

# Allen

COMMUNITY COLLEGE



**2009 - 2010**

**(Iola Campus)**  
**1801 N. Cottonwood**  
**Iola, KS 66749**  
**(620)365-5116**

**(Burlingame Campus)**  
**100 Bloomquist Dr.**  
**Burlingame, KS 66413**  
**(785)654-2416**

## **Accreditation**

Allen Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

## **Disclaimer Statement**

This catalog is for information only and does not constitute a contract. The College reserves the right to change, modify, or alter, without notice, all fees, charges, tuition, and costs of any kind. The College further reserves the right to add or to delete without notice any course offering or information contained in this catalog.

## **Notice of Non-Discrimination**

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, and Section 504 of the Social Rehabilitation Act of 1973. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Dean for Students, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, (620) 365-5116.

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## **President's Message**

Since 1923, Allen Community College has provided exceptional educational services to the citizens of Kansas. Quality, access, and caring have been the focus of the College from its beginning.

ACC's quality comes in large part from a competent faculty dedicated to the art of teaching. Both those who are employed full-time at the College and those who teach on an adjunct basis are committed to their students and encourage excellence. Complementing the faculty are excellent student services and support staff who have committed themselves to the concepts of student success and service.

Access for all who can benefit from the many opportunities provided by higher education is facilitated by low student costs. The cost of classes at ACC is one of the best educational values in the state. In addition, the College maintains an excellent financial aid program that includes grants, loans, and scholarships for those who qualify. Access is also enhanced by classes offered throughout the service area in a wide variety of formats and times, helping eliminate obstacles for the time-bound or place-bound student.

Emphasizing student success throughout the institution has developed a caring atmosphere at ACC. Every employee realized the importance of our students and is dedicated to facilitating the achievement of academic, social, and personal goals.

Outstanding physical facilities are available on the main campus and outreach sites. The Iola campus provides one of the finest community college libraries in the state, and library services are extended through the use of the Internet to students throughout the service area. The growth of the campus at Burlingame has expanded facilities and services for students attending ACC in that area. Modern equipment and teaching aids are available to instructors and students at all of our sites. On-line courses have expanded our delivery to an anywhere, anytime format.

I am proud to have been a part of Allen Community College for over twenty-five years and promise that as its President, I will continue to promote the principles of quality, access, and caring. These qualities have made ACC the exceptional educational institution it is today and will provide the basis for a successful future

John Masterson

President

# ALLEN COMMUNITY COLLEGE

## Calendar 2009 - 2010

### Summer 2009

Classes Begin for Iola Campus, June Session	June 1
Classes Begin for Burlingame Campus, June Session and 8-Week Session	June 1
Classes Begin for Online Classes	June 1
Final Exams for Iola Campus, June Session	June 25, 26
Final Exams for Burlingame Campus, June Session	June 26
Independence Day Holiday/ <b>College Closed</b>	July 3
Classes Begin for Iola Campus, July Session	July 6
Final Exams for Burlingame Campus, 8-Week Session	July 22, 23
Final Exams for Online Classes	July 24
Final Exams for Iola Campus, July Session	July 30, 31
Academic Advising Workshop	August 5, 6

### Fall 2009

Academic Advising Workshop	Aug. 5, 6
Faculty and Instructional Staff In-Service	Aug. 13
Faculty Preparation Days	Aug. 14, 17
Residence Halls Open at 1:00 p.m.	Aug. 16
Student Orientation/Late Registration for Iola	Aug. 17
Classes Begin	Aug. 18
Last Day to Add Classes	Aug. 31
Labor Day ( <b>College Closed</b> )	Sept. 7
Last Day to Drop 8 Week Classes	Sept. 30
All College In-Service for All Full-Time Employees ( <b>College Closed</b> )	Oct. 2
Second 8-Week Classes Begin	Oct. 12
Advising/Enrollment for Current Students -Iola ( <b>No Classes, Iola Campus</b> )	Oct. 22
Open Enrollment for New Students	Oct. 29
Fall Break ( <b>College Closed</b> )	Nov. 25, 26, 27
Last Day to Drop Classes	Dec. 1
Online Courses End	Dec. 11
Final Exams- Burlingame	Dec. 8, 9, 10, 11, 14
Final Exams- Iola	Dec. 15, 16, 17
Final Grades Due for Iola, Burlingame, & Outreach	Dec. 17

## Spring 2010

Faculty and Instructional Staff In-Service	Jan. 14
Faculty Preparation Days	Jan. 15, 19
Martin Luther King Day ( <b>College Closed</b> )	Jan. 18
Residence Halls Open at 1:00 p.m.	Jan. 19
Student Orientation/Late Registration for Iola	Jan. 19
Classes Begin	Jan. 20
Last Day to Add Classes	Feb. 2
Last Day to Drop 8-Week Classes	Mar. 4
Faculty and Instructional Staff In-Service ( <b>No Classes, Iola and Burlingame Campuses</b> )	Mar. 12
Spring Break	Mar. 15-19
Spring Break Holiday ( <b>College Closed</b> )	Mar. 19
Second 8-Week Classes Begin	Mar. 22
Advising/Enrollment for Current Students-Iola ( <b>No Classes, Iola Campus</b> )	Mar. 31
Open Enrollment	Apr. 6
Last Day to Drop Classes	May 6
Final Exams- Burlingame	May 12, 13, 14, 17, 18
Online Courses End	May 14
Commencement (Faculty Contract Day)	May 15
GED Graduation	May 17
Final Exams- Iola	May 19, 20, 21
Final Grades Due for Iola, Burlingame, & Outreach	May 21

## Summer 2010

Summer Classes Begin	June 7
Final Exams for Iola June Session	July 1
Observance of Independence Day ( <b>College Closed</b> )	July 2
Classes Begin for Iola July Session	July 5
Final Exams for Iola July Session	July 30

\*All dates subject to change

# General Information

## ***Locations***

### **Iola Campus**

Allen Community College is located at the north edge of Iola on a modern campus that complements the gently rolling hills of the Neosho River Valley. Iola, served by U.S. Highways 54 and 169, is within a two-hour drive of Kansas City, Wichita, and Topeka, as well as Joplin, Missouri, and Tulsa, Oklahoma.

Allen County is a progressive area, blending agriculture, industry, and business within its boundaries.

With a population of 7,500, Iola offers many services and activities usually found only in much larger communities. Excellent medical facilities, fine arts facilities, recreational areas, and churches contribute to the physical and spiritual welfare of the community.

### **Burlingame Campus**

The Burlingame Campus, built in 1991 as a joint venture with USD 454 and the City of Burlingame, currently serves over 1,100 students a semester. Located just 25 miles south of Topeka, it serves students from Shawnee and Osage counties, as well as the surrounding areas.

The Burlingame Campus offers a full range of general education, transfer-oriented classes. Students may enroll in Associate Degree programs and/or take specific courses for transfer, including nursing or other program prerequisites. Vocational programs such as Business, Information and Networking Technology, Addictions and Prevention Studies, Childcare and Guidance are also offered.

A full range of classes is offered during the day and evening to accommodate students' schedules. Most classes meet once a week, providing students with the flexibility to fulfill their work and family obligations while attending school. Weekend and on-line classes are also available to further meet students' needs.

Classes offered at the Burlingame campus and outreach sites follow ACC's agreements with Regents schools and area universities to ensure transferability. Academic advisors are available to help students with college and career planning.

Financial aid and academic scholarships are available for qualified students.

### **Outreach Sites**

Providing educational access is central to the mission of Allen Community College. The College's educational service area includes all of Allen, Woodson, Coffey, and Osage counties and parts of Anderson and Wabaunsee counties. College classes are offered at over twenty educational and business sites.

## ***History, Vision, Mission, Philosophy***

### **College History**

The College was established in 1923 as Iola Junior College, under the jurisdiction of the Board of Education of Iola Public Schools, District #10. Designed as an extension of the high school, the

College primarily served the students within the district and was located on the third floor of Iola High School.

Iola Junior College served the community in this way until June 1965, when the local Board of Education successfully petitioned the State Superintendent of Public Instruction to create a county-wide community college. On July 1, 1965, Allen County Community Junior College came into being.

On February 14, 1966, the voters of Allen County approved a \$1,500,000 bond issue to construct a campus on the north edge of Iola. A 96-bed residence hall was opened for occupancy on August 25, 1969, and the College held its first classes in the new buildings on the 90-acre campus on January 5, 1970. In 1978 the College's name changed to Allen County Community College.

In 1979, the Board of Trustees authorized the purchase of a 250-acre farm, located five miles north of Iola, to enhance the agriculture program. A large animal and classroom building was completed on the farm in 1982. In 1988, a horse barn was added. On May 20, 2000, the eight student Zahn Scholarship House was dedicated. It was built with a gift from an alumnus to give agricultural students an opportunity to reside and work on the farm while enrolled at the College. In 1990 a large watershed pond was built on the farm. A residence for the farm manager was added in 2004.

A physical fitness trail was constructed on campus in the summer of 1984, and in 1985, an 1800 square foot Activities Building was completed for recreation and winter indoor sports practices. A fitness center was constructed inside the Activities Building in 1989. That same year the 15,000 square foot Technology Building was built. An interactive television studio was added to the Tech Building in 1998, and renovations in 2003 included a lecture hall/theatre and a high tech classroom.

A music classroom and performance area was completed in the main campus C Complex in 1995 and a storage area, locker rooms, restrooms, trainer's area, and official's dressing area were added to C Complex in 1997.

A 56-bed residence hall, Winter Hall, was added in 1983 to accommodate the growing number of students. Ten duplex units, housing 30 students and located across the street from the campus, were purchased in 2002. A third residence hall, Masterson Hall, was opened in 2007. It provides apartment style living for an additional 56 students on campus.

In the spring of 1991, the Burlingame Campus began operations in a 7,500 square foot building constructed in a cooperative venture between the City of Burlingame, the Unified School District 454, and the College. Two modular units were added in 1995, providing six more classrooms. An addition that more than doubled the size of the original building was completed in the fall of 2001.

The College now enrolls approximately 2,700 students each semester in the programs offered on the campuses in Iola and Burlingame, over interactive television, at the outreach sites located within the six-county service area, and online. The College will remain cognizant of the needs of its service area and responsive to those needs with new programs and services that can be implemented quickly, effectively, and efficiently.

## **Vision Statement**

The Vision of Allen Community College is to be recognized statewide for our excellence as a valuable, responsive resource to the communities we serve and as a caring institution that empowers and educates our students to embrace, become lifelong learners, and take their place as productive citizens in the world community.



## **Mission Statement**

As an institution of higher education, the purpose of Allen Community College is to provide quality educational and support services in an atmosphere that is caring, safe, and conducive to learning. Based on the belief that learning and self improvement are continuous processes, the College is committed to a wide range of affordable educational programs to enable all students to reach their academic, occupational, and personal potential.

Through this commitment, Allen Community College Shall:

- Enable learners to transfer college credit and successfully pursue education at other Institutions.
- Enable students to study vocational/technical certificate and degree programs that will result in their successful employment.
- Upgrade work skills of students through workforce training initiatives.
- Prepare students with deficiencies in reading, writing, or computational skills for success in college level work through developmental courses.
- Enrich and encourage personal development through course offerings.
- Promote diversity within the student body, administration, faculty, and staff.
- Enrich the environment of service area students and citizens by engaging them in social, intellectual, cultural, and recreational activities.
- Support student success through effective advisement, counseling and other support services.
- Enhance the student experience by incorporating intercollegiate activities in student life.
- Promote economic development within the service area.
- Ensure campus facilities are safe, comfortable, and conducive to learning.
- Implement a program of continuous institutional improvement that ensures quality, effectiveness, and relevance.

## **Philosophy**

We, the Board of Trustees, Administration, Faculty, and Staff of Allen Community College, believing that a democracy is sustained by an informed public, are dedicated to the principle that a democratic society offers the greatest hope for the attainment of each person's potential.

The College, therefore, offers comprehensive programs designed to assist its students in becoming productive, responsible citizens. It is through this commitment to educational excellence that the College makes a significant contribution to the social, economic, political, and cultural development of its service area.

The College will offer educational experiences through which its students can attain the skills to prepare them for further education or for entering or acquiring additional skills for the workforce.

The College will provide an environment conducive to learning.

The College will provide instruction and facilities to promote lifetime fitness and healthful living.

These ideals can best be accomplished in an atmosphere of freedom and cooperative effort which reflects democratic values, and where revitalization through learning is an accepted goal for all members of the College.

## **Objectives**

These objectives reflect responses to the beliefs stated in the philosophy and to the educational needs of the citizens, industries, and businesses within the services area of the College.

