replacing components in the cooling system.

AI 1007 Equipment Operation – Heating 7 Cr Hrs

This course will include basic principles of gas and electrical heat.

<u>AI 1008 Electrical Controls</u>	<u>8 Cr Hrs</u>
The heating, air-conditioning, ventilation and refrigeration field requires many types and designs of automatic controls to stop or start equipment. Controls provide protection to people and equipment.	
<u>AI 1010 Basics of Refrigeration</u>	<u>10 Cr Hrs</u>
This course contains instruction on basic refrigeration cycles.	
<u>AI 1011 Tubing and Pipe Work</u>	<u>1 Cr Hr</u>
The use of correct tubing, piping, and fitting along with the proper installation is necessary for a refrigeration or air conditioning system to operate correctly.	
<u>AI 1012 Electrical Theory</u>	<u>2 Cr Hrs</u>
This course includes basic electrical theory as it applies to Heating, Ventilation, Air-conditioning, and Refrigeration.	
<u>AI 1021 Equipment Selection</u>	<u>1 Cr Hrs</u>
This course will include system sizing and efficiency and correct applications.	
<u>AI 1022 Sheet Metal Fabrication</u>	<u>2 Cr Hrs</u>
This course contains a brief instruction on sheet metal tools and sheet metal fabrication.	
<u>AI 1031 HVACR Workplace Skills</u>	<u>1 Cr Hr</u>
This course will include proper customer communication, decision making, and problem solving.	
<u>AI 1113 Directed Independent Study in HVAC/R</u>	<u>1-3 Cr Hrs</u>

## HISTORY

<u>HS 1101 History of SW Kansas</u>	<u>1 Cr Hr</u>
This course is designed for the person interested in the history of Southwest Kansas. The course will include major events from Coronado's Passage through the era to the present.	
<u>HS 1303 American History I 1492-1877</u>	<u>3 Cr Hrs</u>
This course will cover the social, political and economic events that have shaped America from 1492 to 1877. The course will survey major events in an interpretative nature to help give some insights in understanding the American Nation.	
<u>HS 1313 American History II 1877-Pres.</u>	<u>3 Cr Hrs</u>
This course will cover the social, political and economic events that have shaped America from 1877 to the present. This course will survey major events in an interpretative nature to help give insights in understanding the American Nation.	
<u>HS 1423 Recent History</u>	<u>3 Cr Hrs</u>
This course will cover the social, political and economic events that have shaped America from 1941 to the present. The course will survey major events in an interpretative nature to help give some insights as to the underlying reasons for events that are taking place today.	
<u>HS 1503 Survey of Western Civilization I</u>	<u>3 Cr Hrs</u>
A course designed to examine the social, political and economical events that have shaped western society from the rise of Mesopotamian civilizations to the Reformation. The course will emphasis the unique nature of each civilization and its contributions to the western world.	
<u>HS 1513 Survey of Western Civilization II</u>	<u>3 Cr Hrs</u>
This course is an examination of the social, political and economical events that have shaped western society from the Age of Discovery to the present. Special attention will be given to those events which have had a major impact on the development of modern western civilization.	
<u>HS 1603 World Civilization I</u>	<u>3 Cr Hrs</u>
World Civilization I is a course designed to examine the social, political, economic, and technological events that have shaped world societies from pre-history to the 17th century. The course will emphasize the unique nature of each civilization and its contributions to the global community, as well as the interactions between these civilizations.	
<u>HS 1613 World Civilization II</u>	<u>3 Cr Hrs</u>
World Civilization II is a course designed to examine the social, political, economic, and technological events that have shaped world societies the 17th century to the present. The course will emphasize those events which have had a major impact on the development of the modern world.	
<u>HS 1803 The Indian in American History</u>	<u>3 Cr Hrs</u>
This is a survey course of North American Indian history from prehistoric times up to the present. The course will discuss selected Native American Indian groups, their migrations, developments and prominent leaders, as a	

means of illustrating the course of their history. The course will also discuss related topics such as religion, kinship, economics, warfare and culture change, to emphasize the history and heritage of the American Indian as an active participant in the creation of American History. The relationship between Indian groups and Euro-Americans from contact to the present, including removal and Federal Indian policy, will be presented in an unbiased manner. Research will be presented from the fields of anthropology, sociology, social psychology, as well as from history, to create a broader, richer history of the American Indian.

## JOURNALISM

<u>JN 1103 Digital Color Photography</u>	<u>3 Cr Hrs</u>
This course covers essential digital photography techniques for photojournalism. Students will be taught a range of topics surrounding digital photography, including camera technology, advice for photographic composition, how to cover a photojournalism assignment and tips and techniques for preparing images for output in print and on the Web.	
<u>JN 1203 News Writing I</u>	<u>3 Cr Hrs</u>
This course covers the development of journalistic style and practice in the objective handling of news events. Students will be taught media trends, Associated Press news style, lead writing, how to organize and develop a news story, interviewing techniques, various writing and assignment styles, and an introduction to media law and ethics.	
<u>JN 1213 News Writing II</u>	<u>3 Cr Hrs</u>
This course advances the news writing style learned in News Writing I with more in depth writing assignments. The course continues to expand Associated Press news style, how to improve lead writing and organizational skills in areas of news, features, sports, reviews, and column/editorial writing. News Writing II will include a continuing discussion of media law and ethics. Prerequisite: JN 1203	
<u>JN 1313 Newspaper Practicum I</u>	<u>3 Cr Hrs</u>
Newspaper Practicum is an instructional writing and design course combined with a lab format that includes hands-on writing and design techniques. Practical skills in design, interviewing, news writing styles, editing, photography, advertising, and Web site design will be taught during the actual production and distribution of the student newspaper, the Crusader, and maintenance of the student Web site, CrusaderNews.com. Students will develop a portfolio project notebook during the course.	
<u>JN 1323 Newspaper Practicum II</u>	<u>3 Cr Hrs</u>
Newspaper Practicum is an instructional writing and design course combined with a lab format that includes hands-on writing and design techniques. Practical skills in design, interviewing, news writing styles, editing, photography, advertising, and Web site design will be taught during the actual production and distribution of the student newspaper, the Crusader, and maintenance of the student Web site, CrusaderNews.com. Students will develop a portfolio project notebook during the course.	
<u>JN 1333 Newspaper Practicum III</u>	<u>3 Cr Hrs</u>
Newspaper Practicum is an instructional writing and design course combined with a lab format that includes hands-on writing and design techniques. Practical skills in design, interviewing, news writing styles, editing, photography, advertising, and Web site design will be taught during the actual production and distribution of the student newspaper, the Crusader, and maintenance of the student Web site, CrusaderNews.com. Students will develop a portfolio project notebook during the course.	
<u>JN 1343 Newspaper Practicum IV</u>	<u>3 Cr Hrs</u>
Newspaper Practicum is a two hour lecture course with a one hour lab format. Practical news writing, interviewing, editing, news budgeting, photography, advertising, ad design and paginations layout procedures will be practiced in the actual production and distribution of the college newspaper, the Crusader.	
<u>JN 1603 Intro to Mass Communications</u>	<u>3 Cr Hrs</u>
This course introduces the history, values, and structure of mass communications and discusses the enormous impact of mass media on society and culture. Mass media considered include advertising, books, newspapers, magazines, radio, television, movies, the Internet, and public relations.	

JN 1903 Directed Independent Studies in Journalism 3 Cr Hrs

This course will give students the opportunity to pursue special interests in journalism through guided independent study in a chosen area of journalism. It is designed to increase each student's knowledge of the journalistic field.

**LIBRARY SCIENCE**

LS 1102 Introduction to Library 2 Cr Hrs

This course is designed to acquaint the students with the college Library and the way it can be used by them during their college career. It encourages them to broaden their backgrounds and to learn beyond the textbook by introducing them to the resources of the library.

LS 1203 Library Internship I 3 Cr Hrs

(By arrangement for 3,375 minutes.) This course is designed to give the student experience in actually working in a library. Practical experience at the circulation desk, shelving books and simple library procedures are emphasized. Constant stress is placed upon the fact that the library worker should be service oriented. This work experience is gained in the college Library under the supervision of the director and the LIBRARY technicians.

LS 1213 Library Internship II 3 Cr Hrs

This course is designed as an extension of Library Internship I. The student will gain practical experience by working six hours per week in either a public or school library under the supervision of a qualified librarian.

**MACHINE TOOL TECHNOLOGY**

MC 1001 Professional Development for Machinists 1 Cr Hr

This 1 credit hour course is designed to strengthen the student's employability skills in the manufacturing sector.

MC 1002 Orientation & Introduction to Mach Tool Technology 2 Cr Hrs

This 2 credit hour course is designed to familiarize and orient students to safe workplace practices in material handling, machine tool identification, machine tool operations and safeguarding, handling of tooling, handling and application of cutting fluids and lubricants, personal precautions and the use of personal protective equipment (PPE).

MC 1003 Precision Measurement 3 Cr Hrs

This 3 credit hour course is designed to introduce and orient the student to the science of dimensional metrology and its applications.

MC 1005 Vertical Milling Machine 5 Cr Hrs

This 5 credit hour course is designed to introduce and orient the student to setups and operations of the vertical spindle milling machine.

MC 1006 Engine Lathe 6 Cr Hrs

This 6 credit hour course is designed to introduce and orient the student to setups and operations of the engine lathe.

MC 1009 CNC Vertical Machining Center 9 Cr Hrs

This 9 credit hour course is designed to introduce and orient the student to setups and operations of the CNC Vertical Machining Center.

MC 1012 Blue Print Reading 2 Cr Hrs

In this 2 credit hour course the student will learn to read and interpret shop prints and engineering drawings based on the latest ANSI standards. The student will learn to identify specific line types and their purpose as well as dimensioning and tolerancing practices through sketching techniques. The student will also gain knowledge in geometric dimensioning and tolerancing known as GDT.

MC 1015 Computer Aided Manufacturing 5 Cr Hrs

This 5 credit hour course is designed to introduce and orient the student to utilizing programming software to enhance CNC programming and machining.

MC 1019 CNC Horizontal Turning Center 9 Cr Hrs

This 9 credit hour course is designed to introduce and orient the student to setups and operations of the CNC Horizontal Turning Center.

MC 1022 Math for Machine Tool Technology 2 Cr Hrs

This 2 credit hour course is designed to enhance and demonstrate the need for mathematical skills in the manufacturing trade.

MC 1032 Manual Operations: Bench work/Layout 2 Cr Hrs

This 2 credit hour course is designed to orient students to the correct care and use of bench tools (cutting and non-cutting), as well as layout techniques.