- Prepare students for successful upper division study through carefully designed associates degree programs and transfer curricula.
- Prepare students for immediate employment in business or industry or to upgrade their workforce skills.
- Assist students in developing reading, writing, verbal, and computational skills.
- engage students in critical thinking essential to defining, analyzing, and solving problems.
- Ensure continuing education and lifelong learning opportunities for job enrichment, personal growth, and cultural enhancement.
- Engage stakeholders in fitness for life by extending the facilities and resources to the College to the community.
- Encourage student interest in the lifelong pursuit of knowledge and self-improvement.
- Engage students in the co-curricular and social activities of the College as well as in governance and service learning.
- Ensure student achievement through advisement, counseling, and support services.
- Enhance relevance to students through assistance in career development and placement.
- Cooperate with secondary schools, business, and industry by mobilizing college resources to satisfy their educational and training needs.
- Develop and maintain current technical and occupational programs that are both relevant and current.
- Use current technology in the management of the College.
- Ensure quality, effectiveness, and relevance through a program of continuous quality improvement and assessment.
- Encourage college personnel to take an active part in community programs that advance social, economic, cultural, and educational growth.

## **Memberships**

Allen Community College is a member of the American Association of Community Colleges, the Association of Community College Trustees, the Higher Learning Commission, the Kansas Association of Community College Trustees, the Southeast Kansas Higher Education System, the Heartland Alliance, and the National Council for Occupational Education, the Kansas Association of School Boards, and the Iola and Humboldt Chambers of Commerce.

## **Allen Advantages**

In keeping with its Philosophy, Mission, and Objectives, Allen Community College offers certain definite advantages:

- Individual counseling and academic advising by trained personnel.
- Classes small enough to allow for personal attention.
- Well-qualified and student-oriented instructors whose main responsibility is teaching.
- Good instructional, laboratory, computer, physical fitness, and library facilities.
- Low tuition cost and book-rental plan.

- Opportunities to participate in activities and to develop social and leadership qualities.

## **Admissions**

### ***Admissions Policies***

#### **Admissions Requirements**

Any applicant who is a high school graduate or has successfully passed the General Educational Development (GED) examination is eligible to enroll in Allen Community College. If neither of these requirements is met, the student should seek admission as a special student.

All Students applying for admission must:

- Complete an application for admission.
- Submit a current high-school transcript and an official eight-semester transcript upon graduation.
- Submit college transcripts from each college attended.
- Submit ACT/SAT scores, or
- Arrange to take the COMPASS/ASSET test at the ACC Student Success Center.
- We recommend students take the American College Test (ACT). Our College ACT number is 1424.

#### **Admission as a Special Student**

An applicant who does not meet the College entrance requirements but is interested in pursuing college work may enroll as a special student. A special student is expected to follow college regulations, pay all fees, regularly attend classes and maintain satisfactory progress. The student remains classified as a special student until he/she has completed thirty hours of college classes with a 2.0 GPA or better. However, in no case will anyone be graduated from the College until full entrance requirements are met.

#### **Admission as a High School/Concurrent Student**

High school students who are classified as juniors or seniors at an accredited high school or are classified as gifted students, as defined in K.S.A. 72-962(g), 72-11a01, and 72-11a05, enrolled in any of the grades nine through twelve, may enroll in Allen Community College with the approval of the high school principal or his/her designee. High school students who have completed ten units of credit from an accredited high school may enroll in a vocational program at Allen with the approval of the high school principal or representative.

#### **Admission as a Transfer Student**

A transfer student is eligible for admission if he/she meets entrance requirements. Any student on academic probation at another college will be admitted on probationary status. No transfer student is officially enrolled until all college transcripts have been received. Any student who falsifies admission information may be subject to dismissal.

## Residency Requirements

Kansas State Law requires that a student must have been a Kansas resident at least six months prior to the enrollment date to be eligible for the in-state rate of tuition. Residency is not legally established by simply residing in a given location. Significant factors that may be considered in determining intent to become a resident are payment of property taxes, purchase of license tags, location of employment, voter registration, and any other established ties with the community college district.

Special exceptions are made for students who are in any armed service of the United States; are employees of a community college; have special domestic relation circumstances; have graduated from a high school accredited by the State Board of Education within 12 months of enrollment at a community college and are entitled to admission at a state university pursuant of K.S.A. 72-116; or are domiciled residents of the state, whose domiciliary residency was established in the state for the purpose of accepting, upon recruitment, retaining, or transfer by an employer, a position of full-time employment at a place of employment in Kansas.

For further information about residency requirements, students should contact the Registrar.

## Admission as an International Student

Allen Community College has been approved by the United States Citizenship and Services (USCIS) as a school for nonimmigrant students. An international student interested in enrolling at Allen Community College must have the following papers on file to be considered for admission:

- Application for Admission. (International Student Version)
- Declaration of Financial Support/Verification of Financial Resources.
- Authenticated translated copies of all academic records.
- Proof of English proficiency: (School code for requesting TOEFL is 6305)
  - a. TOEFL score: 520 or higher, 190 or higher (computer-based), or
  - b. Citizen of an English-Speaking country.
- \$50.00 nonrefundable application fee.

All required paperwork, documentation, and fees must be submitted by June 1st for fall semesters, October 15th for spring semesters, and March 15th for summer sessions.

Once the documents have been received by Allen Community College, they will be evaluated for admission status. Upon admission approval, an I-20 form (Certificate of Eligibility for F-1 Status) will be issued to the student. When presented to an American Consulate, the I-20 may be used to secure the appropriate visa to enter the United States as an international student.

Payment of all tuition and other funds due Allen Community College must be paid in full **one week** prior to the first day of classes for each semester. International students are required to enroll in a minimum of 12 credit hours per semester. International students are not required to enroll during the summer.

Upon arriving on campus, the student will need the following documents to register for classes:

- I-20 (F-1 Status)
- Passport/Visa
- I-94 Arrival/Departure Card
- Proof of Personal Health Insurance coverage

If the student does not enroll in the semester for which the I-20 was issued, the student's information must be resubmitted before another I-20 will be issued.

## **Enrollment and Registration**

### **Registration Terminology**

#### **Semester System**

Allen Community College's academic year is divided into a sixteen-week fall semester beginning in August, a sixteen-week spring semester beginning in January, an eight-week summer session beginning in June, and interim session, which may be held between the fall and spring semesters or between the spring semester and the summer term. Some eight-week courses may be offered within the fall and spring semesters, and some classes may be held for four weeks during the summer session.

#### **College Credit Hour**

An "hour" credit equals 15 clock hours of instruction per semester. A minimum of one-and-one-half hours spent working in a laboratory are counted as an hour of credit.

#### **Standard Course Load and Full-Time Status**

Sixteen (16) hours is the recommended load per semester. A student is considered full-time when enrolled in 12 hours or more. The maximum amount of college work carried by any student during a semester should be adjusted to individual needs and circumstances. Students may take up to 19 hours with the approval of their academic advisor. Students wishing to take over 19 hours, up to a maximum of 22 hours, must obtain the approval of their academic advisor and the Vice President for Academic Affairs. The main consideration in approval of an overload is an acceptable grade point average. Students must hold a 3.0 GPA or better to be granted permission to carry an overload.

Nine credit hours is the recommended maximum load for summer school. Approval of the Vice President for Academic Affairs is required for enrollment in more than nine credit hours; however, approval will not be granted for enrollment in more than 12 hours.

#### **Advisement Process**

Each student is assigned an academic advisor upon being accepted for admission. Students should meet with their advisor periodically to develop and monitor their academic plans.

Advisors should be willing to help with questions students may have regarding the College or its programs. To change advisors, a student needs to obtain a Change of Advisor form from the Admissions Office and return the form to the Admissions Office after completion. The advisor will ensure the student's records are transferred to the new advisor.

Students who plan to continue their education at a four-year college or university should determine, as soon as possible, the undergraduate requirements of the College they expect to attend. They will also find helpful suggestions in the schedules set up under the various divisions in this bulletin and in the schedule for general education.

Some students enter the community college with no plans to transfer to a four-year college or to specialize in any particular field of study. Their purpose in attending is to broaden their

educational background and to take advantage of the social and cultural aspects of higher education. Such students should work with their advisors to select courses that approximate those suggested in the general education curriculum.

## **Early Enrollment**

Students will have the opportunity to enroll for the fall and spring semesters with the assistance of their faculty advisors. It is suggested that students enroll on specific enrollment dates that are scheduled and published throughout the year. If necessary, students may also enroll at their convenience if they are unable to enroll on scheduled enrollment dates.

## **Enrollment Options**

### **Standard Enrollment**

Unless otherwise arranged, students will enroll in credit-and grade-bearing courses. These courses will count toward program and degree completion as specified by program and degree requirements. Developmental courses do not count toward program and degree requirements, but they are figured into a student's GPA and total course hours.

### **Course by Arrangement (Directed/Independent Study)**

No course by arrangement will be permitted without the written approval of the instructor, Dean for Instruction, and the Vice President for Academic Affairs. Only students in their last term and needing the directed or independent study to graduate are eligible. The student must hold a 2.5 GPA on a 4.0 GPA scale. No student will be permitted a course by arrangement for a course repeat.

### **Auditing a Class**

To audit a course, attending a course for no credit or grade, a student must declare that desire at the time of enrollment. The option to audit cannot be changed once the class begins. A course originally completed under the audit option cannot later be converted to a graded or Pass/Fail option. A course taken for audit will not count toward any program or degree requirement. Regular tuition and fees are assessed for that course. Scholarship dollars cannot be used to pay for courses being audited. An audit student cannot displace a student taking a class for credit.

### **Orientation**

A special orientation program is provided for incoming freshmen students. During orientation, information concerning the College is made available, various placement tests are given, and individual student-advisor conferences are held to establish a productive advising relationship. A parents' orientation program directed by the college's President, Vice President, and Dean for Students is also offered to address specific questions.

### **Registration Process**

Registration, held on the first day of each semester as shown in the College calendar, is the final step in admissions. Tuition and fees should be paid at the time of registration. Payment in full is expected during this time.

## **Educational Fees**

Tuition and fees as listed are in effect for the 2009-2010 school year and are subject to change by the Allen Community College Board of Trustees without notice. Some courses require the purchase of paperback books, workbooks, or supplies.

### **In-District (Allen County) Residents:**

Tuition.....	\$47 per credit hour
Fees .....	\$16 per credit hour
Book Rental and Materials Fee.....	\$10 per credit hour

### **Out-of-District and Out-of-State Students:**

Tuition.....	\$47 per credit hour
Fees .....	\$16 per credit hour
Book Rental and Materials Fee.....	\$10 per credit hour

### **International Students:**

Tuition.....	\$134 per credit hour
Fees .....	\$16 per credit hour
Book Rental and Materials Fee.....	\$10 per credit hour

Special fees may be charged for certain classes.

### **On-line Courses:**

Tech Fees (in addition to tuition, fees and book)....\$25 up to \$75 per class

### **Residence Hall Fees Per Academic Year (subject to change):**

Horton and Winter Halls with meal contract .....	\$4,250
Red Devil Duplexes .....	\$3,200
Zahn Scholarship House .....	\$3,200
Masterson Hall.....	\$3,600

Duplexes and Zahn Scholarship House do not include meal option, but a meal plan may be purchased separately.

### **Textbook and Material Rental Fee**

Allen Community College operates a textbook rental system for students. The book rental cost is \$10 per credit hour. Some classes may require the purchase of a book or a workbook.

Books are distributed through the ACC Bookstore and must be returned at the completion of the semester or upon dropping the course. Any student who fails to return books in accordance with this policy will be assessed the current replacement cost of the books. All academic transcripts will be held until payment is received.

## Payment of Tuition and Fees

All tuition and fees are to be paid in full on or before registration day in order to complete the enrollment process and pick up books. MasterCard or VISA cards are accepted.

Any outstanding balances from prior semesters must be paid in full before current semester enrollment can be completed.

Any student requiring financial aid or student loans to cover costs is responsible for contacting the Financial Aid Office before enrollment and completing all necessary forms and documentation to ensure that enrollment will not be delayed.

Students who do not take care of financial obligations within 20 days of the start of classes may be removed from classes.

Students will not graduate or have transcripts issued until all tuition, fees, fines, residence hall fees and bookstore charges have been paid.

## Refund Policy

### All Students

Students withdrawing from a class which is scheduled during a sixteen week semester will receive the following refund of tuition and fees:

0-14 calendar days	100%
15-28 calendar days	25%
29 <sup>th</sup> day to end of semester	0%

Students withdrawing from a class which is scheduled during an eight week session will receive the following refund of tuition and fees:

0-6 calendar days	100%
7-12 calendar days	25%
13 <sup>th</sup> day to end of session	0%

Students withdrawing from a class which lasts less than eight weeks will receive the following refund of tuition and fees:

0-1 calendar day	100%
2 <sup>nd</sup> day to end of class	0%

The date used to calculate a refund is the date the student officially withdraws in the Registrar's office or upon receipt of correspondence from the student indicating his/her requests to be officially withdrawn. Refunds should be requested from the business office at the time of official withdrawal.

### Refunds Procedure

The date used to calculate a refund is the date the student officially withdraws in the Registrar's office or upon receipt of correspondence from the student indicating his/her status as being withdrawn. Refunds should be requested from the business office at the time of official withdrawal.

To officially withdraw from a course, a student must obtain a Change of Schedule form from the Administration Office. This form must be approved and signed by the student's advisor and then signed by the Bookstore manager to show that rental textbooks have been returned. The completed



form must then be presented to the Administration Office on the Iola or Burlingame campus. If contact cannot be made, the student must write or call the Registrar's Office, Allen Community College, 1801 North Cottonwood, Iola, Kansas 66749. The Iola Campus telephone number is (620)365-5116; the Burlingame Campus telephone number is (785) 654-2416.

## **Changes in Class Schedule**

### **Drop/Add Period**

The official drop/add period for Iola Campus day classes consists of the first eight (8) class days each semester. The drop/add period for evening, Burlingame Campus, and outreach classes is the first two (2) weeks of the semester. No record of courses dropped during this period will appear on the transcript.

Change of Schedule forms may be picked up from the Administration Office. All Change of Schedule forms must be initiated through the student's advisor. The completed Change of Schedule form must be returned to the Administration Office.

### **Adding a Class**

No class may be added after the official drop/add period without the consent of the instructor and the Vice President for Academic Affairs.

### **Dropping a Class**

After the official drop/add period, up to and including the 70th class day of each semester, a student may withdraw. A designation of "W" (withdraw) shall be entered on the student's transcript.

After the 70th class day of each semester, no withdrawals by the student or class instructor shall be allowed. In cases of extenuating circumstances, permission to withdraw from all classes in which the student is enrolled may be granted by the Vice President for Academic Affairs.

Students in classes that do not meet the usual semester schedule (eight-week, telecourse, by arrangement, by appointment, summer, etc.) should check with their advisor for the official drop policy for that class.

## **Financial Assistance**

The College has financial aid programs to assist students in overcoming the economic problems associated with college attendance. The Office of Student Financial Aid is especially concerned with students who need financial assistance to attend Allen Community College. Financial assistance is provided through a combination of sources, including grants, scholarships, grants-in-aid, part-time employment, and loans.

### ***Federal Financial Aid***

### **Federal Work Study**

This program is financed by the College and the federal government. It provides job opportunities on campus to full-time students.

The amount of an award to a student is based on the student's need and the total appropriation allotted by the Department of Education for the program. Financial need is determined by the FAFSA. Students may apply through the Office of Student Financial Aid.

### **Pell Grant**

The Pell Grant Program is the largest Federal student aid program. These grants provide a foundation of financial aid that may be supplemented by additional Federal and non-Federal sources. The amount of the grant is based on financial need, which is determined by a standard formula devised by the Department of Education and our College costs. To apply, students should complete the Free Application for Federal Student Aid (FAFSA), which is available in the Office of Student Financial Aid or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Academic Competitiveness Grant**

This grant program provides \$750 for the first academic year of study and \$1,300 for the second academic year of study to full-time students who have completed a rigorous secondary school program of study. Students must be Pell eligible and have graduated from high school after January 1, 2005. For additional information contact the Financial Aid Office.

### **Stafford Student Loan**

Under this program a student may obtain a loan from a participating bank or other lending institution. A student is permitted to borrow up to \$2,625 during his/her freshman (first) year and \$3,500 during the sophomore (second) year. However, a student may not borrow more than his/her college costs minus family contributions and any other financial aid received. The loan may be either subsidized or unsubsidized. For more information, students may contact the Financial Aid Office.

## **Supplemental Educational Opportunity Grant (SEOG)**

This program is designed for students who show exceptional financial need as determined by the FAFSA. This money does not have to be repaid. The amount of aid is determined by financial need and by the amount of money available to the College for this program. These monies are awarded by the College's Office of Student Financial Aid.

## **Scholarships/Grants-In-Aid**

### **Academic Scholarships for Full-time students**

Enrollment must include 12 credit hours that start at the beginning of the semester. Scholarships are not available for summer school.

#### **Presidential Scholarship**

3.75 and above cumulative GPA or GED score of 650+

Amount is tuition, fees and book rent up to 18 hours per semester. Fees include incidental fees and lab fees. No on-line technology fees are included.

#### **Dean's Scholarship**

3.50-3.74 cumulative GPA or GED scores of 601-649. Amount is tuition and book rent up to 18 hours per semester.

#### **Merit Scholarship**

3.00-3.49 cumulative GPA or GED scores of 520-600. \$500 per semester.

### **Academic Scholarships for Part-time students**

Part-time scholarships are available to students enrolled in at least 6 credit hours that start at the beginning of the semester. Twelve credit hours must have been completed at ACC prior to eligibility. Scholarships are not available for summer school.

A minimum college cumulative GPA of 3.00 is required. Amount is \$200 per semester.

## **Allen County Grant**

Allen county grants are available to residents of Allen County enrolled in at least 6 credit hours that start at the beginning of the semester. Grants are not available for summer school.

A minimum cumulative GPA of 2.50 is required. Amount is \$200 per semester.

### **Early Start Scholarship**

Early start scholarships for summer school are available to first-time students needing developmental education. The student must be enrolled for the following fall semester at Allen Community College. No GPA requirement. Amount is tuition and book rent.

*Priority deadline for scholarship applications is April 1.*

### **Athletic and Activity Scholarship**

Tuition and book rental scholarships are offered by the activity coaches/directors to students in the following areas:

- Athletic—Baseball, Basketball, Cross Country, Golf, Track and Field, Soccer, Softball, and Volleyball.

- Activity–Academic Excellence Challenge Team, Art, Athletic Trainer, Cheerleading, Dance, Theater, Livestock Judging, Meats Judging, Choir, Band, Student Ambassador, and Yearbook.

For a student to be eligible for an athletic or activity scholarship, a signed letter of intent must be filed in the Financial Aid Office prior to the beginning of the fall semester. To retain this scholarship, the student must accumulate a minimum of 12 credit hours with a 2.0 GPA each semester. Students receiving scholarships are required to live in college housing, commute from home, or be officially released from housing by the Director of Student Life.

A student may be awarded more than one scholarship, but the total of all institutionally-awarded scholarships are limited to the amount of tuition and book rental, except in the case of a student whose high school GPA is 3.5 or above. In this case, the student is eligible for both the athletic and academic scholarship, the total of which is not more than his/her direct educational costs or \$500 per semester, whichever is less. To continue eligibility for both, a cumulative college GPA of 3.5 or above must be maintained.

## **Employment**

Many job opportunities are available on our campuses and in the local communities providing earnings that will help defray the costs of education. Students may inquire about jobs with the Career/Academic Advising/Placement Coordinator.

## **Campus Work Program**

This program is funded by the College and is not need-based. The jobs are made available to full-time students. An ACC student employment application must be completed. Students may apply through the Office of Student Financial Aid.

## **International Student Employment Policy**

An F-1 Visa student may accept employment at the institution he or she is authorized to attend without prior approval from INS, provided the student is enrolled in a full course of study and the employment will not displace a U.S. resident [8 CFR 214.2(f)(9)(i)]. In this context, “displace a U.S. resident” means that an on-campus employer may not remove a U.S. worker to hire an international student.

## **Off-Campus Employment**

Students interested in off-campus employment should fill out an employment application obtained from the Career/Academic Advising/Placement Coordinator. When an employer notifies the College of a job opening, students with applications on file are notified.

## **Veterans Benefits**

Allen Community College has been approved to offer training for veterans, who must first complete the necessary application forms to establish eligibility. The Financial Aid Director, who is the ACC veteran’s representative, can answer questions and supply all relevant application forms; approximately 60 days are required to process application and certification forms. For additional information on veteran’s financial assistance, students may contact the Financial Aid Office.

## **Bureau of Indian Affairs (BIA)**

The BIA administers programs of financial assistance for Native Americans. To be eligible for a BIA grant or loan, a student must be able to prove that he or she is at least one-quarter degree blood quantum of American Indian, Eskimo, or Aleutian. An applicant should contact the agency that has the record of tribal enrollment.

## **Vocational Rehabilitation**

Vocational Rehabilitation is a public service to help restore or develop the work ability of physically and mentally handicapped citizens to the extent that they may become gainfully employed. For further information relating to services available, persons should contact local offices in their area or the Director of Vocational Rehabilitation, 915 SW Harrison, Docking State Office Building, Floor 9 North, Topeka, Kansas 66612, or call (785)368-7471. Statewide access line 1-888-369-4777. Kansas Relay Center for people with hearing or speech disabilities 1-800-766-3777, [www.srskansas.org/rehab](http://www.srskansas.org/rehab)

## **Academic Policies and Procedures**

### **General Education Outcomes**

ACC has developed General Education Outcomes to reflect the broad intellectual experience that students should receive during their first two years of college, regardless of their major field of study. Upon completion of general education requirements at ACC, the student shall be able to:

- Communicate ideas orally and in written form.
- Think analytically and apply problem-solving techniques.
- Perform practical numerical calculations and reasoning.
- Demonstrate creativity and/or appreciation of aesthetic principles.
- Understand the benefits of physical and mental fitness.

No single course at the College combines all of these purposes. Yet each general education course should include one or more of these basic outcomes. The general education requirements of each degree at the College are established so that any student completing those general education requirements will have taken a combination of courses resulting in each of these outcomes being attained.

Since many courses may achieve these same outcomes, the student is given choices in the courses to be taken to meet the requirements. Yet, no matter which choices students make, they will have taken a set of courses which includes all five of the general education outcomes.

### **Academic Assessment**

Allen Community College takes pride in its “outcomes-based” instructional system. Such systems are designed to maximize student learning and overall academic achievement. The faculty and staff are committed to this system and the potential for success it holds for all students. Students are given course syllabi or outlines in each class containing specifically stated outcomes and competencies. In this manner, they are made more aware of what the instructor expects of them on a day-by-day basis and, more importantly, what they can expect to see on unit exams.

All students entering Allen Community College are required to take an entrance exam and, shortly prior to graduation, an exit exam. The purpose of this testing is to measure student gains in the area

of general education. General Education is that body of knowledge that the college has deemed to be essential to all community college graduates.

Each instructor starts the semester by giving students a “pre-test” of that course’s content. Upon semester’s end, a “post-test” covering the same content is administered. Comparison of the pre- and post-test scores enable the instructor to determine academic gains made by each student. In addition, careful analysis of these results assists the instructor in reviewing course content, instructional materials, and teaching styles.

Allen Community College is student-centered and learning-focused. The assessment program designed and maintained by the faculty and staff at ACC is a very important step in its quest for academic excellence.

## **Attendance**

Any absence from class work entails a loss to the student. Regular class attendance is required. Every student should become thoroughly familiar with attendance regulations, which are in the course syllabi and the Student Handbook.

## **Academic Placement**

### **Mandatory Placement**

All first-time students not having an ACT score are required to take the COMPASS/ASSET assessment, which directs them into the appropriate entry-level courses. These scores provide proper placement into English, mathematics, and science classes as well as furnish information in reading skills. Students enrolled in pre-college level classes will be required to successfully demonstrate mastery of competencies at the pre-college level as a prerequisite for registration in general education courses. In those cases where pre-college courses are indicated in all three areas, ACC may require completion of minimum competencies in all three areas before a student is allowed to begin general education courses. Successful completion of prerequisites is required for a student to move to the next level. The COMPASS/ASSET test is administered during designated advising days, orientation, or by appointment. All testing appointments at Iola should be made with the Testing/Career Counselor in the Student Success Center. Burlingame and outreach students should make testing appointments on the Burlingame Campus.

### **Language Arts**

A student must enroll in **COL 012 Reading Fundamentals** if they have **one** of the following:

1. a qualifying ACT score in Reading (0-11)
2. a qualifying COMPASS score in Reading (0-53)
3. a qualifying ASSET score in Reading (0-33)

To enroll in **COL 013 Intermediate Reading**, a student must have **one** of the following:\*

1. a qualifying ACT score in Reading (12-15)
2. a qualifying COMPASS score in Reading (54-72)
3. a qualifying ASSET score in Reading (34-38)

\* If a student has previously enrolled in COL 012 Reading Fundamentals, the student must have earned a grade of “C” or higher in COL 012.

A student must enroll in **COL 010 Fundamentals of English** if they have **one** of the following:

1. a qualifying ACT score in Writing (0-11)
2. a qualifying COMPASS score in Writing (0-22)
3. a qualifying ASSET score in Writing (0-34)

To enroll in **COL 011 Pre-Composition**, a student must have **one** of the following:\*

1. a qualifying ACT score in English (12-15)
2. a qualifying COMPASS score in Writing (23-54)
3. a qualifying ASSET score in writing (35-40)

\* If a student has previously enrolled in COL010 Fundamentals of English, the student must have earned a grade of “C” or higher in COL010.

To enroll in **COL 101 English Composition I**, a student must have **one** of the following:\*

1. a qualifying ACT scores in English (16+) and Reading (16+)
2. a qualifying COMPASS scores in Writing (55+) and Reading (73+)
3. a qualifying ASSET scores in Writing (41+) and Reading (39+)

\* If a student has previously enrolled in COL 011 Pre-Composition, the student must have earned a grade of “C” or higher in COL 011, with a qualifying score on the course post-test, and a qualifying reading score.