MC 1042 Drill Press 2 Cr Hrs

This 2 credit hour course is designed to introduce and orient the student to setups and operations of the drilling machine.

MC 1113 Directed Independent Study in Machine Tool 1-3 Cr Hrs

**MATHEMATICS**

MA 0013 Basic Arithmetic 3 Cr Hrs

This course provides an opportunity for students to develop basic math skill operation and receive individual basic math skill operation and receive individual help to acquire beginning skills in basic operations and practical applications. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)

MA 0033 Advanced Arithmetic 3 Cr Hrs

This course is for the college student whose grasp of arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of whole numbers, integers, decimals and fractions, as well as ratio, percent and simple equations will be emphasized. THIS COURSE DOES NOT COUNT TOWARD GRADUATION.

MA 0043 Beginning Algebra 3 Cr Hrs

This course is for the college student who has not had an algebra course previously or for the student who needs a refresher course in the basic algebra concepts. Successful completion of this course should prepare the student for Intermediate Algebra. THIS COURSE DOES NOT COUNT TOWARD GRADUATION.

MA 0113 Basic Applications Math 3 Cr Hrs

This course is for the student whose basic skills is weak and is designed to help develop college level skills in Addition, Subtraction, Multiplication, and Division. Emphasis will be on Integers, Prime Numbers, Common and Decimal Fractions, as well as ratios and percent problems.

MA 1103 Intermediate Algebra 3 Cr Hrs

This course is a study of basic algebra, beginning with signed numbers and continuing through quadratic equations. Coverage includes a brief review of basic definitions, properties and operations of signed numbers and algebraic expressions; linear equations and inequalities in one variable; rectangular coordinates, functions and graphs; slope and graphs of linear equations; polynomials and factoring; rational expressions; radicals and complex numbers; quadratic equations, inequalities and graphs; and systems of equations, inequalities and graphs; and systems of equations and inequalities.

MA 1173 College Algebra 3 Cr Hrs

This is the first course in the college mathematics curriculum for mathematics and allied majors. Success in college level mathematics courses begins with a good understanding of algebra and the goal of this course is to help the student develop that understanding. It may be taken simultaneously with Trigonometry and serves as a prerequisite to Analytic Geometry and Calculus I. Many other programs recommended College Algebra or its level of competency for continued study learning to a related field.

MA 1183 Trigonometry 3 Cr Hrs

This course is a study moving from triangular to analytical trigonometry. The course further serves as necessary background for the calculus sequence in mathematics and for a study of physics.

MA 2103 Elementary Statistics 3 Cr Hrs

This course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizations reports, newspaper and magazine articles, and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions.

MA 2304 Business Calculus 4 Cr Hrs

This course is an introduction to calculus and the methods of calculus, with applications to business, economics, the social and behavioral sciences, life sciences as an ecology, health, agricultural and other fields. For the non-mathematics majors needing some calculus skills.

MA 2605 Analytic Geometry/Calculus I 5 Cr Hrs

Calculus is the study of variables and functions with emphasis on the changing, dynamic properties of relationships that can be described mathematically. This course is to provide students majoring in mathematics, science, computer programming, engineering and many non-science fields an opportunity to begin a study of analysis. The tools of calculus, including



differentiation and integration of functions, are studied and used in geometric and various applied problems.

MA 2615 Analytic Geometry/Calculus II 5 Cr Hrs

This course is a continuation of MA 2605, Analytic Geometry/Calculus I, in which the tools of single variable differential and integral calculus are further developed. Applications of these mathematical tools are investigated. Polar coordinates and vectors in two dimensions are studied.

MA 2625 Calculus III 5 Cr Hrs

This course is a continuation of MA2615 in which the tools of differential and integral calculus are further developed. Study includes three dimensional vectors, partial differentiation, and multiple integration.

MA 2703 Linear Algebra 3 Cr Hrs

This course is a study of matrix algebra, determinants, linear equations, vectors and vector spaces, and linear transformations.

MA 2903 Differential Equations 3 Cr Hrs

A differential equation is an equation that contains derivatives or differentials of one or more functions. In this course, we will study Ordinary Differential Equations; that is, differential equations in which the unknown factor in the equation depends upon only one independent variable. We will consider First Order Differential Equations, Higher Order Differential Equations, Linear Differential Equations (both Homogeneous and Non-Homogeneous), Laplace Transforms, Inverse Laplace Transforms, Solutions by Infinite Series, and Solutions to Linear Systems of Differential Equations, with many applications. This course is designed for those majoring in Mathematics, Mathematical Sciences and Engineering.

**MEDICAL ASSISTANT**

ME 1003 Medical Terminology for Medical Assistants 3 Cr Hrs

The content of this course focuses on the introduction to medical terminology. Vocabulary is explored to structure of word, prefixes, suffixes and root words. Emphasis is on proper usage, pronunciation, spelling and definition of each of the structures commonly used in the medical field.

ME 1004 Patient Care I 4 Cr Hrs

Introduces students to the patient care skills required by the Medical Assistant including standard precautions, vital signs, and patient transfer. All students are expected to take the State of Kansas Nurse Aide exam upon completion of the class.

ME 1023 Human Body in Health and Disease 3 Cr Hrs

This course focuses on basic anatomy for Medical Assistants. General body systems with their structure and functions are focused on. Spelling and use of medical terminology are required.

ME 1033 Insurance Billing & Coding 3 Cr Hrs

Explores the medical insurance system and related billing and coding. Students learn how to complete insurance claim forms, perform referrals, and apply the correct procedure, diagnostic, and HCPCS code.

ME 1042 Professional Issues 2 Cr Hrs

This course covers professional, legal, and ethics issues in the healthcare field. Emphasis is placed on communicating in a caring, professional manner.

ME 1104 Patient Care II 4 Cr Hrs

This course focuses on the Medical Assistant in the clinical area. Office surgery, therapeutic exercise and body mechanics, laboratory procedures and laws are presented. Prerequisite: Patient Care I

ME 1105 Externship 5 Cr Hrs

This is a clinical externship in a doctor's office. 240 clock hours is required. No monetary compensation is to be earned during this time. Provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry level health care professional.

ME1111 Safety and Emergency Practices 1 Cr Hr

This class will explore safety and emergency practices relevant to Medical Assistant practice. Focus is placed on the quality control measures needed to prevent illness and injury.

ME1121 Pharmacology Administration 1 Cr Hr

Prepares students to prepare and administer medications via several routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis is placed on safe and accurate administration.

ME 1123 Directed Independent Study in Medical Assistant 1-3 Cr Hrs

ME 1124 Clinical Laboratory Diagnostics 4 Cr Hrs

This course introduces the clinical lab diagnostic tests performed by the Medical Assistant Students perform a variety of CLIA waived tests. Emphasis is placed on skillful venipuncture and capillary puncture.

ME 1133 Pharmacology 3 Cr Hrs

Provides and introduction to the classifications, effects, side effects and adverse reactions for medications. Includes drug regulations and standards and calculations of drug dosages.

ME 1203 Administrative Aspects I 3 Cr Hrs

This course provides an introduction to the administrative skills need for a medical office. Students learn how to maintain medical records, manage appointments, and perform routine office duties.

ME 1213 Administrative Aspects II 3 Cr Hrs

This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

**MODERN LANGUAGES**

ML 1102 Conversational Spanish I 2 Cr Hrs

The primary focus of this class is to create the ability to understand basic native spoken and written Spanish and to increase the skill of expressing every-day situations. The student may anticipate a limited ability to speak and understand Spanish upon completing this course.

ML 1112 Conversational Spanish II 2 Cr Hrs

This course is a continuation of Conversational Spanish I, and will provide the student with a basis for communication in the workplace and business with an emphasis on practical "Command Spanish."

ML 1205 Elementary Spanish I 5 Cr Hrs

This course develops fundamental skills in pronunciation and comprehension of practical phrases, with minimum essentials of grammar. The course further develops basic skills in reading simple Spanish prose and an appreciation of Latin American life and culture.

ML 1215 Elementary Spanish II 5 Cr Hrs

This course develops fundamental skills in pronunciation and comprehension of practical phrases with minimum essentials of grammar. The course further develops basic skills in reading simple Spanish prose and an appreciation of Latin American life and culture. (Not recommended to students with credit in high school Spanish.)

ML 1302 Conversational French I 2 Cr Hrs

This class is designed to help the student gain an insight into speaking the French language. The student will learn to make basic statements, ask simple questions and build a vocabulary of French words.

ML 1405 Elementary French I 5 Cr Hrs

This course is an integrated introduction to beginning French. Students develop fundamental skills in speaking, comprehension, reading, and writing of the French language.

ML 1415 Elementary French II 5 Cr Hrs

This course is a continuation of Elementary French I, with the completion of the basic structure of Modern French. Equal emphasis is placed on the spoken language, reading, writing, comprehension and cultural awareness.

ML 1602 Conversational German I 2 Cr Hrs

This course is designed to help the student gain an insight into speaking and understanding the German language. Elementary conversation and a rudimentary emphasis on translations and reading will be stressed.

ML 1612 Conversational German II 2 Cr Hrs

This course is a continuation of Conversational German I and is designed to help the student gain a further insight into speaking and understanding the German language. Elementary conversation and a rudimentary emphasis on translation and reading will be stressed.

ML 2203 Selected Spanish Readings 3 Cr Hrs

(On demand.) This class is conducted in Spanish with minimum English instruction and focuses on readings of Spanish and Latin American literature.

ML 2213 Spanish Composition 3 Cr Hrs  
(On demand.) The course is designed to develop the students' abilities to express their thoughts in correct, well-structured Spanish and to provide them, regardless of level, with an independent study meeting their own needs and interests.

ML 2903 Directed Independent Study in Mod Lang 3 Cr Hrs  
This course provides students with the opportunity to pursue special interests in Modern Languages through a guided independent study in a chosen area.

#### **MEDICAL LABORATORY TECHNOLOGY**

MT 1102 Medical Terminology 3 Cr Hrs  
This course introduces Latin and Greek root words, prefixes and suffixes, and is designed to give the student a working vocabulary for science and health occupation courses.

MT 1203 Intro to Medical Technology 3 Cr Hrs  
A two credit hours lecture and one credit hour laboratory course designed to acquaint the student with the wide variety of procedures performed in a clinical laboratory. Laboratory skills involving measurement and instrumentation are introduced. Topics to be covered include safety, medical terminology, basic mathematics, specimen collection, microscope use, staining procedures, professional behavior, ethics, use of general lab equipment, introductory procedures in serology, urinalysis, chemistry, hematology, blood banking, and microbiology. The laboratory time will enhance the knowledge gained in the lecture by allowing the student to work in the simulation of the laboratory at the Epworth Allied Health Center. This course will utilize computer technology to enhance student learning.