To enroll in **COL 102 English Composition II**, a student must have previously enrolled in COL 101 English Composition I and must have earned a grade of “C” or higher in COL 101, and have a qualifying score on the course post-test.

## **Math and Science**

A student must enroll in **MAT 014 Beginning Mathematics** if they have **one** of the following:

1. a qualifying ACT score (0-13)
2. a qualifying COMPASS score (Pre-Algebra 0-21)
3. a qualifying ASSET score (Numeric Skills 0-32)

To enroll in **MAT 015 Elementary Algebra or BUS 121 Business Math**, a student must have **one** of the following:\*

1. a qualifying ACT score (14-17)
2. a qualifying COMPASS score (Pre-Algebra 22-100 or Algebra 0-30)
3. a qualifying ASSET score (Numeric Skills 33+)

\* If a student has previously enrolled in MAT 014 Beginning Mathematics, the student must have earned a grade of “C” or higher in MAT 014.

To enroll in **MAT 020 Intermediate Algebra**, a student must have **one** of the following:\*

1. a qualifying ACT score (18-19)
2. a qualifying COMPASS score (Algebra 31-49)
3. a qualifying ASSET score (Elementary Algebra 39-44)

\* If a student has previously enrolled in MAT 015 Elementary Algebra, the student must have earned a grade of “C” or higher in MAT 015.

To enroll in **MAT 105 College Algebra**, a student must have **one** of the following:\*

1. a qualifying ACT score (20+)
2. a qualifying COMPASS score (Algebra 50-100 or College Algebra 0-43)
3. a qualifying ASSET score (Intermediate Algebra 39+)

\* If a student has previously enrolled in MAT 020 Intermediate Algebra, the student must have earned a grade of “C” or higher in MAT 020.

To enroll in any **science class (BIO, CHE, or PSC) or internetworking class**, a student must have **one** of the following:

1. a grade of “C” or better in COL 013 Intermediate Reading
2. a qualifying ACT score in Reading (16+)
3. a qualifying COMPASS score in Reading (73+)
4. a qualifying ASSET score in Reading (39+)

To enroll in any **literature class**, the student must be concurrently enrolled in COL 101 or have successfully completed COL 101 with a “C” or better.

Only the Vice President for Academic and Student Affairs can sign a waiver to authorize enrollment in any of these classes without the appropriate prerequisite.

## **External Credit**

Allen Community College will accept a maximum of 48 hours of college credit for educational hours from self-study, military, national achievement, or college placement tests (CLEP and PEP), and credit transferred from other colleges and Kansas vocational-technical schools. Such work must be evaluated and approved by the Registrar and, if necessary, departmental faculty members, before actual credit is granted. Credit may be awarded after the student has successfully completed a minimum of 12 semester hours from ACC. Sixteen of the last 28 credits applied toward graduation must be taken at ACC.

## **Transfer of Credit**

Statewide guidelines for articulation between Kansas community colleges and area vocational-technical schools are as follows:

- Students must meet the graduation requirements for the Associate of Applied Science at the degree-granting college.
- Kansas community colleges will accept for evaluation and possible transfer, approved post-secondary area vocational-technical school program credit as potential credit toward the Associate of Applied Science degree.
- Former students of Kansas-area vocational-technical schools must be enrolled in the community college and have successfully completed 12 college credit hours with the community college before the evaluated hours will be recorded on the college transcript.
- All Kansas-area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
- Community colleges may request a course syllabus for each vocational course included in the program proposed for transfer. The syllabus shall include a listing of the objectives of the course and the competencies to be acquired.



No less than 25 percent of the Associate of Applied Science degree credit hours shall be in the general education area. At least 50 percent, but not more than 75 percent, of the total degree program hours shall be in the technical area.

## CLEP Policy

Allen Community College accepts CLEP credits by examination. The College-Level Placement Examination Program (CLEP) permits students of any age or education level to gain college credit, following satisfactory completion of two types of tests. One measures general information considered the equivalent of the college freshman year. Another tests specific subject areas. Allen Community College serves as an open test center for the CLEP exams. After taking the tests, individuals should allow six weeks for results to reach ACC.

Allen Community College will accept CLEP credit for the following courses if the score being transferred meets the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. **No more than 12 hours of CLEP credit will be accepted.** A student's transcript will denote all credits earned through CLEP.

Course	Min. Score	Test name	Credits
English Composition I and II	50	Freshman Composition	6 hours
College Algebra	50	College Algebra	3 hours
Pre-Calculus	50	College Algebra-Trigonometry	3 hours
Plane Trigonometry	50	Trigonometry	3 hours
American Government	50	American Government	3 hours
Introduction to Literature	50	Analyzing & Interpreting Literature	3 hours
American History to 1876	50	History of the United States I	3 hours
American History from 1876	50	History of the United States II	3 hours
General Psychology	50	Introductory Psychology	3 hours
Sociology	50	Introductory Sociology	3 hours
Introduction to Computers	50	Information Systems and Computer Applications	3 hours
Accounting I and II	50	Principles of Accounting	6 hours
History of Western Civilization I	50	Western Civilization I	3 hours
History of Western Civilization II	50	Western Civilization II	3 hours
Early & Modern American Literature	50	American Literature	6 hours
Early and Modern British Literature	50	English Literature	6 hours
Accounting I and II	50	Principles of Accounting	6 hours
Business Law I	50	Introductory Business Law	3 hours
Principles of Management	50	Principles of Management	3 hours
Calculus with Analytic Geometry I	50	Calculus with Elementary Functions	5 hours
Macroeconomics	50	Principles of Macroeconomics	3 hours
Microeconomics	50	Principles of Microeconomics	3 hours

## **Military Educational Experience Credit**

Advanced standing credit for military educational experience can be given based on recommendations of the American Council on Education, which has established equivalency credit guidelines for military work in the Army, Navy, Air Force, Marines, and Coast Guard. Individuals seeking advanced standing credit based on military service should contact the Registrar's Office for additional information. No cost is assessed for determining advanced standing credit for military duties.

No letter grade is awarded when students receive advanced standing credit in a course; it is counted as transfer credit without a grade but is counted toward graduation and may be used to fulfill curriculum requirements.

## **Enhancements to Academic Experiences**

### **Service Learning**

Many academic courses incorporate service learning experiences into the curriculum. Service learning combines community service and classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning involves students in activities that address local needs while developing their academic skills and commitment to their community.

### **Job Shadow**

Students interested in exploring a particular career have an opportunity to shadow individuals working within that field. The Career/Academic Advisor/Job Placement Coordinator assists students in identifying job shadow sites and setting up a job shadow experience.

### **Internships**

Students have paid and unpaid internship opportunities within their chosen field of study. Some internships are established through partnerships with four-year institutions the summer following completion of associate degree requirements and prior to transfer to a four-year institution. Students may coordinate with their academic adviser and the Career/Academic Advisor/Job Placement Coordinator in identifying internship opportunities within their field of study.

## **Evaluation and Academic Progress**

### **Grades and Grade Points**

A, B, C, D, and P are recorded as passing grades; F indicates failure.

An incomplete "I" is given only when a student cannot complete the coursework because of illness or other conditions usually beyond the control of the student. An explanation of the work required to complete the course must be filed by the instructor with the Vice President for Academic Affairs at the time the grade is submitted. The incomplete work must be made up by the end of the following semester. A student who fails to meet the deadline for completion of the incomplete will have to repeat the entire course for credit.

Grade points are employed for rating academic achievement for the student. For each semester hour of credit with an A grade, 4 points are awarded; for a B grade, 3 points; for a C grade, 2 points; for a D, 1 point; and for an F grade, no points will be awarded.

At registration, a student may opt to take any course as “P,” pass, or “F,” fail. No grade point will be calculated in the GPA for a “P” grade.

A student receiving a grade of “P” will receive credit towards total hours earned.

## **Transcripts**

A transcript is the record of a student’s academic work. It contains a list of the courses enrolled in and the grades earned.

## **Official Transcripts**

An official transcript is the true record of the student’s academic progress at a college or university. An official transcript is signed by the Registrar and has a stamp of the college seal.

## **Previous College Transcripts**

A student is required to send ACC an official copy of previous college transcripts if the student attended other colleges or universities. The Registrar will evaluate all credit hours from other institutions. State law requires ACC to keep previous college transcripts in the student’s file.

## **Holds**

If a student owes the institution money for any reason, a hold will be placed on his/her final grade report and/or transcript. The student will not be able to obtain a copy of the final grade report and/or transcript until the debt is paid, or books and/or equipment are replaced or returned. Transcripts will be held if loan recipients fail to complete an exit interview. Transcripts will be released after all obligations are met.

## **Transcript Requests**

To have an official copy of the student’s ACC transcript sent to an employer or another college or university, the student must provide the Registrar with written permission to send the transcript. Official transcripts will be sent only upon written request. Transcript request forms are available in the Administration Office and on the College website. Students will be charged \$5.00 for each transcript requested.

## **Early Student Progress Report (ESP)**

Grades are issued at the close of each semester; however, a progress report may be issued anytime a student does not maintain satisfactory work. The Early Student Progress Report (ESP) will be available through campus email, and follow-up will be provided through the counseling department, which will help the student develop a plan to improve academic performance.

## **Honors Recognition**

Those who have done outstanding scholastic work are recognized at the end of each semester through publications of a President’s Honor Roll, listing the names of those who have earned a 4.0 grade point average. The Dean’s Honor Roll lists the names of those who have earned a 3.50 to 3.99 grade point average. Honorable Mention is given to those with 3.0 to 3.49 grade point averages. To be eligible for honors recognition, a student must be enrolled in and receive grades in 12 credit hours or more. Developmental courses do not count toward honors recognition.

## **Academic Probation and Dismissal**

Students should make at least minimum progress toward an associate's degree while enrolled as a full-time student. Student progress is determined by the student's cumulative grade point average (GPA). Minimum progress is determined as follows:

1.5 GPA upon completion of 12 credit hours of work.

1.6 GPA upon completion of 24 credit hours of work.

1.7 GPA upon completion of 36 credit hours of work.

1.8 GPA upon completion of 48 credit hours of work.

2.0 GPA upon completion of 64 credit hours of work.

Any student whose grade point average falls below the minimum standard shall be placed on academic probation. While on probation, the student's class load shall be reduced to a maximum of 12 or 13 hours to enable the student to more readily make up academic deficiencies. If the student fails to raise his/her GPA to the minimum standards in the next semester of work attempted, he/she will be dismissed from the College.

A student who has been dismissed from the College for academic reasons shall not enroll for the semester immediately following dismissal without permission of the Academic Committee. This committee is composed of the Dean for Students, the Vice President for Academic Affairs, and three faculty members. Any student who has been dismissed for academic deficiencies may petition in writing for reinstatement, stating the reason for unsatisfactory performance and the conditions which indicate promise for improvement.

A transfer student who is either on academic probation or has been dismissed from another institution may be admitted at the discretion of the Academic Committee. A transfer student so admitted will be restricted to a maximum of 12 or 13 hours of work and must establish a grade point average of 2.0 for that semester of work.

## **Academic Appeals**

Students are provided with a Student Handbook that outlines general academic policies. Students also receive a course syllabus that indicates expectations, grading system, and other pertinent data regarding a particular course. It is the student's responsibility to become familiar with the contents of these publications.

If a student receives a grade that he or she feels is unfair and not in compliance with guidelines in the above publications, he or she may appeal the grade using the following process.

The student shall appeal in writing to the instructor who issued the grade with copies going to the Dean for Student Affairs and Dean for Instruction. This shall be done within seven (7) calendar days from the day the grade was issued for an assignment or test and within thirty (30) calendar days from the end of the semester for a final grade. Included in the appeal shall be the student's name, the class in which the grade was received, and the basis for the appeal. The instructor shall respond to the student in writing within five (5) calendar days of receipt of the notice, regarding the disposition of the appeal. A copy of the appeal and the instructor's response shall be filed with the Vice President for Academic Affairs, Dean for Instruction, and Dean for Student Affairs.

If the student feels that the instructor's decision is not fair, he or she may appeal the matter to the Vice President for Academic Affairs with a copy going to the Dean for Student Affairs. This appeal shall be in writing and shall be submitted within five (5) calendar days of the date of the

instructor's written response. The Vice President for Academic Affairs shall confer with both the student and the instructor and may review any other information relevant to the situation. The Vice President for Academic Affairs shall respond to the student in writing within seven (7) calendar days of receipt of the appeal regarding its disposition with a copy going to the Dean for Student Affairs.

If the student feels the Vice President for Academic Affairs decision is not fair, he or she may, within five (5) calendar days of receipt of the Vice President for Academic Affairs decision, appeal the matter to an Academic Appeals Task Force. This task force shall be composed of the Dean for Student Affairs, the Dean for Instruction, an instructor of the student's choice, and an instructor appointed by the Vice President for Academic Affairs. The instructor whose grade is being appealed shall not serve on the task force. The Academic Appeals Task Force shall confer with the student and instructor and review all pertinent information. The task force shall come to a decision regarding the appeal and respond to the student, in writing, within seven (7) calendar days of receipt of the appeal.

If the student still feels that he or she is being treated unfairly, an appeal may be made to the Board of Trustees through the President. A written appeal shall be filed with the President within five (5) calendar days after the Academic Appeals Task Force notifies the student. All pertinent information shall be forwarded to the President for dissemination to the Board of Trustees. The Board shall place the appeal on the agenda for their next regularly scheduled meeting. The appeal may be heard in open or executive session depending on the wishes of the student. The President shall deliver the decision of the Board to the student in writing.

The Board's decision is final. The student who finds it necessary to further pursue the matter must do so outside the realm of the College administrative structure.

### **Repeating a Course**

Those who wish to repeat a class they have already taken for college credit at Allen Community College or another institution are required to first obtain consent of the Vice President for Academic Affairs. Repeating a course for which credit has already been earned will cancel the grade and credit in the earlier enrollment even though a record of the work will continue to appear on the transcript. The last grade in the course repeated will be used in computing grade point averages. No credit course is allowed to be repeated as a directed or independent study or as an advanced credit class.

### **Academic Forgiveness Policy**

Allen Community College's Academic Forgiveness Policy allows students returning to this institution the opportunity to improve their GPAs. This policy allows a "fresh start" for students wishing to progress beyond their previous academic performance.

In order for students to achieve academic forgiveness, they must meet the following requirements:

- There must be at least a three-year hiatus between a student's last semester at Allen Community College and the semester the student seeks readmission to our institution.
- Upon re-admission the student must complete at least twelve credit hours with a GPA of 2.0 or above with all class grades being "C" or better. No pass/fail course will be included in these 12 hours.

- With the aforementioned requirements satisfied, the student must petition the Academic Forgiveness Committee for consideration. This committee will be composed of the Vice President for Academic Affairs, the Dean for Instruction (or the Dean for Outreach at the Burlingame campus), the institution's counselor, the student's advisor, and a faculty member selected by the Vice President. In order for the student to receive academic forgiveness, the committee must agree by a simple majority.
- If approved, the student may select two whole semesters to be forgiven. Although these semesters do not have to be consecutive, they must be chosen intact. Students cannot pick a variety of courses from various semesters for consideration for forgiveness.

Finally, students must be aware that successive or transfer institutions reserve the right not to acknowledge ACC's decision for their respective requirements or purposes.

## **Final Examinations**

Final examinations are considered a part of each course and are given at the close of each semester. All students are required to take the examinations. All final examinations are to be conducted at the time and place designated by college officials.

The College has an established "dead" period during final examinations each semester. During this "dead" period, there will be no school sponsored extra-curricular activities except as may be scheduled for state, regional, district and national competition.

The "dead" period will be during the week of final examinations.

## **Graduation**

### **General Education Entrance/Exit Exam**

All students entering Allen Community College are required to take an entrance exam during their first semester and, just prior to graduation, an exit exam. The purpose of this testing is to measure student gains in the area of general education. General Education is that body of knowledge that the College has deemed to be essential to all community college graduates. The information gained from the exam is used to improve the quality of education students receive at ACC.

### **Degree Check**

By the end of the student's third semester, the Registrar will evaluate the student's progress toward a degree or certificate. However, students should meet with their academic advisor or the counseling center to review their progress toward a degree each semester. Students are to contact the Registrar on an individual basis and request a degree check.

### **Participation in Commencement**

Commencement exercises are held once a year in May at the Iola Campus. In order to participate, a student must apply for graduation.

Application for Graduation forms is available in the Registrar's Office. A graduation fee of \$40 must also be paid during the semester of graduation by all students receiving a diploma.

Students who meet all graduation requirements in the preceding December may participate in the May commencement exercises.

Students who expect to meet all graduation requirements during the summer session may participate in the preceding May commencement exercises.

## **Student Services**

### **Guidance, Counseling, Advising, and Career Planning**

Allen Community College has a well-organized program of counseling and advising to assist students.

#### **Advising**

For the purpose of academic planning, an advisor is assigned to each student. Every attempt is made to match the student's major, goal, and interests with the advisor's field of expertise. Students who have not declared a major are assigned to professional counselors who specialize in advising undecided students. Students who are taking developmental classes are assigned to an advisor in that specific developmental area. All ACC advisors receive extensive two-day training before they are allowed to advise students. The following are ACC's academic advising goals:

#### **Clarification of Career and Life Goals**

- Develop decision-making skills.
- Evaluate student progress.
- Reinforce student self-direction.
- Enhance awareness of available resources.
- Referral to/awareness of support services.

#### **Development of Suitable Education Plans**

- Select appropriate courses/experiences.
- Interpret institutional requirements.
- Make use of available data regarding students.

#### **Counseling**

Professional counselors help students in solving problems in the areas of career choice, future plans, and personal-social adjustment. The counseling offices are located in the Student Success Center, and counselors are available to students on a walk-in basis. The counseling staff coordinates the ESP (early student progress) warning system that alerts students and ACC personnel about students needing extra assistance. The counseling staff also coordinates the College's study hall. The counseling staff offers three classes in the student development area: College Career Success Seminar, Stress Management, and Career Planning. The Director of Guidance's office is involved in coordinating services for students who have a disability.

#### **Career Information and Assessment**

Information and assessments are available to help students make career decisions. The Choices Program and the Myers-Briggs Personality Type Indicator are two of the assessments used in College Career Success Seminar. The Student Success Center provides assistance in developing job-readiness skills. It also serves as a link between area employers seeking full-time or part-time workers and students in need of jobs.

## **College Career Success Seminar (CCSS) - SSC 103**

College Career Success Seminar is a one-credit-hour course designed to point out the personal, social, educational, and vocational implications of students' efforts in college. Theoretical and practical issues are considered in regard to the community college, learning in college, personal conflicts, social problems in the college setting, self-awareness of personal attributes, and the world of work. The class is designed specifically to help students be successful in college and to aid in setting future life goals. The College's orientation program is part of College Career Success Seminar, which is a required course for all first-time students. The purpose of the course is to:

- Orient students to the philosophy and process of education.
- Make students aware of services available for academic and personal concerns.
- Familiarize students with vocational and educational information (e.g., the College catalog, transfer information, graduation requirements, and occupational information).
- Help students acquire a basic knowledge of personality and understand how one's personality affects career choices and relationships.
- Help students better understand areas of individual interest to aid in the process of career selection and relationships.

## ***Yavorn Student Success Center (SSC) (Iola Campus)***

The Yavorn Student Success Center (formerly the Yavorn Instructional Resource Center (IRC), has been serving the College and community since 1990. The purpose of the Student Success Center is to provide free academic support for students who need assistance to attain their educational goals. This objective is accomplished by providing support to students and instructors through resources in the SSC. A team of professional educators, paraprofessionals, peer tutors, and volunteers staffs the SSC. The center provides a quiet study area where internet access is available for research or checking e-mails.

The services provided through the Student Success Center cover all levels of instruction and utilize a wide variety of materials in order to meet individual needs and learning styles. Those levels are:

- Developmental—to help academically under-prepared students improve their academic skills (e.g. Adult Basic Education or General Educational Development, developmental courses in English, reading, mathematics, and study skills),
- Supplemental—to support the traditional classroom curriculum by providing reinforcement (e.g. educational software, videos, peer tutoring, and makeup testing for most college courses), and
- Enrichment—to provide academic challenges beyond the classroom requirements (e.g. interest inventories, career assessment, or additional materials related to college courses).

### **Student Success Center Hours**

Monday-Thursday	8 a.m. to 8 p.m.
Friday	8 a.m. to 5 p.m.

### **Summer Hours**

Monday-Friday	8 a.m. to 4 p.m.
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## **Contracted Study (Eight-week Courses)**

The contracted study option offers flexibility in scheduling by providing an individualized learning plan. Contracted study courses may consist of any or all of the following methods of instruction: computer-assisted instruction, video tapes, audio tapes, individual work, one-on-one assistance from the supervising instructor, and paper media.

**SSC 105 Mastering College Study Skills.....1 hr.**

**SSC 104 Speed Reading.....1 hr.**

## **Peer Tutoring**

Peer tutoring is available for any college student experiencing academic difficulty. Peer tutors are students who have completed the course with an A or B grade and have been recommended by the course instructor. Tutoring may be requested, at no cost to the student, through the counseling department. Individual or small group tutoring is available.

## **Study Hall**

Study Hall plays a critical role in our student success process. ACC has established a comprehensive student success system that incorporates academic alerts, one-on-one tutoring, small study groups, and mandatory study hall for all students that are involved with an athletic team or performance group. These services are also offered to the general study body.

## **Placement Testing**

### **Compass/Asset Testing**

The COMPASS/Asset test, used to determine appropriate course placement, is administered during designated advising days, orientation, or by appointment. Students should make all testing appointments with the Testing/Career Counselor in the SSC. Burlingame and outreach students should make testing appointments on the Burlingame Campus.

### **Adult Basic Education (ABE)**

The College sponsors an Adult Basic Education Program in conjunction with the Kansas Board of Regents. Adult Basic Education is a program that provides instruction in basic skills, such as math, reading, writing, computer literacy, and English language proficiency to adult learners.

Skills for Success is a non-credit program designed to meet the needs of area residents who desire instruction in today's job skills: job networking, cover letters, resume writing, filling out applications, and basic computer skills. Adult Basic Education is also provided at the Burlingame campus.

### **General Educational Development (GED)**

The Student Success Center is an official addendum testing center of the General Educational Development test. The SSC offers GED instruction during the day and in the evening for those wishing assistance in preparing to take the GED tests. Instruction is provided in writing skills, reading, mathematics, social studies, and science. GED testing is offered by appointment. To participate in the GED program, students must have signed permission if under age 18, a resident of Kansas, and not attending high school. Those interested in the GED program should contact the ABE-GED Director for information. GED instruction and testing is also provided on the

Burlingame campus. Those with successful test scores on the GED tests earn a Kansas State High School Diploma awarded by the Kansas Board of Regents.

## **Writing Center**

The Allen Community College Writing Center, located on the Iola Campus, offers individual and group writing consultation to college students, faculty, and staff.

For student clients, trained tutors provide individual consultation over writing that has been assigned in any college course. Writing Center personnel are also available to help students with non-academic writing tasks, such as application letters and resumes. College faculty and staff may utilize Writing Center services as well. Individual faculty consultation is available to help instructors develop writing strategies, assignments, and evaluation techniques for their courses.

In addition to individual consultation, the Writing Center offers group workshops and presentations on writing topics pertinent to college students, faculty, and staff. Areas discussed in workshops may include the research process, essay examinations, and usage issues.

## **Academic Success Center (Burlingame Campus)**

The Burlingame Campus Academic Success Center provides a variety of services for students. Testing is conducted in English, math, and writing skills for appropriate course placement, along with tutoring and make-up testing for classes. A bank of computers is provided for school-related work, exploration of career options, and access to instructional software aimed at student success. The center provides a quiet study area where Internet access is available for checking email or for research.

## **Library (Iola Campus)**

The Allen Community College Library provides a variety of books, periodicals, audiovisual materials, and electronic databases to support all course offerings of the College, including on-line courses. Utilizing resources, including the most complete full-text academic periodical database available, a large collection of electronic books, and full interlibrary loan services, the library can meet the research needs of anyone taking any class, including masters and doctoral degree students. Students on the Burlingame Campus and at outreach sites throughout the service area may access library resources through the internet.

## **Email (Student Accounts)**

Upon enrollment, each student is assigned an email account. The address of the email account will be the student ID number followed by @allenc.net. For example if the student ID number is 12345, then the email account is 12345@allenc.net. The assigned password for the account is the first four letters of the student's last name (in all lowercase) followed by the last four digits of their social security number. Students may check their email by going to our website (<http://www.allenc.edu>), selecting Current Students on the left menu, and then selecting student e-mail under the Technology column. **Note:** It is very important for students to check email regularly. Progress reports (ESP's) and other institutional communication is sent to this account.

## ***Student Center (Iola Campus)***

The Student Center houses the game room, the Office of Student Life, ACC bookstore and dining hall, providing a wide variety of services and opportunities to students. The game room offers recreational activities such as pool and a big screen TV. The Office of Student Life provides computers with internet access and printing capabilities. The bookstore offers students a selection of supplies and Allen clothing. Students interested in eating meals in the dining hall may inquire about purchasing meals from the Director of Foodservice.

## ***Allen Community College Bookstore***

Located in the Student Center, the bookstore is open each class day. Rental textbooks and other school supplies are obtained through the bookstore. A wide selection of merchandise, specializing in ACC apparel and souvenirs, is also available.

## ***The Office of Student Life***

Student activities on the Allen campus complete the circle of the college experience. With a Director of Student Life on staff, a well-rounded program is offered. All campus activities are coordinated through this office, providing events such as monthly movie nights, group bowling and ice cream, intramural sports and a variety of other contests. The main purpose of the Office of Student Life is to get students involved in social activities.

## ***Student Activities and Organizations***

### **Scholarship Opportunities (Iola Campus)**

#### **Academic Excellence Challenge Team (AEC)**

AEC is patterned after the College Bowl competition and is similar to high school High-Q or Scholar's Bowl competition. During the spring semester, the team competes against community colleges throughout the state.