MT 1302 Phlebotomy for the Multi-skilled Practitioner 2 Cr Hrs  
This course is designed to teach phlebotomy skills for the multi-skilled practitioner. The course will consist of lecture and laboratory sessions. Participants will obtain phlebotomy skills to proficiently obtain blood specimens by vein puncture and dermal techniques.

MT 1903 Basic Immunology 3 Cr Hrs  
A survey of basic immunological principles is presented for the student to provide a general orientation to immunology. Certain concepts and the major effectors of immune responses are introduced and more detailed discussions are held later in the course. Central aspects of humeral and cellular immune responses, both specific and non-specific are covered. Exploration of special topics in immunology such as autoimmunity and immunodeficiency is held. Immunologic principles of laboratory diagnosis of human disease are emphasized. This course utilizes computer technology to enhance student learning.

MT 2205 Hematology / Coagulation 5 Cr Hrs  
The student will study the formed cell elements in the blood which will include their formation, morphology and function in normal and pathologic processes. A study of hemostasis and coagulation in normal and disease processes will be explored. Identification of significant cellular changes is stressed. The student, with the aid of the MLT student laboratory and/or clinical affiliate site, will be able to enhance the knowledge gained in lecture and to develop competency in blood cell counting, performance of normal and abnormal blood smear differentials, staining, and special hematological procedures common in clinical laboratories. Association of common pathological states with histograms and common cytochemical stains will be provided. Blood coagulation function testing and coagulation lab will be studies, performed and evaluated. Prescribed safety practices will be reviewed and followed. This course will utilize computer technology to enhance student learning.

MT 2305 Pathogenic Microbiology 5 Cr Hrs  
This three credit hour lecture and two credit hour laboratory course will survey microbiology as it is applicable to a clinical laboratory. Procedures for routine specimen collection will be discussed and practiced. Normal flora and possible pathogenic bacteria will be identified by morphology, staining characteristics, colonial morphology, growth on selective media, biochemical testing and serological methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. Study of viruses and Chlamydia will be limited to the processing and handling of specimens for consultant referral and principles of serological testing. Normal and pathogenic parasites and fungal elements will be identified and procedures

utilized for proper identification will be discussed. This course will utilize computer technology to enhance student learning.

MT 2405 Clinical Chemistry 5 Cr Hrs  
PREREQUISITE: Admission to the MLT program. This three credit hour lecture and two credit hour laboratory course will cover the physiology of the body and the biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthful periods. Basic interpretation of biochemistry and the concentration of enzymes, carbohydrates, lipids, proteins, electrolytes and blood gases will be discussed. The need for drug testing and evaluation will also be a part of this curriculum. The student will perform routine clinical tests on biological fluids, maintain quality assurance records, and perform preventative maintenance on instrumentation. This course will utilize computer technology to enhance student learning.

MT 2505 Blood Bank / Serology 5 Cr Hrs  
This course is a study of the immunology of blood, including those principles and practices that are known collectively as blood banking. An overview of blood component collection and component preparation is presented. Basic concepts of genetics, immunology and antiglobulin testing are included as a foundation for the understanding of the blood group systems and antibody detection and identification. Current transfusion practices are discussed. An in-depth overview of various clinical conditions with related blood banking practices is provided. An introduction to HLA systems, testing methods and applications is presented. A comprehensive overview of the concept of quality assurance, safety and regulatory issues is covered. Also included are principles and procedures used in the serological identification of disease states. This course will utilize computer technology to enhance student learning.

MT 2601 Clinical Practicum Hematology/Coagulation 1 Cr Hr  
The student will perform procedures in the clinical affiliate student lab working as an independent laboratorian, with specimens set up from each major course area the student had completed, with emphasis in hematology and coagulation analyses. Normal work flow with stats and difficult problem solving situations interspersed will be handled by the student. This course will utilize computer technology to enhance student learning.

MT 2611 Clinical Practicum Path Microbiology 1 Cr Hr  
One credit hour laboratory session. The student will perform procedures in the clinical affiliate lab working as an independent laboratorian, with specimens set up from each major course area the student has completed, with emphasis in microbiology. Normal work flow with stats and difficult problem solving situations interspersed will be handled by the student. This course will utilize computer technology to enhance student learning.

MT 2621 Clinical Practicum Blood Bank/Serology 1 Cr Hr  
The student will perform procedures in the clinical affiliate lab working as an independent laboratorian, with specimens set up from each major course area the student has completed, with emphasis in blood banking and serology analyses. Normal work flow with stats and difficult problem solving situations interspersed will be handled by the student. This course will utilize computer technology to enhance student learning.

MT 2631 Clinical Practicum Clinical Chemistry 1 Cr Hr  
The student will perform procedures in the clinical affiliate lab working as an independent laboratorian, with specimens set up from each major course area the student has completed, with emphasis in clinical chemistry. Normal work flow with stats and difficult program solving situations interspersed will be handled by the student. This course will utilize computer technology to enhance student learning.

MT 2703 Body Fluids 3 Cr Hrs  
This two credit hour lecture and one credit hour laboratory course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing routine urinalysis and body fluid analysis. Correlation of abnormal findings and disease states will be discussed. Other body fluids covered in this course include: feces, seminal, amniotic, cerebrospinal, pleural, pericardial, and peritoneal. Discrimination between normal and abnormal findings and relating this knowledge to disease states will be included in the course material. This course will utilize computer technology to enhance student learning.

MT 2883 Basic Spanish Medical Personnel 13 Cr Hrs  
This course teaches fundamentals of the pronunciation and structure of the Spanish language, together with practice in listening, speaking and very basic

reading and writing in Spanish, with strong emphasis on vocabulary related to medical situations. Many aspects of Hispanic culture will be studied, especially those which relate specifically to health care. The course is designed for students planning careers in health-related professions.

MT 2907 Advanced Clinical Practicum 7 Cr Hrs

Students will work one-on-one with clinical instructors to refine clinical laboratory skills within a designated clinical affiliate laboratory. This rotation will include 480 hours of clinical practicum experience. This course will integrate knowledge gained in all MLT courses with practical experience in coagulation, chemistry, microbiology, hematology, blood banking, serology and urinalysis.

## MUSIC

MU 1101 Chorus I-IV 1 Cr Hr

Open admission to college students. Focus on correct vocal technique and choral style. Performance of sacred and secular music literature representing all style periods. Several public programs and one concert each semester.

MU 1201 Rock Band I-IV 1 Cr Hr

Study through performance of music for rock band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (fall and spring). Community performances are also possible.

MU 1203 Introduction to Music 3 Cr Hrs

This course is an overview of music through the ages, its place in society, its language and its masterworks. An elective designed to provide the student with additional breadth and enjoyment through listening and discussion of selected works.

MU 1303 Theory I 3 Cr Hrs

(First semester.) A study of major and minor scales, intervals, primary and secondary triads, cadences and part-writing exercises. Applications at the piano of harmonic progressions and principles in this course.

MU 1313 Theory II 3 Cr Hrs

(Second semester.) This course is a continuation of Music Theory I, including the dominant seventh and supertonic seventh chords, modulation and non-harmonic tones. Applications at the piano of principles and techniques presented in this course.

MU 1323 Theory III 3 Cr Hrs

This course is a continuation of Music Theory II, including seventh chords, altered chords, advanced modulation and voice leadings.

MU 1333 Theory IV 3 Cr Hrs

This course is a continuation of Music Theory III and includes the study of the harmonic practices of the late 19th Century and into the 20th Century, and application of principles through performance and written exercises.

MU 1402 Sight Singing & Ear Train I 2 Cr Hrs

(First semester.) This course includes harmonic and melodic dictation, applying principles and techniques presented in Music Theory I, along with development of sight reading skills.

MU 1403 Multi-Track and Midi Recording 3 Cr Hrs

This course is an introduction to studio recording. Each student will become familiar with the use of a mixer board. Multi-track recording from 2 tracks to 8 track recording will be discussed. A variety of hands-on opportunities will be available.

MU 1412 Sight Singing & Ear Train II 2 Cr Hrs

(Second semester.) This course includes harmonic and melodic dictation, and applying principles and techniques presented in Music Theory II.

MU 1413 Finale I: Intro/Music Notation 3 Cr Hrs

This course is to provide instruction in the use of Finale music notation software.

MU 1501 Select Choral Ensemble 1 Cr Hr

A small select group (12-16) of singers chosen by audition. Emphasis is on music of all styles, including secular, jazz, spirituals, pop and music theater/Broadway. Choreography and dancing. Audition required.

MU 1701 Class Piano I 1 Cr Hr

Private instruction in the area of classical piano. \*Class piano I: Little or no piano experience. \*Class Piano II: Continuation of Class Piano I. \*Class Piano III: Continuation of Class Piano Class II. \*Class Piano IV: Continuation of Class Piano III.

MU 1711 Class Piano II 1 Cr Hr

Private instruction in the area of class piano. \*Class Piano I: Little or no piano experience. \*Class Piano II: Continuation of Class Piano I. \*Class Piano III: Continuation of Class Piano II. \*Class Piano IV: Continuation of Class Piano III.

MU 1803 Introduction to Jazz/Jazz Rock 3 Cr Hrs

History of jazz from its beginning to the present rock styles which utilize jazz. The appreciation of the art form will be studied through the elements that make up all music. Special emphasis will be given to the development of jazz and its contribution to the American culture.

MU 2002 Music Literature I 2 Cr Hrs

This course is an introduction to music from Classical Greece through the Baroque Era (800 B.C.-1750) and is designed for the music major transferring to four-year institutions.

MU 2012 Music Literature II 2 Cr Hrs

This course is a continuation of Music Literature I and includes music from the classical era to modern (1770-present) and is designed for the music major transferring to four-year institutions.

MU 2202 Introduction to Conducting 3 Cr Hrs

An introduction into vocal and instrumental conducting, starting with basic beat patterns and progressing into more advanced rhythms. Besides having a chance to conduct in class, the student will have a chance to conduct in front of the choir or wind ensemble. This should enhance the appreciation and apprehension of being in front of an ensemble.

MU 2402 Sight Singing & Ear Train III 2 Cr Hrs

This course consists of harmonic and melodic dictation, and applying principles and techniques presented in Music Theory III, together with further development of sight reading skills, including all major and minor keys and simple part singing.

MU 2412 Sight Singing & Ear Train IV 2 Cr Hrs

This course included harmonic and melodic dictation and applying principles and techniques presented in Music Theory IV.