#### **Athletic Training**

The Athletic Training program gives students who are interested in sports medicine hands on opportunities by working with a certified trainer and supporting the athletic teams.

#### **Athletics**

Allen Community College maintains a comprehensive intercollegiate athletics program, including basketball, cross country, soccer, and track and field for both men and women; baseball and golf for men; and volleyball and softball for women. The College is a member of Region VI of the National Junior College Athletic Association and competes in the Eastern Division of the Kansas Jayhawk Community College Conference. Excellent sports facilities are available, including an all-weather track, a baseball diamond, a cross-country course, a softball field, a soccer field, and a modern gymnasium, all located on the campus. Students are encouraged to contact the coach for a tryout. Many "walk-on" athletes have played large roles on past Red Devil teams.

## **Band**

The Allen Band performs concerts, tours to local schools and serves as the pep band for Allen athletic events. A basic knowledge of reading music and playing an instrument is required for playing in this ensemble. The band is open to all students enrolled at Allen.

## **Cheerleading and Dance Team**

In addition to their participation at games, the cheerleading squad and dance team are active in the community, frequently getting involved in community and volunteer work. Tryouts are usually in the spring. During the fall semester, qualified athletes are selected to compete at regional and national events.

## **Choir**

The Allen Choir is a performing group that sings a wide variety of music from renaissance motets to contemporary show tunes. The ensemble performs in a variety of settings and sings in concerts, at festivals, and tours.

## **Jazz Band**

The Allen Jazz Band is an auditioned ensemble that plays a variety of jazz styles. The ensemble plays concerts, tours local schools, plays for civic organizations, and plays in the pep band. Entrance into the ensemble is by audition only.

## **Madrigal/Jazz Singers (Mad/Jazz)**

Mad/Jazz is an auditioned performing ensemble that sings primarily jazz and madrigals. The ensemble performs for civic organizations, in concerts, at festivals, and in concert. All members of Mad/Jazz are selected by audition and are part of the Allen Choir.

## **Livestock Judging**

Livestock judging is a competitive activity that develops both decision-making and oral communication skills. Competing at the national level, the team travels to a variety of states, including Wyoming, Kentucky, Louisiana, and Texas.

## **Meats Judging**

Meat Judging involves students in intercollegiate competition related to animal and food science. This activity helps students develop skills in observation, evaluation, and decision-making while preparing them for potential careers related to the meats industry. The team competes at six national events across the Midwest, including Denver, Ft. Worth, and Houston.

## **Student Ambassadors**

The ambassadors are a select group of students who represent the College in a variety of ways such as giving campus tours, functioning as telecounselors, and serving as hosts during many college events. At least six students are chosen to become ambassadors each year based on academic achievement, extracurricular involvement, and a personal interview.

## **Theatre**

Every student is welcome to participate in campus theatre activities, either as a performer or working backstage designing, building, or running a show. The theatre department produces four productions a year– typically a comedy, a drama, a musical, and an evening of one-act plays. Facilities include the 150-seat college theatre on campus and the 750-seat Bowlus Fine Arts Center located in downtown Iola. Theatre activity scholarships are available to interested students by audition and interview.

## **Yearbook**

The Allen Yearbook provides a journalistic opportunity for any student interested in photography, writing, graphics, and computer desktop publishing.

## **Student/Athlete Activity Policy**

The following policy relates to all students who represent the College in activities either of an intercollegiate or public performance nature. This policy does not apply to activities that are of a classroom or intramural nature.

- A participating student must be making satisfactory progress within an approved course of study as listed in the official college catalog. The student's program of study choice must be on file.
- Each semester the student must carry a minimum of twelve (12) hours and obtain a 2.0 grade point average.
- The student, prior to participation in the second season of any sport, or in his/her third semester of full-time attendance in college, must have earned twenty-four (24) semester hours with a 2.0 GPA or higher.
- Students receiving athletic/activity scholarships are required to reside in the residence halls, commute from home, or be officially released by the Director of Student Life.

## **Student Organizations**

### **Aggie Club**

The Aggie Club serves as a social organization for those students interested in agriculture. Flag football games, trips to agricultural exhibits and shows, pig roasts, roadside cleanups, and various community service projects fill the calendar.

### **Drama Club**

The Drama Club presents workshops for area youth, organizes theater road trips and provides support for the campus productions.

### **Diversity Club**

All students are encouraged to participate in this opportunity to meet students from all over the world and take part in social interaction and cultural exchanges.

## **Phi Theta Kappa Honor Society**

Phi Theta Kappa Honor Society recognizes and encourages the academic achievement of two-year college students and provides opportunities for individual growth and development through honors, leadership, and service programming. Eligibility is based upon grade point average for college work completed. Allen Community College has two chapters, Tau Eta (Iola Campus) and Alpha Psi Theta (Burlingame Campus). Both chapters are active on the local, regional, and international levels.

## **Student Senate**

The Student Senate at ACC provides student representation and serves as a liaison between the student body and the administration. As leaders of the student body, the Senate aids in directing most of the social activities of the College and is responsible for funding decisions regarding all student clubs and organizations. The membership of the Student Senate consists of three administrative officers and freshmen and sophomore representatives, who are elected by the entire student body and a representative from each of the College campus organizations chartered by the Senate.

## **Housing (Iola Campus)**

Allen Community College considers residential living a part of the total educational plan. The College operates three residence halls, Horton Hall, Winter Hall & Masterson Hall which accommodates students. Rooms in Horton and Winter are designed for two students and each room shares a bath with an adjoining room. Our latest addition to our residential housing is Masterson Hall with a 56 bed capacity. Each four-person apartment has a large living room, a small kitchen, two bedrooms and a large bathroom. Students living in Horton and Winter are required to have the meal plan. Those in Masterson may purchase the meal plan.

The meal plan consists of breakfast, lunch, and dinner served Monday through Friday with a brunch served on Saturday and Sunday. Meals are served in the dining hall located in the Student Center.

ACC also offers individual apartment living for students. The Red Devil Duplexes are furnished with refrigerator and stove. Students provide their own additional furnishings for the apartment. Each apartment houses 2-4 roommates. The apartment complex houses 30 students.

The Zahn Scholarship House, located on the ACC farm, provides housing for the four Zahn agriculture scholarship recipients and up to four additional students majoring in agriculture who wish to live and work on the College farm.

## **Services for Disabled Students**

Allen Community College is committed to assisting individuals with disabilities in achieving their educational goals with appropriate accommodations and services based on individual documented need.

The Director of Guidance, Iola Campus, or the Director of Student Services, Burlingame Campus/Outreach, coordinates accommodations for Allen students who have a documented disability. Accommodations are provided at no cost to enrolled students on an individual basis and with respect for confidentiality. The Director of Guidance/Director of Student Services encourages independence and self-advocacy among the students it assists.

Disabilities qualifying for services may include, but are not limited to: physical disability, health or medical disability, hearing disability, visual disability, learning disability, acquired brain injury, attention deficit disorder, mental/emotional disability, and speech disability.

To access accommodations:

- Students with disabilities should contact the Director of Guidance/Director of Student Services to schedule an intake interview. The interview will focus on how the disability affects the student and what accommodations will be needed.
- Students will be required to furnish appropriate documentation of their disability. The documentation must follow Guidelines for Documentation of a Disability. Documentation must include justification for the requested academic accommodation. The documentation needs to be sent directly to:

Allen Community College Iola Campus Director of Guidance 1801 N. Cottonwood Iola, KS 66749	Allen Community College Burlingame Campus/Outreach Director of Student Services 100 Bloomquist Burlingame, KS 66413
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- The Director of Guidance/Director of Student Services will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations.
- Students must request accommodations each semester, and requests should be made as far in advance as possible.
- Students must notify the Director of Guidance/Director of Student Services of any class schedule changes.

The Director of Guidance/Director of Student Services will prepare a memo for students with a disability to share with each of their instructors. The Director of Guidance/Director of Student Services will serve as an advocate for students with disabilities, sharing information pertaining to accommodations with instructors.

Types of accommodations may include, but are not limited to: notification of instructors concerning needed accommodations, use of a note taker or scribe, use of tape recorders during class, course exam accommodations (e.g., extended time in a quiet location), use of a dictionary during tests, recorded textbooks/materials, sign language interpreters, large print materials, Braille materials, library accommodations, and assistive technology.

All requests for accommodations and services will be considered on a case-by-case basis. Factors affecting the program of accommodations and services will be dependent upon disability, documented need, and the compliance requirements of Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act.

## **Continuing Education**

Since education is a lifelong activity, Allen Community College works closely with its community to provide continuing education and community services. Allen Community College fulfills its mission as it seeks to satisfy the interests and needs identified within its designated service area.

A comprehensive program is made possible through the leadership of Continuing Education and Community Services and the cooperation of local communities in the six-county area.

## **Workforce Development**

Workforce development courses are designed for specific businesses, industries, or governmental agencies. Customized training courses or educational programs can be developed for on-campus or on-site presentation.

Educational/training opportunities are available in administrative assistant skills, supervisory principles, safety management, and employee/customer relations. Technology instructors offer classes in statistical process control and quality management. Physical fitness instructors have designed and implemented strength, flexibility, and cardiovascular programs to meet the specific tasks and workplace demands of several industries.

Representatives of business, industry, and government are invited to contact the Director of Outreach Program Development to discuss training and education needs.

## **Continuing Professional Education**

New information, research, and laws demand constant up-dating in the professional occupations. Such change requires continuing professional education. Allen Community College has developed a variety of workshops and seminars for individuals employed in the health, legal, business, and industry professions.

Many of these varied workshops and seminars carry continuing education unit (CEU) value. Examples include CEU continuing education courses that Allen Community College regularly provides for employees in the nursing profession.

Constantly emerging information makes continual learning a necessity. Allen Community College is eager to respond with appropriate courses to help professionals remain current in their chosen professions. Please contact the Director of Outreach Program Development for additional information.

## **Short-Term Career Courses**

Allen Community College is approved to offer short-term courses, which can lead to careers in health-related fields. Upon successful completion of the following courses, a student will earn a certificate of completion from ACC:

Nutrition Assistant	Rehabilitation Aide
Operator Training	Activity Director /Social Services Designee

Students who complete the following courses and pass the state test with at least 70 percent accuracy will receive a certificate from the Kansas Department of Health and Environment:

Geriatric Aide (CNA)	Medication Aide (CMA)
Home Health Aide	

Students who complete the following courses and pass the state test with at least 70 percent accuracy will receive a certificate from the Kansas Board of Emergency Medical Services:

- Emergency Care: First Responder
- Emergency Medical Technician - Basic
- Emergency Medical Technician - Intermediate
- Emergency Medical Technician - Defibrillation
- Paramedic



## **University Partnerships**

Allen Community College has developed partnerships with Baker University and Friends University to conduct unique bachelor's degree programs on the Iola Campus. Allen Community College leases classroom space and library materials to facilitate the business management program degree. Contact the Director of Marketing for External Degree Programs, Friends University, Wichita, Kansas, (316)261-5800, or the Baker University program representative at (785)272-6442.

The following degree programs are offered online by Washburn University and are taught by full-time faculty dedicated to helping students reach their full academic goals:

Bachelor of Applied Science

Bachelor of Integrated Studies

Bachelor of Science in Criminal Justice

Bachelor of Health Science

Visit website for application, class schedule, registration, and degree information:  
[www.washburn.edu/PLAN](http://www.washburn.edu/PLAN)

## **High School Concurrent Enrollment (Dual Credit)**

Allen Community College and area school districts have been educational partners for many years. Evening ACC college courses are offered to the public at various high school sites. In addition, concurrent classes are offered to high school students at most area high school sites. ACC's concurrent post-secondary educational opportunities are available to high school juniors and seniors who are motivated and prepared for college-level courses. The concurrent enrollment (dual credit) program enables high school students to earn both high school and college credit. This program follows Kansas Legislative guidelines, which requires an agreement between a high school and ACC. The high school principal's approval is also required before the high school student can participate in the concurrent program. ACC has held classes at Burlingame, Burlington, Crest, Humboldt, Lebo, Lyndon, Marais Des Cygnes Valley, Marmaton Valley, Mission Valley, Osage City, Santa Fe Trail, Seaman, Shawnee Heights, Silver Lake, Southern Coffey County, Waverly, and Yates Center. For more information, students may contact the Director of Outreach Development, 785-654-2416.

## **Evening and Weekend Classes**

ACC provides educational opportunities to working adults at the Iola and Burlingame Campuses and over 20 locations throughout the ACC service area. Course scheduling is designed with the working adult in mind. In addition to a comprehensive day schedule, ACC offers evening and weekend classes in three-hour blocks to fit our students' busy schedules.

## **Interactive Television (ITV)**

The interactive television facilities provide opportunities for instruction beyond the traditional classroom. In particular, ITV allows greater numbers of high school students to take advantage of dual credit offerings as well as sharing of courses between the Iola and Burlingame campuses.

## **On-line Courses**

Allen Community College provides an extensive number of courses utilizing an on-line format. A variety of general education courses as well as continuing education for health care and other professionals are available on-line. The on-line format allows students an anytime, anywhere educational opportunity. On-line courses are for self-motivated, self-directed individuals who can effectively balance professional, personal, and educational lives to achieve career goals.

## ***Community Services Programs***

### **Seminars and Workshop Facilities**

Allen Community College hosts a large number of seminars and workshops each semester. These special studies are conducted for various community groups on a wide range of topics. Interested groups may contact the Director of Outreach Program Development about available meeting rooms, equipment, and instructors.

### **Physical Fitness Facilities (Iola Campus)**

Allen Community College has made a commitment to provide facilities to promote fitness and encourage healthful living among all its constituents (traditional and non-traditional students and community members). Facilities available on the Iola Campus include: (1) an outdoor walking trail, (2) an up-to-date indoor fitness center, and (3) a large indoor activity building.

### **Scarlet and Black Club (SBC)**

In keeping with its commitment to lifelong learning, ACC provides a program for mature citizens, the Scarlet and Black Club. This program is for those 60 or older who have lived in the ACC service area six months prior to enrollment in an ACC course or program. Several benefits are possible. The Scarlet and Black Club members pay no tuition to enroll in most college credit courses (on a space-available basis). They pay only for materials, fees, and book rental. A minimum paid enrollment may be required for certain courses before SBC members enroll. SBC members will be admitted free of charge to all regular-season athletic contests and to all music and drama presentations.

### **Computer Services**

Computer skills are critical in today's society. All students are encouraged to take computer courses to improve and expand their computer knowledge and skill level. ACC provides students exceptional access to computers on the main campus in Iola and at the outreach campus in Burlingame. On the Iola campus, there are two labs with twenty computer stations, a math/science computer lab, an agriculture computer lab, ten computers in the library, and twelve computers in the Student Success Center. The Burlingame campus has two labs with twenty computer stations and computers in the Academic Success Center. All computer labs have Internet access.

### **Community Involvement**

Providing educational access is central to the mission of Allen Community College. In order to provide area communities with access to quality education, ACC reaches out to area students and businesses by responding to changing educational and training needs. Also, ACC staff and faculty welcome the opportunity to speak to community groups or organizations. Communities with questions concerning how ACC can better serve their needs are encouraged to contact the Director of Outreach Program Development.

## **Institutional Policies**

### ***Access to Student Information***

Students' rights concerning access to their educational records are detailed in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education and Welfare in the December 17, 1976, Federal Register. A student may sign a release of information form, making academic and financial aid information available to his/her parent.

Any student who objects to disclosure of any information must notify the Registrar's Office in writing and specify items that he/she does not want released without his/her consent. Allen Community College publishes a student directory and may, upon request, provide directory information to authorized individuals or the news media. When a student begins attending a postsecondary institution regardless of age, Family Educational Rights and Privacy Act rights transfer to the student.

Students who believe their rights under this law have been violated may file a complaint with the U.S. Department of Education, Washington, D.C. 20201.

### ***Conduct***

A student whose conduct is detrimental to the College may be suspended or dismissed from the College by the Dean for Students. A student placed on suspension may not take part in any school activities or classes, nor may he/she have access to any school facilities. A student dismissed from the College may not re-enroll until one semester has elapsed. After one semester, the student may appeal in writing to the Academic Committee, stating the reasons for the dismissal and the conditions indicating promise for improvement. Students who are suspended or dismissed for misconduct have the right to appeal using the procedure outlined in the student handbook.

### ***Drug-Free Statement***

It is the intent of the Board of Trustees and the College that all students are in a drug and alcohol-free environment. This policy applies to all classes, campus facilities, residence halls, and college-sponsored functions, both on- and off-campus. The unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance or alcohol is prohibited. Violation of this policy is outlined in the Federal Drug-Free Schools and Communities Act of 1989, Public Law 101-226, CFR Part 86 subparts A and B.

Students are warned that the illicit use of drugs and alcohol in the aforementioned areas:

- May do severe and irreparable harm to their health.
- Violates college, local, state and federal policies.
- Will cause the College to respond to an incident by:
  - a. Counseling, treatment or rehabilitation program referral, or
  - b. Suspension, expulsion and/or dismissal, or
  - c. Referral to appropriate authorities for prosecution, or
  - d. Any combination of the above.

## ***Sexual Harassment***

Allen Community College is committed to providing an academic environment that will foster excellence. Because sexual harassment violates the trust and respect necessary for the preservation of an environment of excellence and because sexual harassment is a form of discrimination based on sex, any act of sexual harassment is prohibited.

Sexual harassment is unwanted, unwelcome attention directed toward a person's sexuality or sexual identity. It interferes with the opportunity for education. Sometimes no sexual harassment is intended, but it is the impact of the behavior that is most important. Anyone sexually harassed should take action. Harassment should be reported to college personnel or the Affirmative Action Officer (Dean for Student Affairs).

## ***Sexual Assault***

No individual shall commit or threaten to commit an act of sexual assault on any faculty, staff, student or visitor. No individual shall force or threaten to force a faculty or staff member, student, or visitor to have sexual contact against that person's will. An individual who is associated with the College and who is accused of sexual assault, whether occurring on or off campus, may be subject to criminal prosecution. Whether or not criminal prosecution is pursued shall not affect the College's right to pursue disciplinary action. Violation of this policy may result in disciplinary action ranging from probation to and including expulsion.

Students who feel that they have been subjected to sexual assault should discuss the situation with their immediate work study supervisor or a member of the college staff. Students who do not believe that the matter has been appropriately resolved through this meeting may file a written complaint with the Dean for Student Affairs. Confidentiality shall be maintained throughout the complaint procedures. The accuser and accused shall be entitled to the same opportunities to have others present during disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceedings brought alleging a sexual assault.

## ***Firearms/Weapons***

Firearms and/or weapons are defined as rifles, pistols, shotguns, air rifles/pistols, pellet guns, crossbows, bows, martial arts weapons, knives, machetes, etc. These items are expressly forbidden in or on any ACC property.

## ***Internet Usage Policy***

Access to the Internet through the Allen Community College facilities is designed to serve a traditional educational goal; it is a privilege, not a right. Access at any given time is not guaranteed. Use of the Internet through ACC facilities to further a commercial enterprise or for personal financial gain is prohibited. Use of the Internet must be ethically and morally prudent, reasonable, and exercised with good judgment.

Examples of use considered ethically and morally objectionable are:

- Accessing sexually explicit literature, images, or graphics.
- Accessing images and/or instructions of a criminal nature.

Abuse of ACC facilities, equipment, or access privileges is considered a violation of this published policy. Those who are determined to have violated this policy will face a stiff penalty to include a fine, facilities restriction, expulsion, or any combination thereof.

### ***Crime Statistics on Campus***

Statistics and policy information on campus crimes are posted in compliance with the Student Right to Know and the Crime Awareness and Campus Security Act of 1990. The law requires institutions of higher education to publish, in September of every year, statistics of the number of crimes and other violations of the law that are committed on campus property.

### ***Grievance Procedures***

The ACC Board of Trustees recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices, or differences of interpretation of policy that might arise between the College and its employees or students.

Should a grievant feel, after discussion with the supervisor or College representative, that the grievant's rights under ACC Policy have been violated, he/she may originate a grievance.

### ***Processing Grievance***

The grievant shall, within 14 days after the grievant is aware of or reasonably could have been made aware of the facts upon which the grievance is based, present the facts in writing to the proper supervisor, division head, or a designated representative of the College. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the supervisor, division head, or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the College President. The decision of the President shall be made in writing to the grievant or the representative within ten (10) working days.

Should the grievant decide that the reply of the College President is unsatisfactory; the matter may be appealed within ten (10) working days to a Grievance Committee that shall be established as follows:

- The grievant may designate one (1) member.
- The College President shall appoint one (1) member.
- The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
- In the event the grievant's representative and the College President's representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the Chairman of the Board of Trustees shall designate a third member.
- The Grievance Committee shall meet within a period of ten (10) working days after the appointment of the third member of the committee, set the matter for hearing and render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.
- The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the College President and shall be available to the grievant, the grievant representative, or the Board of Trustees' representative.

In the event the decision of the Grievance Committee is unsatisfactory to either the grievant or the College President, either may file a written notice of appeal to the Board of Trustees within ten (10) days after receipt of the decision of the Grievance Committee.

Upon receipt of the notice of appeal, the Chairman of the Board shall cause the transcript of the hearing before the Grievance Committee to be filed with the Board of Trustees who shall review such record. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the decision is deemed unsatisfactory by the grievant(s), a complaint of alleged discrimination may be filed with the:

Kansas Commission of Civil Rights  
214 West Sixth  
Topeka, KS 66603

Dept. of Health, Education & Welfare  
Office for Civil Rights  
10220 N. Executive Hills Blvd.  
Kansas City, MO 64153

Equal Employment Opportunity  
911 Walnut, 10th Floor  
Kansas City, MO 64106

## **Degrees, Occupational Certificates, Transfer Agreement and Articulation Guide**

### ***Degrees***

#### **Associate of Arts Degree**

The student must complete 64 hours of credit with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an A.A. degree. Developmental course credits do not apply toward graduation requirements. Students may apply only two semester hours of HPE activity classes to meet graduation requirements.

#### **General Education**

SSC103 College Career Success Seminar .....1 hr.  
Computer Science (CIS or NET classes) .....3 hrs.

#### **Communications - 9 hrs.**

COL 101 English Composition I .....3 hrs.  
COL 102 English Composition II .....3 hrs.  
COM101 Public Speaking .....3 hrs.

#### **Natural Sciences with Lab and Mathematics - 8 hrs.**

Principles of Biology, Introduction to Chemistry, Physical Science  
or higher .....5 hrs.  
MAT105 College Algebra or higher.....3 hrs.

#### **Social and Behavioral Sciences - 9 hrs. from at least three of the following disciplines:**

Psychology, Sociology, Political Science, Geography, or Economics

**Fine Arts and Humanities - 9 hrs.**

Three credit hours in History, three credit hours in Literature, and three credit hours from the following:

Art, Music, Foreign Language, Religion, Theatre, or Humanities (excluding performance courses).

**Health or Physical Education .....1 hr.**

**Major Field Studies**

Eight (8) additional hours of instruction in the fields of Communications, Fine Arts, Humanities, Social or Behavioral Science, Natural Science, and Mathematics are required for the Associate of Arts degree.

General Education and Major Field Studies .....48 hrs.

Electives .....16 hrs.

Total hours for A.A.....64 hrs.

**Associate of Science Degree**

The student must complete 64 hours of credit with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an A.S. degree. Developmental course credits do not apply toward graduation requirements. Students may apply only two semester hours of HPE activity classes to meet graduation requirements.

**General Education**

SSC 103 College Career Success Seminar .....1 hr.

Computer Science (CIS or NET Classes) .....3 hrs.

**Communications - 9 hrs.**

COL 101 English Composition I .....3 hrs.

COL 102 English Composition II .....3 hrs.

COM101 Public Speaking .....3 hrs.

**Natural Sciences with Lab and Mathematics - 8 hrs.**

Principles of Biology, Introduction to Chemistry,

Physical Sciences or higher .....5 hrs.

MAT105 College Algebra or higher.....3 hrs.

**Social and Behavioral Sciences - 6 hrs. in two of the following disciplines:**

Psychology, Sociology, Political Science, Geography, or Economics

**Fine Arts and Humanities - 6 hrs. in two of the following disciplines:**

History, Literature, Art, Music, Foreign Language, Religion, Theater, or Humanities (excluding any performance courses)

**Health or Physical Education course .....1 hr.**

**Major Field Studies**

Twenty-four (24) additional credit hours related to the student’s major field must be completed. These hours should be selected with the recommendation and approval of the student’s faculty advisor.

General Education and Major Field Studies .....	58 hrs.
Electives .....	6 hrs.
Total hours for A.S. ....	64 hrs.

## Associate of Applied Science Degree

The Associate of Applied Science degree is designed primarily to prepare students for entry into an occupation or a closely related cluster of occupations. Although the objective of the A.A.S. degree is to enhance employment opportunities, some baccalaureate-degree-granting institutions have developed upper-division programs to recognize this degree for transfer of credits.

The Associate of Applied Science degree will be awarded upon attainment of predetermined and specified performance requirements and satisfactory completion of a program of study of not less than sixty (60) hours with a minimum 2.0 GPA on a 4.0 scale, distributed as follows:

- A specified program of courses consisting of specialized and related contextual courses/competencies consisting of a minimum of 43 credit hours recommended by the College catalog and/or vocational-technical advisor.
- General education courses/competencies (minimum of 17 credit hours) from not less than three\* of the following areas. Requirements may also be met by other courses in the respective area.

\*Included in the 17 credit hours of general education courses/competencies graduation requirements are one credit hour of SSC 103 College Career Success Seminar and one credit hour of Health or Physical Education.

### General Education

*SSC 103 College Career Success Seminar .....	1 hr.
Computer Science (CIS or NET Classes) .....	3 hrs.