MU 2501 Saints Brass and Wind I-IV 1 Cr Hr

Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music.

MU 2701 Class Piano III 1 Cr Hr

Private instructions in the area of classical piano. \*Class Piano I: Little or no piano experience. \*Class Piano II: Continuation of Class Piano I. \*Class Piano III: Continuation of Class Piano II. \*Class Piano IV: Continuation of Class Piano III.

MU 2711 Class Piano IV 1 Cr Hr

Private instructions in the area of classical piano\*. Class Piano I: Little or no piano experience. \*Class Piano II: Continuation of Class Piano I. \*Class Piano III: Continuation of Class Piano II. \*Class Piano IV: Continuation of Class Piano III.

MU 2811 Wind Ensemble I-IV 1 Cr Hr

Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall & Spring). Community performances are possible.

MU 2903 Directed Independent Studies in Music 3 Cr Hrs

This course is designed for those students who wish to pursue special interests in music.

MU G1602 Applications Music I-IV Guitar 2 Cr Hrs

One credit hour for private instruction in the area of guitar. Student recital performance is required. Two hours credit for music majors only by permission of instructor.

MU I1602 Applications Music I-IV Instrument 2 Cr Hrs

One credit hour for private instruction in the area of instrument. Student recital performance is required. Two hours credit for music majors only by permission of instructor.

MU P1602 Applications Music I-IV Piano 2 Cr Hrs

One credit hour for private instruction in the area of piano. Student recital performance is required. Two hours credit for music majors only by permission of instructor.

MU S1602 Applications Music I-IV Strings 2 Cr Hrs

One credit hour for private instruction in the area of string instruments. Student recital performance is required. Two hours credit for music majors only by permission of instructor.

MU V1602 Applications Music I-IV Voice 2 Cr Hrs

One credit hour for private instruction in the area of voice. Student recital performance is required. Two hours credit for music majors only by permission of instructor.

**NURSING**

NR 1101 Home Health Aide 1 Cr Hr

One credit hour lecture course. This is a two day seminar course with course description to be determined by topic covered.

NR 1103 Basic Pharmacology 3 Cr Hrs

A theory course designed to introduce the student to basic pharmacologic concepts. Areas of emphasis include legal issues, drug actions and drug classifications.

NR 1106 Medication Aide 6 Cr Hrs

This course is designed to provide the student with a basic knowledge of oral medications and their safe administration. It covers the systems of the body and the effect of medications on these systems. Special emphasis is given to the aging process and what this does to the drug utilization by the body.

NR 1109 Nursing Home Aide (CNA) 9 Cr Hrs

This course is designed to enhance basic care-giving skills, human understanding, and attitude, all of which are necessary to render services to residents of an adult care facility. Emphasis is placed on the normal needs of the geriatric resident and specific individual physical, psychosocial environmental, and spiritual needs. This course prepares students to sit for the state examination to gain certification as a Nurse Aide.

NR 1111 Continuing Education Nursing 1 Cr Hr

One credit hour lecture course. This is a two day seminar course with course description to be determined by topic covered.

NR 1113 IV Therapy for the LPN 3 Cr Hrs

A classroom and clinical course designed to prepare the licensed practical nurse to perform limited and expanded administration of IV therapy under the supervision of a registered professional nurse. Prerequisite: To be eligible to enroll in the IV fluid therapy course, the individual shall be a nurse with a current Kansas license.

NR 1115 Fundamentals of Nursing 5 Cr Hrs

A three credit hour theory and two credit hour clinical course designed to provide the student with a knowledge base of the fundamentals of nursing practice. The nursing process is utilized as the framework to introduce students to the development of nursing diagnosis based on actual or potential health problems, human responses and to the nursing roles of provider of care and member within the discipline of nursing. Included is introductory information concerning nursing skills, ethical/legal aspects of nursing, techniques of interpersonal communication, critical thinking, and pharmacology. The clinical component of this course requires the student to care for clients in both acute and long-term care facilities. Prerequisite: Admission to the Practical Nursing program.

NR 1202 Gerontological Nursing 2 Cr Hrs

A one credit hour theory and one credit hour clinical course designed to provide the student with nursing principles as relevant to the care of the geriatric patient. The nursing roles of provider of care and member within the discipline of nursing are emphasized as they apply to Gerontological nursing. The nursing process serves as a guide for implementing nursing care and evaluating human response to actual or potential health problems of the geriatric population. Included is a development of a knowledge base in the areas of physiological, sociological, psychological, and emotional changes which occur with the aging process. Integrated throughout the course are concepts relating to illness prevalent in the geriatric populace as well as therapeutic regimes. Curriculum threads of pharmacology, communication, critical thinking, and client teaching are integrated throughout the course. Pre-requisite: Admission to the Practical Nursing program.

NR 1507 Medical/Surgical Nursing 7 Cr Hrs

Seven credit hours. A five credit hour theory and two credit hour clinical course. Through classroom and laboratory experiences the student is provided with a knowledge base of appropriate nursing interventions employed when providing care for adults exhibiting a human response to actual or potential health problems. Nursing care is delivered through the application of the nursing process. The nursing roles of provider of care and member within the discipline of nursing are emphasized throughout the

course. Included are common diagnostic, therapeutic and nursing care measures relevant to these medical-surgical entities. Curriculum threads of critical thinking, pharmacology, communication, and client teaching are woven throughout the course. Prerequisite: Admission to the Practical Nursing program.

NR 1605 Maternal Child Health 5 Cr Hrs

This course emphasizes utilization of the nursing process to meet the human responses of child-bearing families and children from infancy through adolescence with actual or potential health problems. The practical nurse's role will allow the student to function as provider of care and member within the discipline of nursing as these roles relate to maternal child nursing. Curriculum threads of pharmacology, communication, critical thinking, and client teaching are integrated throughout the course. Pre-requisite: Successful completion of all other courses within the Practical Nursing curriculum.

NR 1705 Role Develop/Practicum Nursing 5 Cr Hrs

This is a three credit hour theory and two credit hour clinical course focusing on understanding the role of the practical nurse as a manager and provider of care under direct supervision. The practical nurses function as a member within the discipline of nursing is emphasized. Curriculum threads of pharmacology, communication, client teaching, and critical thinking are utilized while providing care for a group of patients in an acute or long term care health care facility. Utilizing the nursing process, the student identifies human responses to actual or potential health problems to determine appropriate nursing care. The clinical experience utilizes eight hour shifts to enhance the student's educational experience.

NR 2101 From LPN to ADN 1 Cr Hr

One credit hour. The content of this theory course is to orient the practical nurse (LPN, LVN) returning to school for an associate degree in nursing to the curriculum. Content will be individualized based on student experiences and needs. Role changes from LPN to RN are discussed in relation to SCCC's nursing philosophy and conceptual framework. Emphasis will be placed on use of critical thinking, communication, medication calculations, and the nursing process as integral tools of nursing practice. The student will have an opportunity to socialize into the student role before integrating into a classroom of generic students. Pre-requisite: Graduate from LPN/LVN program.

NR 2103 Integration Seminar 3 Cr Hrs

Three credit hours. This required elective theory seminar course provides an opportunity for students to integrate their nursing educational experiences, applying concepts, principles, and critical thinking to solve problems and make decisions in simulated client care situations which include communication, pharmacology, and client teaching. This course is designed to facilitate successful entry into nursing practice and is required for those students who achieve a NCLEX-RN probability success score of below 850 on the initial HESI comprehensive exit exam. Pre-requisite: Admission to the ADN program or previously completed a professional nursing program.

NR 2111 Neonatal Resuscitation 1 Cr Hr

One credit hour theory with a practicum mock code at the finish of the course. This is a course in which focus is on assisting persons involved in neonatal resuscitation in the hospital and delivery setting. Those newborns exhibiting an actual or potential health problem requiring resuscitation will be emphasized utilized the American Heart Association and American Academy of Pediatrics material published for Neonatal Resuscitation. Students who successfully complete the theory portion of the course qualify for the mock code, which when successfully completed results in certification for Neonatal Resuscitation.

NR 2113 Applications Nutrition for Health 3 Cr Hrs

Three credit hour lecture course. This course is an introduction to the interrelationships among nutrition, food, and the environment as they impact health status. The effect of nutrition and diet on the promotion and maintenance of health and wellness, and in the prevention and management of various diseases, illnesses and disorders in individuals is addressed.

NR 2121 Prep for NCLEX-RN) 1 Cr Hr

The focus of this theory course is to allow the student to identify areas of nursing knowledge that require further enhancement for practice application. The student will accept responsibility for contributing to knowledge acquisition and analysis of individual strengths and areas of improvement.



NR 2131 Anxiety Disorders 1 Cr Hr

This is a two-day seminar course with the first day dealing with anxiety disorders and the second day dealing with long-term care culture issues.

NR 2201 Diabetes Update 1 Cr Hr

This seminar course will discuss issues related to the disease process of Diabetes Mellitus with emphasis on prevention and treatment of diabetic wounds.

NR 2404 Adult and Child Care I 4 Cr Hrs

Four credit hours. A two credit hour theory and two credit hour clinical course. The classroom and clinical are designed to assist the student to integrate the nursing process in caring for clients responses to actual or potential health problems across the lifespan. Students are challenged to think critically as they inter-relate the client's physiological systems, growth & development, family, mental & spiritual aspects, culture, lab values, medications and their impact on client teaching, planning of care, and communication. The roles of the associate degree nurse as provider and manager of care and member within the discipline of nursing are emphasized. Pre-requisite: Admission to the ADN program.

NR 2414 Adult and Child Care II 4 Cr Hrs

Four credit hours. A three credit hour theory and one credit hour clinical course designed to assist students in integrating the nursing process into nursing practice. The student utilizes the roles of provider and manager of care and member within the discipline of nursing to provide nursing care based on client responses to actual or potential health problems across the life span. Students are challenged to think critically as they inter-relate the client's physiological systems, growth & development, family, mental and spiritual aspects, lab values, medications and their impact on client teaching, communication, and planning of care. Pre-requisite: Successful completion of Adult and Child Care I and all academic requirements with a grade of C or above.

NR 2503 Mental Health Nursing 3 Cr Hrs

Three credit hours. Two credit hour theory and one credit hour clinical course. The nursing process serves as a framework for studying behavior along a continuum, ranging from mental health to mental illness. The role of the ADN is enhanced as both a provider and manager of care as the student learns to recognize actual and potential behavior patterns and the human responses in adults, children (pediatrics), and families. Clinical experience will provide an opportunity to increase skills and knowledge of communication, psychotherapeutic medications, client teaching, and function as a member within the discipline of nursing. The student will apply the nursing process and utilize critical thinking in providing and managing care for clients and families in the community. Pre-requisite: Admission to the ADN program.

NR 2603 Maternity Nursing 3 Cr Hrs

Three credit hours. A two credit hour theory and one credit hour clinical course. Maternity nursing is a course where the focus continues to be on the family-centered approach to nursing care, with a greater depth for understanding the previously acquired knowledge and skills. Those clients exhibiting a human response to an actual or potential health problem will be emphasized by utilizing the nursing process. This opportunity for further integration in a variety of settings will increase the nurse's responsibilities as a provider of care, manager of care, and member within the discipline of nursing, all which assist the client to progress toward wholeness. Curriculum threads of client teaching, critical thinking, communication, and pharmacology are included. Pre-requisite: Admission to the ADN program.

NR 2703 Client Care Nursing 3 Cr Hrs

Three credit hours. This one credit hour theory and two credit hour clinical course emphasizes the nursing roles of provider of care, manager of care, and member within the discipline of nursing. The nursing process serves as a framework for studying management principles utilized in the health care environment. Management principles will be applied in prioritizing and delegating nursing care for a group of patients based on their responses to actual or potential health problems. Curriculum threads of critical thinking, pharmacology, communication, and client teaching are emphasized. Pre-requisite: Admission to the ADN program.

**PHYSICAL EDUCATION**

PE 1001 Individual Health and Conditioning 1 Cr Hr

Emphasis on individual appropriate exercise program, proper exercise form, and exposure to various equipment. This course does not fulfill general physical education requirements.

PE 1011 Personal Wellness I-IV 1 Cr Hr

Emphasis on fitness assessment, appropriate exercise program, proper exercise from exposure to various exercise equipment. This class fulfills general education physical education requirements.

PE 1061 Active Living Everyday 1 Cr Hr

A variety of behavior change strategies will be discussed to help fit physical activity into a busy schedule. The class addresses the root causes of physical inactivity and focuses on the skills needed to establish a lifelong habit of physical activity.

PE 1071 Healthy Eating 1 Cr Hr

A variety of behavior change strategies will be discussed to help choose a balanced diet. Addresses the root causes of poor eating habits and focuses on the skills needed to establish a lifelong habit of eating better.

PE 1081 Zumba 1 Cr Hr

Zumba is a fitness program inspired by Latin dance. Zumba combines Latin rhythms with cardiovascular exercise to create an aerobic routine that is fun and easy to follow.

PE 1112 Outdoor Challenge Ropes Course 1 Cr Hr

The purpose of this class is to offer students the opportunity to participate in a series of activities involving mental and physical challenges and emotional risk-taking in an open, caring and safe environment.

PE 1141 Beginning Tech. Rock Climbing 1 Cr Hr

This one credit hour course introduces students to the skills and safety systems associated with beginning rock climbing (top rope climbing, rappelling, bouldering) and the management of rock climbing sites in outdoor education and recreation programs.

PE 1181 Yoga Pretzels 1 Cr Hr

This is a user-friendly fitness style with Yoga activities for children and adults. The focus of the class is to breathe, stretch and have fun.

PE 1191 Yoga Strength 1 Cr Hr

This is a combination of strength-training and Yoga suitable for the general and athletic population.

PE 1201 Yoga I-IV 1 Cr Hr

This is a user-friendly fitness style of yoga suitable for the general and athletic population. This class will demonstrate new ways to move, breathe, stretch, and feel. Traditional yoga postures will be linked with flowing fitness moves. Students will breathe better, move easier, and be more comfortable.

PE 1211 Weight Training I 1 Cr Hr

This class is a graduated program of weight lifting designed to improve flexibility and muscle tone through the use of weight training with universal machines. This course is designed for the beginning weight lifter.

PE 1220 Circuit Training 1 Cr Hr

This course is designed to improve cardiovascular endurance, muscle tone (including abdominal strength), and improve flexibility. Students will learn to utilize the cardiovascular and nautilus equipment in a safe manner.

PE 1221 Weight Training II 1 Cr Hr

This course is a graduated program of weight lifting designed to improve flexibility, muscular strength and muscular endurance through the use of weight training with universal machines. This course is designed for the intermediate weight lifter.

PE 1231 Weight Training III 1 Cr Hr

This course is a graduated program of weight lifting designed to improve muscle strength and power.

PE 1241 Weight Training IV 1 Cr Hr

This one credit hour course is a graduated program of weight lifting designed to improve flexibility, muscular strength, and power through free weight training, power lifting and plyometrics. This course is designed for advanced weight lifters.

PE 1251 Swimming I 1 Cr Hr

This course is designed for the non-swimmer or one with limited swimming skills. Basic strokes are taught along with elementary forms of rescues and personal safety.

PE 1261 Swimming II 1 Cr Hr  
 The purpose of this course is to improve basic swimming strokes and learn some advanced strokes. In addition, learning Community Water Safety will be a significant part of the class.

PE 1271 PE Boot Camp 1 Cr Hr  
 This course is designed to improve cardiovascular endurance, muscle tone (including abdominal strength), and improve flexibility. Students will learn benefits of resistance training, cardiovascular exercise, and a variety of fitness exercises and concepts including swimming, Pilates, yoga step aerobics, core, plyometrics, and strengths training.

PE 1281 Tai Chi 1 Cr Hr  
 One credit hour and two hours of lab per week. Tai Chi consists of a series of slow, continuous movements designed to relax and develop the whole body. Increased balance, body awareness, muscle tone, flexibility, digestion and reduced stress are all part of Tai Chi. One of its great attractions is that, no matter what your age, you can practice its full range of movements.

PE 1291 Intermediate Tai Chi 1 Cr Hr  
 Tai Chi consists of a series of slow, continuous movements designed to relax and develop the whole body. Increased balance, body awareness, muscle tone, flexibility, digestion and reduced stress are all part of Tai Chi. One of its great attractions is that no matter what your age, you can practice its full range of movements.

PE 1301 Slimnastics 1 Cr Hr  
 This one credit hour course is designed to acquaint students with the values of physical fitness, figure improvement, dieting & maintaining "ideal weight".

PE 1311 Aquarobics I-IV 1 Cr Hr  
 This course is a variety of basic aerobic exercises and wall toning in the water to improve muscle strength, muscle endurance, flexibility, cardiovascular endurance and body composition. This course is designed as an introduction to Aquarobics.

PE 1351 Aquarobics I-IV 1 Cr Hr  
 This course is a variety of basic aerobic exercises and wall toning in the water to improve muscle strength, muscle endurance, flexibility, cardiovascular endurance and body composition. This is an arranged course designed for senior citizens.

PE 1352 Scuba Diving 2 Cr Hrs  
 20 hours of classroom instruction and 20 hours of pool instruction. This class includes scuba theory, design, physics, physiology and safety.

PE 1362 Advanced Open Water Rescue 2 Cr Hrs  
 This course includes 20 hours of classroom instruction and 20 hours of pool instruction. The class includes development of CPR, first aid, rescue, and search and recovery.

PE 1371 Beginning Pilates 1 Cr Hr  
 This is a user-friendly fitness style of Pilates suitable for the general athletic population. The emphasis on Pilates focuses on developing the deep stabilizing muscles of the torso and strengthening core abdominal and back muscles. The non-impact resistance eliminates stress on joints, realigns muscle imbalances and focuses on maintaining neutral pelvic and spinal alignment.

PE 1381 Jogging 1 Cr Hr  
 This course is for the individual who has an interest in walking and/or jogging for cardiovascular fitness. Students will develop and execute a personal walking or running program. Progress will be monitored throughout the semester. Students will learn the benefits of walking or running as a stress reduction activity.

PE 1391 Yoyalates 1 Cr Hr  
 This is a user-friendly fitness style of yoga and pilates suitable for the general and athletic population. The emphasis on pilates focuses on developing the deep stabilizing muscles of the torso and strengthening core abdominal and back muscles. The focus of yoga is to breathe, stretch and feel. The non-impact resistance eliminates stress on joints, realigns muscle imbalances and focuses on maintaining neutral pelvic and spinal alignment.

PE 1401 Core Strength Aerobics 1 Cr Hr  
 This aerobics course is designed to improve coordination, cardiovascular endurance, muscle tone (including abdominal strength), and improve flexibility. Students will learn to utilize stability balls as well as the equipment.

PE 1411 Self Defense I 1 Cr Hr  
 This course teaches basic self-defense techniques of twisting, throwing, striking and counter-holding effective against grabs, pick pocketing, assaults with weapons and other threatening attacks.

PE 1421 Self Defense II 1 Cr Hr  
 In this course, students will learn the basics of ground fighting/grappling, the most important, yet most neglected aspect of real fighting. Most real fights end on the ground.

PE 1441 Intermediate Self Defense 1 Cr Hr  
 This is a course teaching the basics of TAE KWON DO "The Art of Kicking and Punching". TAE KWON DO is a method of self-defense without weapons. This course will teach the practitioner kicks, punches and forms.

PE 1451 Country & Western Dance I-IV 1 Cr Hr  
 A course designed to teach beginner students the basic skills of the most widely used country western dance steps.

PE 1491 Ballroom Dance 1 Cr Hr  
 This class includes basic steps in current ballroom dances and knowledge of ballroom etiquette.

PE 1501 Fly Fishing 1 Cr Hr  
 One credit hour course introduces students to actual fishing experiences. It provides both a challenge and opportunity for the student to experience the recreational sport of fly fishing. Instruction is provided in gear selection, casting, fly selection, etc. The fisherman is challenged to develop a plan to catch fish in an effective manner.

PE 1503 Concepts of Exercise Science 3 Cr Hr  
 This course is designed to explore the principles and practices which will provide the foundation for the health and fitness discipline.

PE 1511 Camp Skills 1 Cr Hr  
 The course introduces students to actual field experiences. It provides both a challenge and opportunity for the student to live comfortably in a wilderness environment. Instruction is provided in trip planning, gear selection, outdoor-living techniques, cooking, etc. The voyager is challenged to solve diverse problems with a limited number of resources.

PE 1521 Hiking and Backpacking 1 Cr Hr  
 This course introduces students to actual field experiences. It provides both a challenge and opportunity for the student to live comfortably in a wilderness environment. Instruction is provided in trip planning, gear selection (packs, boots, etc.), technique in basic hiking and some minor rock climbing, general rules for environmental friendliness, outdoor-living techniques, etc. The student is challenged to access, analyze and solve a variety of situations with limited resources. The student must also be able to hike at altitude with a pack for up to 10 miles per day.

PE 1531 Canoeing 1 Cr Hr  
 This course will cover the techniques and principles of canoeing during a 10-day trip on the Current River in Missouri. Canoe safety, strokes, white-water canoeing and canoe camping will be included.

PE 1541 Alpine Skiing 1 Cr Hr  
 This course introduces students to the skills of Alpine Skiing.

PE 1551 Cheerleading I-IV 1 Cr Hr  
 These four courses are designed to impart knowledge and practical experience of progressive sophistication and difficulty of cheerleading skills, coordination, crowd motivation, gymnastic skills and practical experience in field-expedient physical and mental conditioning. Each course emphasizes techniques of leadership, teamwork, physical coordination, improvement of muscle strength, flexibility, cardiovascular endurance, muscle endurance and safety.

PE 1561 Dance Team I-IV 1 Cr Hr  
 These courses are designed to impart knowledge and practical experience in progressive sophistication and difficulty of dance skills, coordination, crowd motivation, gymnastic skills, and practical experience in field-expedient physical and mental conditioning. Each course emphasizes techniques of leadership, teamwork, physical coordination, improvement of muscle strength, flexibility, cardiovascular endurance, muscle endurance and safety.

PE 1601 Racquetball I-II 1 Cr Hr  
 This course will consist of instruction and practice in the fundamental skills, rules and game strategy of racquetball.

PE 1611 Racket Sports/Badminton/Tennis 1 Cr Hr  
 This course will consist of the skills, techniques, rules, etiquette and strategies involved in the games of the badminton and tennis.

PE 1651 Weight Training and Jogging 1 Cr Hr  
 A graduated program of weight lifting and jogging designed to improve flexibility, muscle tone and cardiovascular efficiency.

PE 1661 Golf and Bowling 1 Cr Hr  
 This class emphasizes the fundamentals of bowling and golf, with attention given to skills, rules, history, strategy and etiquette of the games.

PE 1671 Skeet and Trap Shooting 1 Cr Hr  
 This class is designed to introduce students to trap shooting, gun and ammunition selection, and discussion of gun safety and trap shooting etiquette.

PE 1731 Archery 1 Cr Hr  
 This class emphasizes techniques, safety, rules, scoring and terminology of target archery, shuffleboard and table tennis.

PE 1751 Aerobic Dance I-IV 1 Cr Hr  
 A class in which simple dance steps, exercise and jogging to music are incorporated for non-dancing students. Each student should participate in the experience and should progress at his/her own rate through the walking, jogging, and running levels of performance.

PE 1761 Lifestyle Management 1 Cr Hr  
 Lifestyle Management is an introductory course to physical fitness and wellness. The focus is on altering a person's present lifestyle to include exercise. Students will learn the basic concepts of an exercise program, develop a program and participate in the program (independently). Self-motivation will play an important role in completing the individual exercise program. Taught via EduKan.

PE 2101 Advanced Tai Chi 1 Cr Hr  
 Two hours of lab. Tai Chi consists of a series of slow, continuous movements designed to relax and develop the whole body. Increased balance, body awareness, muscle tone, flexibility, digestion and reduced stress are all part of Tai Chi. One of its great attractions is that no matter what your age, you can practice its full range of movements.

PE 2112 Community 1st Aid & Safety 2 Cr Hrs  
 This course is designed to prepare students to respond to emergency situations with the confidence to perform the necessary.

PE 2133 Advanced 1st Aid & Emergency Care 3 Cr Hrs  
 This course will meet all requirements set forth by the American Red Cross for completion of training of Advanced First Aid. Cardiopulmonary Resuscitation class required.

PE 2213 Personal & Community Health 3 Cr Hrs  
 This course involves a study of basic health problems, hazards and changes. It is geared strictly for the college student and the changing outlooks of today.

PE 2222 Healthy Lifestyles 2 Cr Hrs  
 This course will stress the interrelationship of health care, nutrition, stress management and physical fitness and its impact on overall health. Students will self assess their current level in each of these components, recognizing their own capabilities and resources, and setting goals to achieve each component. In addition, a number of topics will be covered to give the student a better understanding of what it takes to have a healthy lifestyle.

PE 2233 Nutrition for Fitness & Sports 3 Cr Hrs  
 This class emphasizes nutrition for the physically active individual, athletes and/or those working with athletes; examines the scientific basis for nutrition in exercise and sport; and covers the effects of nutritional requirements. Topics covered include physical fitness, weight control, nutrient metabolism during exercise and athletic performance, sound nutritional practices for the athlete, and special nutrient needs of exercise participants.

PE 2312 Theory of Coaching Basketball 2 Cr Hrs  
 This course is designed to present different ideas on teaching and coaching the game of basketball. This course will also cover fundamentals, as well as philosophies, of offense and defense, and styles of individual and team play.

PE 2322 Theory of Coaching Baseball 2 Cr Hrs  
 This course is taught as a practical approach at helping the student understand and implement coaching baseball in a way that can help both the student and the players under him or her.

PE 2332 Rules & Officiating II 2 Cr Hrs  
 This course teaches rules and techniques involved in officiating the sports of volleyball and basketball OR football and basketball.

PE 2413 Intro to Health, PE, and Rec 3 Cr Hrs  
 This class is an introductory course designed for men and women entering the field of Physical Education and related areas.

PE 2612 Sports Safety Training 2 Cr Hrs  
 This two credit hour course provides course participants with the knowledge and skills necessary to help provide a safe environment for athletes while they are participating in sports, and in an emergency, to help sustain life and minimize the consequences of injury or sudden illness until medical help arrives.

PE 2613 Care & Prevention of Athletic Injury 3 Cr Hrs  
 This course discusses the principles, practices and techniques involved in prevention and care of athletic injuries.

PE 2621 Sports Medicine Practicum I 1 Cr Hr  
 This course is the first of two required courses in the athletic training curriculum. Increasing knowledge and practical applications required of athletic trainers is a primary purpose in each practicum. Basic skills from previous practicum will be repeated in the day-to-day operation of the training room. The content of this course is the concentration of basic first aid skills, preventative measures and the basic use of modalities in the training room.

PE 2631 Sports Medicine Practicum II 1 Cr Hr  
 This is the second of two required courses in the athletic training curriculum. Increasing knowledge and practical applications required of athletic trainers is a primary purpose in each practicum. Basic skills previous practicum will be repeated in the day-to-day operation of the training room. The content of this course is the concentration of basic first aid skills, preventative measures and the basic use of modalities in the training room.

PE 2641 Sports Medicine Practicum III 1 Cr Hr  
 This is the third level in a sequence of four levels. This course is designed to increase knowledge and practical applications for the student trainer to allow him/her to gain the skills necessary to become a successful trainer candidate. Basic skills from previous practicum will be repeated in the day-to-day operation for the training room.

PE 2651 Sports Medicine Practicum IV 1 Cr Hr  
 This is the fourth level on a sequence of four levels. This course is designed to increase knowledge and practical applications for the student trainer to allow him/her to gain the skills necessary to become a successful trainer candidate. Basic skills from previous practicum will be repeated in the day-to-day operation for the training room.

PE 2712 Lifeguard Training 2 Cr Hrs  
 This course is designed to provide individuals with the basic knowledge and skills to recognize an aquatic emergency and take the appropriate action. Participants will also receive knowledge on pool sanitation, record keeping, training of staff, water rescues and special concerns.

PE 2722 Water Safety Instructor 2 Cr Hrs  
 This course is designed to explore scientific principles, methodologies and research applied to exercise and physical fitness. Emphasis is on physiological responses and adaptation to exercise. The basic elements of exercise physiology, Kinesiology and motor learning will be addressed.

PE 2732 Directed Independent Study in Recreation 2 Cr Hrs

PE B1101 Athletic Conditioning I-IV Baseball 1 Cr Hr  
 This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (baseball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymetrics.

PE B1151 Varsity Athletics I-IV Baseball 1 Cr Hr  
 Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on the Varsity Baseball Team. This credit is based on the student's active participation in daily practice sessions and any other activities assigned by the head coach. Game participation is not considered evaluation criteria due to the nature of the sport (playing time, red-shirt participation, injuries, etc.) Practice and other activity participation can be held on any day of the week and may have varying starting and ending times.

PE K1101 Athletic Conditioning I-IV Basketball 1 Cr Hr  
 This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (basketball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymetrics.

PE K1151 Varsity Athletic I-IV Basketball 1 Cr Hr  
Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Basketball Team. This credit is based on the student's active participation in daily practice sessions and any other activities assigned by the head coach. Game participation is not considered evaluation criteria due to the nature of the sport (playing time, red-shirt participation, injuries, etc.) Practice and other activity participation can be held on any day of the week and may have varying starting and ending times.

PE S1101 Athletic Conditioning I-IV Softball 1 Cr Hr  
This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (softball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE S1151 Varsity Athletics I-IV Softball 1 Cr Hr  
Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Softball Team. This credit is based on the student's active participation in daily practice sessions and any other activities assigned by the head coach. Game participation is not considered evaluation criteria due to the nature of the sport (playing time, red-shirt participation, injuries, etc.) Practice and other activity participation can be held on any day of the week and may have varying starting and ending times.

PE T1101 Athletic Conditioning I-IV Tennis 1 Cr Hr  
This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (tennis). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE T1151 Varsity Athletic I-IV Tennis 1 Cr Hr  
Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Tennis Team. This credit is based on the student's active participation in daily practice sessions and any other activities assigned by the head coach. Game participation is not considered evaluation criteria due to the nature of the sport (playing time, red-shirt participation, injuries, etc.) Practice and other activity participation can be held on any day of the week and may have varying starting and ending times.

PE V1101 Athletic Conditioning I-IV Volleyball 1 Cr Hr  
This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (volleyball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE V1151 Varsity Athletics I-IV Volleyball 1 Cr Hr  
Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Volleyball Team. This credit is based on the student's active participation in daily practice sessions and any other activities assigned by the head coach. Game participation is not considered evaluation criteria due to the nature of the sport (playing time, red-shirt participation, injuries, etc.) Practice and other activity participation can be held on any day of the week and may have varying starting and ending times.

## PHILOSOPHY

PH 1303 Intro to the Old Testament 3 Cr Hrs  
Introduction to the Old Testament will enable students to become familiar with the historical, literary, and theological backgrounds of the Old Testament. The course will be an objective study, utilizing the best in biblical and archaeological scholarship.

PH 1313 Intro to the New Testament 3 Cr Hrs  
This course will provide students with an overview of the New Testament as a literary text, focusing attention upon its oral, rhetorical, contextual and documentary natures. As the semester unfolds participants will become acquainted with the written traditions of those who belonged to a community of faith, whose writings and stories attempted to proclaim a message of hope to themselves and the world.

PH 1323 Survey of World Religions 3 Cr Hrs  
Survey of World Religions will provide students with an overview of the history, beliefs, practices, and evolution of Hinduism, Buddhism, Judaism, Chris-

tianity, and Islam, as well as various indigenous religions and modern religious movements. The intent of the class is not to engage in a judgmental approach, but to foster religious pluralism and interfaith dialogue.

PH 2103 Introduction to Ethics 3 Cr Hrs  
This course will provide an opportunity to encounter the ethical theories of some of the great thinkers of the Western world. These theories will provide a basis for study of contemporary ethical issues.

PH 2203 Introduction to Philosophy 3 Cr Hrs  
This course will acquaint students with some of the great Western philosophers and their thoughts on reality, knowledge, religion, identity, freedom ethics, the state and beauty. The course will also provide students an opportunity to encounter Eastern philosophy in matters of religion and self-identity.

## PHYSICAL SCIENCE

PS 1014 Directed Independent Studies in Physical Science 4 Cr Hrs  
This course will provide an opportunity to encounter the ethical theories of some of the great thinkers of the Western world. These theories will provide a basis for study of contemporary ethical issues.

PS 1103 Environmental Perceptions 3 Cr Hrs  
This course is an interdisciplinary exploration of the environment and the ways individuals perceive it, utilizing actual outdoor experiences, as well as readings. Personal growth, understanding of the natural environment and awareness of varying land uses will be emphasized.

PS 1114 Physical Science 4 Cr Hrs  
A general survey course and lab with topics in physics, astronomy, and chemistry, with emphasis on basic universal laws. Included are topics chosen in measurement, motion, gravitation, energy, electricity and magnetism, atomic structure, chemical change, nuclear change, light and waves, solar system and stars. This course is intended for the non-physical science major.

PS 1115 Physical Science 5 Cr Hrs  
Physical Science is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences. Studies include most of the areas of science that are not directly related to living organisms. Some knowledge of mathematics related to each area will be explained as the area is introduced. Much emphasis is placed on the principles and processes of the physical to the various disciplines and everyday life.

PS 1313 Introduction to Astronomy 3 Cr Hrs  
A general survey course in astronomy intended for the student with little or no background in the physical sciences. The course will be composed of a study of the solar system, stellar astronomy, galaxies and cosmology. The course will include the motions of the earth and the measurement of time, as well as the planets and other bodies of the solar system. Also covered is stellar characteristic and evolution. Telescopes will be introduced and some observations taken.

PS 1775 Intro to Geology / with Lab 5 Cr Hrs  
This is a one semester survey course that will introduce students to the study of the earth, its processes and materials. It is designed to be for non-science majors, as well as students that need an introductory course before starting a program of study requiring several semesters of science.

PS 2205 General Physics I 5 Cr Hrs  
This course covers the basic principles of mechanics, heat, and thermodynamics, wave motion and sound from a non-calculus point of view.

PS 2215 General Physics II 5 Cr Hrs  
Three hours lecture and two hours laboratory each week. The course covers the basic principles of light, electricity, magnetism and modern physics from a non-calculus point of view.

PS 2505 Engineering Physics I 5 Cr Hrs  
Three hours of lecture and four hours of laboratory each week. This course covers the basic principles of mechanics, heat and thermodynamics, wave motion and sound. Calculus is used as a tool in this course for discovering the laws of physics.

PS 2515 Engineering Physics II 5 Cr Hrs  
This course covers the basic principles of electricity and magnetism, and light using calculus as a tool. A laboratory is a part of the course.



## READING

### RD 0103 Reading Skills I 3 Cr Hrs

This course provides systematic instruction in the development of crucial reading skills necessary for college success. Emphasis is on beginning vocabulary development and reading comprehension improvement. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)

### RD 0203 Reading Skills II 3 Cr Hrs

This course provides systematic instruction in the development of crucial reading skills necessary for college success. Emphasis in on advanced vocabulary development and reading comprehension improvement. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)

### RD 0301 Study Skills 1 Cr Hr

This course is designed to orient the student to college life and provide instruction for improvement in vocabulary, reading, study and test-taking skills that are essential for academic success.

## RESPIRATORY THERAPY

### RT 1102 Intro to Clinical Practicum 2 Cr Hrs

This course is designed to provide the student with practical application of respiratory therapy procedures in the lab and clinical setting. The student will learn to perform general patient assessment, administer oxygen and humidity therapy, IPPB therapy, delivery of aerosol medication, CPT, incentive spirometry, MDI and safe handling of compressed gas cylinders. The student will also assemble, check for proper function and identify malfunctioning equipment. Pre-requisite: Must be accepted to the Respiratory Therapy program.

### RT 1104 Respiratory Physiology 4 Cr Hrs

This course is a comprehensive study of cardiopulmonary anatomy and physiology. Structure and function of the pulmonary, cardiac, and vascular systems are linked to the diagnosis and treatment of cardiopulmonary abnormalities. Content will include ABG analysis, pulmonary function studies, and acid base balance.

### RT 1113 Respiratory Diseases 3 Cr Hrs

This three hour course is designed to provide the student with the basic knowledge of the etiology, diagnosis, pathophysiology and treatment of pulmonary related diseases and disorders.

### RT 1124 RT Procedures I 4 Cr Hrs

Four credit hours. This is a three hour theory course presented in the classroom and online with a one hour lab. The course is designed to acquaint the student with fundamental patient assessment, theory of equipment operation, indications and hazards of clinical application. Content includes therapeutic gas administration, humidity and aerosol therapy, hyperinflation therapy, and chest physiotherapy. Laboratory sections are used to familiarize the student with equipment operation, safety, and how to assemble and disassemble various pieces of equipment. Pre-requisite: Must be accepted to the Respiratory Therapy program.

### RT 1137 RT Procedures II 7 Cr Hrs

Seven credit hours. This is a four-hour theory, one-hour laboratory, and two hour clinical course. Through classroom discussion and laboratory/clinical experiences, the student will develop an appropriate knowledge base of respiratory care protocols utilized when providing care to critically ill patients. Respiratory care is delivered through the application of the respiratory care process. Course content includes arterial blood gases, airway management, suctioning, intubation, extubation, and IPPB therapy. This course has a theory, laboratory and clinical component. The clinical component and laboratory is graded pass/fail and the theory with a letter grade. If either component is failed, the concurrent component is also failed. Prerequisite: Admission to the Respiratory Therapy Program and successful completion of Respiratory Therapy Procedures I.

### RT 1201 Pediatric Respiratory Care 1 Cr Hr

This is a one credit hour, which is presented online and is designed to acquaint the student with the unique pathophysiology of the more common pediatric pulmonary disorders and the application of respiratory care modalities used in the diagnosis and treatment of patients in this age group. Course content includes patient assessment, the etiology, clinical signs and symptoms, and methods of diagnosing of the most common diseases affecting the pediatric patient. Treatment approaches will include oxygen

therapy, medication delivery and mechanical ventilatory support. Pre-requisite: Must be accepted to the Respiratory Therapy program.

### RT 1502 Pharmacology I 2 Cr Hrs

This course is designed to cover general principles of pharmacology, basic terminology, drug reaction, dosage, adverse reactions and drug toxicity. Symptomimetics, parasympathomimetics, mucokinetic substances and anesthetic preparations are included.

### RT 2014 RT Clinical Practicum II 4 Cr Hrs

This is a two-hour theory and two-hour clinical course. This course is a continuation of Critical Care and General Clinical Practicum course. The student acquires more critical care experience along with electrocardiograms, pulmonary function testing, stress testing, chest x-rays, physician rounds, blood analysis and routine respiratory care procedures at each clinical site used. The classroom portion of this course introduces the student to advanced practices that include: fiber optic bronchoscopy, thoracentesis, chest tube management, and advanced ventilation techniques.

### RT 2034 RT Procedures III 4 Cr Hrs

This is a three hour lecture course presented in the classroom and online with a one hour laboratory section. This course is designed to provide the student with the knowledge base required to initiate and manage mechanical ventilators. Course content include indications for mechanical ventilation, classification of mechanical ventilators, modes of ventilation, patient weaning, and discontinued ventilatory support. Prerequisite: Admission to the RT program and successful completion of RT procedures I and II.

### RT 2251 Clinical Simulation and Review 1 Cr Hr

This course emphasizes the critical thinking skills required for an advanced respiratory care practitioner. The course content includes extensive use of computer-based respiratory care clinical scenarios, which require the student to assemble patient data, analyze the data, and make therapeutic and diagnostic recommendations.

### RT 2314 RT Clinical Practicum III 4 Cr Hrs

Four credit hours. This two-hour lecture and two-hour clinical course emphasizes the respiratory therapist role in management of neonatal patients with respiratory diseases. The course also includes the study of hemodynamics to include placement of catheters to monitor CVP, PAP, and PCWP. Course content includes fetal and neonatal assessment, application of respiratory care protocols, airway management, mechanical ventilator application and management, and study of the more common diseases affecting this age group. Prerequisite: Admission to the Associate Degree Respiratory Therapy Program.

### RT 2501 Pharmacology II 1 Cr Hr

This course uses cognitive and psychomotor skills with a systematic approach of thinking for treating adults and pediatric patients experiencing cardiopulmonary emergency or sudden death. Medications pertaining to the cardiovascular system in situations of arrest, acute myocardial infarction and arrhythmias are discussed. Identification of drugs needed, the drug reaction, dosage, adverse reactions and drug toxicity in specific clinical situations are presented. Basic EKG interpretation of arrhythmias and heart blocks are included in the course.

### RT 2522 Electrocardiography 2 Cr Hrs

This is an introductory course to introduce the student to the study of electrocardiography. The course is designed to acquaint the student with the fundamental process of interpretation of cardiac arrhythmias. Course content includes cardiac anatomy, electrophysiology, electrical conduction system, electrode placement and identification of common dysrhythmias.

### RT 2601 RT Seminar III 1 Cr Hr

This course includes topics in management of respiratory care departments and methods of pulmonary rehabilitation. Basic leadership qualities and supervisory techniques needed in management will be discussed. Pulmonary rehabilitation objectives, methods and expected results will be presented and discussed.

### RT 2605 RT Critical Care/General Clinical Practicum 5 Cr Hrs

Course content is designed to acquaint the student with respiratory care procedures utilized in the management/treatment of critically ill adult, pediatric, and neonatal patients. Each student will acquire practical experience in critical care procedures at the affiliated hospitals. The student will be exposed to diagnostic procedures used to identify pulmonary disorders. The student will also gain experience in bedside patient clinical status and make

recommendations in therapy. Also, it is a continuation of practical application of theories previously presented in oxygen therapy, aerosol and humidity therapy, hyperinflation therapy, infection control and emergency procedures. Pre-requisites: Must be accepted to the Respiratory Therapy program.

### **SPEECH, COMMUNICATION, BROADCASTING**

#### SP 1103 Interpersonal Communications 3 Cr Hrs

A special oral and non-verbal communications course which places special emphasis on communication tactics between and among individuals, small groups and speaker audience relationships. Interpersonal Communications probes the various genres of communication interactions.

#### SP 1203 Public Speaking 3 Cr Hrs

A basic oral communications course with emphasis on discovering the basics of human interaction in communication. The speaker-audience relationship is practiced in theory and exercises. However, a small emphasis is placed on the dynamics of Interpersonal Communications. A selected variety of speeches are practiced by the students.

#### SP 1503 Introduction to Broadcasting 3 Cr Hrs

(On demand.) This is a survey course of the mass media in our society, with practice in understanding its historical background and governmental regulations.

### **SOCIAL SCIENCE**

#### SS 1201 Citizen Rights, & Responsibility 1 Cr Hr

A course designed to be of assistance to the individual desiring to become more familiar with national, state and local codes of law, involving statutory as well as informal codes of conduct.

#### SS 1211 Practical Politics in Action 1 Cr Hr

A course designed to initiate the student into some practical application of social sciences in the nature of serving on the Student Government Association for one year. The student will be in a position that forces them to resolve conflicts that come before the association. In short, the student will learn what the beginnings of governmental processes are. The students are required to attend all SGA meetings and participate in such activities that SGA sponsors. The SGA helps the college administration by handling student input and presenting it to the proper people, approving campus club activities and administering governmental related activities involving students of the college.

#### SS 1213 Intro to Leadership 3 Cr Hrs

This lab/lecture course is designed to immerse the student in the understanding and practical application of leadership principles. Leadership topics including goal vision, personal leadership philosophy, decision-making, team building, delegating, initiating change, managing conflict, ethics, and leadership through service will be discussed and experienced. Instruction will center around active participation, written assignments, quizzes and a leadership project.

#### SS 1252 Interdisciplinary Approach to Culture 2 Cr Hrs

This survey course provides the student with an opportunity to explore the varied areas of educational endeavor. The subjects covered include humanities, social and political science, physical science, biological science, behavioral science and business. The effort to integrate varied subjects and disciplines into a cohesive framework should enhance the student's understanding of the world and of themselves. The course also serves to promote education as an on-going, life-long process. The student may take this course four times and apply a total of eight credit hours toward graduation.

#### SS 1403 American Nat'l Government 3 Cr Hrs

This lecture course will cover the origin and adoption of the American Constitution, structure of the national government, the process of popular control and the basic principles of the American Constitutional System.

#### SS 1413 State and Local Government 3 Cr Hrs

This course shall analyze the workings of state and local governments and also attempt to evaluate how effective they are. Suggested modernization of state and local governments will also be studied. The students will also actively inquire into the operations of state and local governments inquire into the operations of state and local governments

#### SS 1763 Native American Culture 3 Cr Hrs

This course will examine and explore major elements of the complex relationship between history, culture and majority-minority relations with regard to unique circumstances of Native Americans. Special emphasis will be placed on understanding major cultural, political and economic issues in both historical and contemporary terms.

#### SS 2103 Stats/Social Behavioral Science 3 Cr Hrs

This course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizational reports, newspapers and magazine articles and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions. The course will be augmented with a computer lab where students will perform statistical analysis using Microsoft Excel.

#### SS 2203 Social Welfare Institution 3 Cr Hrs

This course is an analysis of social welfare as a social institution, including the social, cultural, political and economic factors affecting policies and programs.

### **SURGICAL TECHNOLOGY**

#### ST 1005 Introduction to Surgical Technology 5 Cr Hrs

A three hour theory and two credit hour lab course designed to provide the student with in-depth knowledge concerning the scope and practice of Surgical Technology. Students will be exposed to concepts of hospital structure and management and the physical environment of a surgical suite. Students will learn patient safety procedural issues such as identification, consent, chart review, and needs of the patient. Students will also study skills related to teamwork, professional credentialing and organizations, and legal and ethical issues.

#### ST 1015 Principles and Practices of Surgical Technology 5 Cr Hrs

**Prerequisite:** Admission to the Surgical Technology program. A three credit hour theory and two credit hour lab course designed to acquaint the student with the skills necessary to function as a beginning surgical technologist. Includes basic concepts necessary to establish, maintain, and coordinate the methods required for good patient care in the operating room. Safe patient care and principles of operating room technique along with safety and hazards in the OR are covered. Students will study skills related to sterile storage and distribution, sterilization and aseptic techniques as part of this course.

#### ST 1110 Surgical Procedures I 10 Cr Hrs

A five credit hour theory and five credit hour clinical course designed to allow the student to begin to apply skills learned in the first semester to real life procedures. With the web-based learning platform and clinical practice the student will learn to select instrumentation and other supplies for specific procedures. The student will apply learning in anatomy and pathophysiology, and techniques from first semester in the practical experience of passing instruments to the surgeon in the clinical setting. The student will apply the basic skills of aseptic technique both in the laboratory setting and the clinical practicum as well as the basic terms and usages of medical terminology. **Prerequisite:** Admission to the Surgical Technology program and successful completion of Introduction to Surgical Technology and Principles and Practices of Surgical Technology.

#### ST 1303 Pharmacology for the Surgical Technologist 3 Cr Hrs

A three credit hour online theory course designed to introduce the scientific principles of pharmacology. This course defines the rationale for use of specific drugs, their effects and major side effects on the surgical patient, how they may alter or influence surgical intervention and the role the surgical technologist plays in handling and labeling medications. **Prerequisite:** Admission to the Surgical Technology program and successful completion of Introduction to Surgical Technology and Principles and Practices of Surgical Technology.

#### ST 1707 Surgical Procedures II 7 Cr Hrs

A three hour theory and four hour clinical course designed to allow the student to learn to select instrumentation and other supplies for surgical procedures. The student will learn more difficult procedures and continue the learning process from Surgical Procedures I. In the surgical suite of the

clinical areas, the student will be able to demonstrate the more advanced skills of the Surgical Technologist. The student will also be encouraged to further develop his/her sterile consciousness in order to work more confidently within the operating room. Job interviews with resumes will also be covered. Pre-requisite: Admission to the Surgical Technology program and satisfactory completion of all previous curriculum requirements.

#### **TRUCK DRIVING**

TD 1110 Entry Level CDL 10 Cr Hrs

Seven week course that will cover the following areas: Orientation to the truck industry, vehicle equipment control, pre-trip inspection, basic maneuvering and handling, documentation and cargo handling, logbook operations, preventive maintenance, driving and shifting techniques, hazard perception, air brake certification, hazardous material training, and a defensive driving course

#### **WELDING TECHNOLOGY**

WE 1001 Common Work Assignments 1 Cr Hr

Entry Level occupational orientation for Welders.

WE 1002 Arc Cutting and Gouging 2 Cr Hrs

Removes metal using the air carbon arc cutting process. Carries out shape cutting operations using the manual plasma arc cutting process. Perform minor external repairs to equipment and accessories.

WE 1003 Oxy-Fuel Gas Cutting I 3 Cr Hrs

Set-up and perform manual oxy-fuel gas cutting operations that include straight and shape cutting, beveling, and weld removal (weld washing). Sets up and operates machine oxy-fuel gas cutting equipment (track burner) to perform straight cutting and beveling operations. Perform minor external repairs to equipment and accessories.

WE 1004 Drawing/Welding Symbol Interpretation 4 Cr Hrs

Entry Level occupational Blueprint Reading and Weld Symbol Interpretation for Welders wishing to pursue a career in Welding. Prepare parts from simple sketches or drawings and performs weld operations for the completion of detail assignments.

WE 1011 Weld Inspection and Testing 1 Cr Hr

Visually examines all personal welding and cutting assignments for unfavorable weld and cut edge discontinuities before final inspection by a supervisor.

WE 1013 Arc Welding Principles & Practices 3 Cr Hrs

Set-up shielded metal, gas metal, flux cored, and gas tungsten arc welding operations. Perform minor external repairs to equipment and accessories.

WE 1123 Directed Independent Study in Welding Technology 1-3 Cr Hrs

WE 1012 Oxy-Fuel Gas Cutting II/Metallurgy 2 Cr Hrs

Students will possess the prerequisite oxy-fuel gas cutting skills of an entry level welder. Sets up and performs manual oxy-fuel gas cutting operations that include straight and shape cutting, beveling, and weld removal (weld washing) for various product forms including plate and pipe. Sets up and operates machine oxy-fuel gas cutting equipment (track burner) to perform straight cutting and beveling operations. Demonstrates knowledge of preparation and selection of materials, cutting applications, cut quality and cut surface repairs (corrective actions). Perform minor external repairs to cutting equipment and accessories. Recognizes fundamentals related to weld metallurgy.

WE 1014 Layout and Fit-up Practices 4 Cr Hrs

Students will learn to demonstrate a fundamental knowledge of layout and fit-up principles. The will show the ability to operate shop equipment safely and use layout tools for geometric construction. This class will instruct students in advanced measurement practices, design for welding and the use of fixture positioners. Students will work from drawings or sketches to prepare, form or cut multiple parts and assemble simple weldments.

WE 1021 Structural Qualification/Certification 1 Cr Hr

Students will possess a fundamental understanding of code/standard interpretation and certification.

WE 1022 Cutting Skills & Arc Practices 2 Cr Hrs

Students will come to possess the prerequisite oxy-fuel gas cutting skills of an entry level welder. Students will set-up and performs manual oxy-fuel gas cutting operations that include straight and shape cutting, beveling, and weld removal (weld washing) for various product forms including plate and pipe.

Set up and operate machine oxy-fuel gas cutting equipment (track burner) to perform straight cutting and beveling operations. Students will demonstrate knowledge of preparation and selection of materials, cutting applications, cut quality and cut surface repairs (corrective actions); perform minor external repairs to cutting equipment and accessories.

WE 1101 Welding Codes & Standards 1 Cr Hr

Students will come to possess a fundamental understanding of code/standard interpretation.

WE 1031 Weld Inspection & Testing II 1 Cr Hr

Students will possess a fundamental understanding of code/standard interpretation and certification. Examine cut and welded surfaces. Understand and identify weld discontinuities.

WE 1113 Arc Welding Plate 3 Cr Hrs

This is a continuation of Layout and Fit-up Practices. Students will learn to demonstrate knowledge of joint design and preparation, selection of materials, arc welding application, weld quality and weld repairs.