### Communications .....3 hrs.

COL 101 English Composition I or	
COL 105 Technical Writing or	
BUS 118 Business English or	
BUS 261 Business Communications	

### Mathematics and Science .....3 hrs.

MAT105 College Algebra or	
BUS 121 Business Math or	
AGR 215 Agriculture Computations	

### Social and Behavioral Sciences .....3 hrs.

### Fine Arts and Humanities .....3 hrs.

### \*Health or Physical Education .....1 hr.

### Major Field Studies

In addition to the 17 credit hours of general education requirements listed above, the student must complete 43 credit hours related to the student's major field.

General Education and Major Field Studies (Total hours for A.A.S)	60 hrs.
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## Associate of General Studies Degree

The student must complete 60 hours of credit with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an A.G.S. Degree. Developmental course credits do not apply toward graduation requirements. Students may apply only two semester hours of HPE activity classes to meet graduation requirements.

### General Education

SSC103 College Career Success Seminar .....1 hr.  
Computer Science (CIS or NET classes) .....3 hrs.

### Communications - 6 hrs.

COL 101 English Composition I .....3 hrs.

### And one of the following 3 hr credit Communications

COL 102 English Composition II .....3 hrs.  
COL 105 Technical Writing .....3 hrs.  
BUS 261 Business Communications .....3 hrs.  
COM101 Public Speaking .....3 hrs.

### Natural Sciences with Lab and Mathematics - 8 hrs.

Principles of Biology, Introduction to Chemistry, Physical Science  
or higher .....5 hrs.  
Mathematics (any MAT 105 or above).....3 hrs.

### Social and Behavioral Sciences - 6 hrs. from two of the following disciplines:

Psychology, Sociology, Political Science, Geography, or Economics

### Fine Arts and Humanities - 6 hrs. from two of the following disciplines:

History, Art, Literature, Music, Foreign Language, Theater, Religion, or Humanities (excluding performance courses)

### Health or Physical Education course .....1 hr.

General Education Requirements .....31 hrs.  
Electives .....29 hrs.  
Total Hours for A.G.S.....60 hrs.

## Occupational Certificates

Occupational certificates are awarded to provide evidence that a student has achieved theory and entry-level skills in occupational fields. These certificates are designed for the full-time student to complete within one college year or less.

Occupational certificates offered at ACC include:

- Addictions and Prevention Services
- Child Care
- Clerical
- Corrections
- Emergency Medical Technician-EMT Basic

- Emergency Medical Technician-EMT Intermediate
- Emergency Medical Technology Ambulance
- First Responder
- Geriatric Aide
- Health Care Specialist
- Home Health Aide
- Law Enforcement
- Management Development
- Marketing Education
- Medical Office Assistant
- Medication Aide
- Paramedic
- Paraprofessional for the Hearing-Impaired
- Personal Fitness Trainer
- Pharmacy Technician
- Activities Director/Social Services Designee

Specific information regarding individual certificates may be found in Programs of Study.

### ***Transfer Agreement and Articulation Guide: Kansas Public Community Colleges – Kansas Regents Universities***

A student who completes an Associate of Arts or Associate of Science degree based on a baccalaureate-oriented sequence at a state and regionally-accredited Kansas public community college, and whose program of study has met the requirements of the Kansas Public Community College–Kansas Regents Transfer Agreement and Articulation Guide, will be accepted with junior standing and will have satisfied the general education requirements of all Regents Universities. Students transferring to Regents institutions who have not completed an Associate of Arts or Associate of Science degree will be given general education credit for any articulated general education course completed at the community college.

### ***Points of Clarification***

This agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from no accredited community colleges or any other colleges.

- Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
  - a. Each receiving institution has the right to determine admission standards to the various majors in their institution.

- b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.
- General education is defined as follows:

General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It ensures that each graduate will have experienced some of the content, method, and system of values of the various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond that found in secondary-school studies.

Although the following distribution of courses does not correspond to general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.

A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education totaling less than 45 credit hours will be accepted; however, 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 Communication
- 3 hours of college-level Mathematics

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

Art\*, Theater\*, Philosophy, Music\*, History, Literature

\*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 requirements of this agreement will be appropriately coded by the sending institution.

- Other associate's degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas Regents universities are to be considered outside of the terms of this agreement.

Students attempting to transfer into Technology, Engineering, and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.

Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted by departmental examination.

- Each institution will define its own graduation requirements.
- Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.
- A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
- Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.
- The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

## **Programs of Study**

### ***Addictions and Prevention***

#### **Major Fields**

Addictions & Prevention Studies Prevention Tract  
 Addictions & Prevention Studies Counseling Tract

#### **Certificates**

Addictions & Prevention Studies

#### **Outcomes**

- Provide a program of study, which meet the standards for SRS/AAPS/Single State Authority certification requirements for students seeking employment as prevention specialist.
- Provide the training necessary to upgrade work skills.

#### **Degree Options**

##### ***Addiction & Prevention Studies Program: Associate of Science Prevention Tract***

APS 101	Substance Abuse Awareness in Addiction and Prevention .....	3 hrs
APS 130	Introduction to Prevention Theory .....	3 hrs.
APS 131	Prevention and Development .....	3 hrs.
APS 132	Foundations of Prevention Theory, Application & Ethics.....	3 hrs.
APS 133	Dynamics of Multicultural Aspects of Substance Abuse Prevention.....	3 hrs.

APS 134	Prevention for Pre-Natal, Pregnancy, and Early Childhood Dynamics .....	3 hrs.
APS 135	Prevention Issues in Pre-Adolescent Development .....	3 hrs.
APS 136	Prevention & Addition Issues in the Adult Population .....	3 hrs.
APS 137	Prevention Dynamics in the Elderly Population .....	3 hrs.
APS 138	Prevention Program Planning & Evaluation.....	3 hrs.
APS 139	Practicum in Prevention Studies(200 hours).....	3 hrs.
EDU103	College/Career Success Seminar .....	1 hr.
COL 101	English Comp I .....	3 hrs.
COL 102	English Comp II.....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
SOC 102	Sociology .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
HUM 105	Ethics.....	3 hrs.
HIS 109	American History from 1865 .....	3 hrs.
BIO 102	Principles of Biology <i>or</i>	
BIO 150	Biology I (Cellular).....	5 hrs.
MAT 105	College Algebra .....	3 hrs.
HPE 200	Stress Management .....	1 hr.

**Associate of Science recommended sequence of courses:**

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
APS 101	Substance Abuse Awareness.....	3 hrs.
COL101	English Comp I .....	3 hrs.
APS 130	Introduction to Prevention Theory.....	3 hrs.
APS 131	Prevention and Development.....	3 hrs.
APS 132	Foundations of Prevention Theory, Application & Ethics.....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

CIS 100	Intro to Computers .....	3 hrs.
APS 133	Dynamics of Multicultural Aspects of Substance Abuse Prevention.....	3 hrs.
APS 134	Prevention for Pre-Natal, Pregnancy, and Early Childhood Dynamics .....	3 hrs.

APS 135	Prevention Issues in Pre-Adolescent Development .....	3 hrs.
COL 102	English Composition II .....	3 hrs.
HPE 200	Stress Management .....	<u>1 hr.</u>
	Total hours for Semester 2 .....	16

**Semester 3**

MAT 105	College Algebra .....	3 hrs.
HUM 105	Ethics.....	3 hrs.
APS 136	Prevention & Addition Issues in the Adult Population .....	3 hrs.
APS 137	Prevention Dynamics in the Elderly Population .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
SOC 102	Sociology .....	<u>3 hrs.</u>
	Total Hours for Semester 3 .....	18

**Semester 4**

PSY 101	General Psychology .....	3 hrs.
BIO 102	Principles of Biology <i>or</i>	
BIO 150	Biology I (Cellular).....	5 hrs.
APS 138	Prevention Program Planning & Evaluation.....	3 hrs.
APS 139	Practicum in Prevention Studies(200 hours).....	3 hrs.
HIS 109	American History from 1865 .....	<u>3 hrs.</u>
	Total Hours for Semester 4 .....	17

Total credit hours for degree.....67

***Addiction & Prevention Studies Program: Associate of Applied Science Prevention Tract***

APS 101	Substance Abuse Awareness in Addiction and Prevention .....	3 hrs
APS 130	Introduction to Prevention Theory.....	3 hrs.
APS 131	Prevention and Development.....	3 hrs.
APS 132	Foundations of Prevention Theory, Application & Ethics.....	3 hrs.
APS 133	Dynamics of Multicultural Aspects of Substance Abuse Prevention.....	3 hrs.
APS 134	Prevention for Pre-Natal, Pregnancy, and Early Childhood Dynamics .....	3 hrs.
APS 135	Prevention Issues in Pre-Adolescent Development .....	3 hrs.
APS 136	Prevention & Addition Issues in the Adult Population .....	3 hrs.

APS 137	Prevention Dynamics in the Elderly Population .....	3 hrs.
APS 138	Prevention Program Planning & Evaluation.....	3 hrs.
APS 139	Practicum in Prevention Studies(200 hours).....	3 hrs.
EDU103	College/Career Success Seminar .....	1 hr.
COL 101	English Comp I .....	3 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
SOC 102	Sociology .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
HUM 111	Humanities for Life.....	3 hrs.
HPE 121	First Aid & Safety .....	1 hr.
PSY 162	Death & Dying.....	1 hr.
SOC 205	Contemporary Social Problems .....	3 hrs.
BUS 121	Business Math.....	3 hrs.
SOC 121	Marriage & Family Relations .....	3 hrs.

**Associate of Science recommended sequence of courses:**

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
APS 101	Substance Abuse Awareness.....	3 hrs.
COL101	English Comp I .....	3 hrs.
APS 130	Introduction to Prevention Theory.....	3 hrs.
APS 131	Prevention and Development.....	3 hrs.
APS 132	Foundations of Prevention Theory, Application & Ethics.....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

CIS 100	Intro to Computers .....	3 hrs.
APS 133	Dynamics of Multicultural Aspects of Substance Abuse Prevention.....	3 hrs.
APS 134	Prevention for Pre-Natal, Pregnancy, and Early Childhood Dynamics .....	3 hrs.
APS 135	Prevention Issues in Pre-Adolescent Development .....	3 hrs.
APS 136	Prevention & Addition Issues in the Adult Population .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	15

**Semester 3**

HUM 111	Humanities for Life.....	3 hrs.
APS 137	Prev. Dynamics in the Elderly Population.....	3 hrs.
APS 138	Prevention Program Planning & Evaluation.....	3 hrs.

SOC 102	Sociology .....	3 hrs.
PSY 101	General Psychology .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	15

**Semester 4**

APS 139	Practicum in Prevention Studies .....	3 hrs.
HPE 121	First Aid & Safety .....	1 hr.
PSY 162	Death & Dying .....	1 hr.
SC 205	Contemporary Social Problems .....	3 hrs.
BUS 121	Business Math .....	3 hrs.
SOC 121	Marriage & Family Relations .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	14

Total credit hours for degree.....60

***Addiction and Prevention Studies Program: Associate of Science Degree Counseling Tract***

APS 101	Substance Abuse Awareness in Addiction & Prevention .....	3 hrs
APS 102	Introduction to Counseling .....	3 hrs.
APS 103	Introduction to Group Counseling .....	3 hrs.
APS 104	Addiction to Services .....	3 hrs.
APS 105	Multicultural Aspects of Counseling .....	3 hrs.
APS 106	Ethics and Confidentiality.....	3 hrs.
APS 107	Pharmacology for Addiction & Prevention .....	3 hrs.
APS 108	Medical High Risk in Addiction & Prevention .....	3 hrs.
APS 109	Family and Addictions.....	3 hrs.
APS 110	Field Practicum I.....	3 hrs.
APS 220	Theoretical Foundations of Counseling Addition and Prevention .....	3 hrs.
APS 221	Dual Diagnosis.....	3 hrs.
EDU103	College/Career Success Seminar .....	1 hr.
COL 101	English Comp I .....	3 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
HUM 111	Humanities for Life.....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
HPE 121	First Aid and Safety .....	1 hr.
COL 102	English Comp II.....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.



HIS 108	American History to 1865.....	3 hrs.
BIO 102	Principles of Biology .....	5 hrs.

**Associate of Science recommended sequence of courses:**

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL101	English Comp I .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
APS 101	Substance Abuse Awareness.....	3 hrs.
APS 102	Introduction to Counseling .....	3 hrs.
APS 106	Ethics/Confidentiality .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

CIS 100	Intro to Computers .....	3 hrs.
COL 102	English Comp II.....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
APS 104	Addiction Services.....	3 hrs.
APS 107	Pharmacology .....	3 hrs.
APS 108	Medical High Risks Issues.....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	18

**Semester 3**

COM 101	Public Speaking .....	3 hrs.
APS 103	Intro to Group Counseling .....	3 hrs.
APS 105	Multicultural Aspects of Group Counseling....	3 hrs.
APS 109	Family & Addictions.....	3 hrs.
APS 220	Theoretical Foundations of Counseling Addition and Prevention .....	3 hrs.
APS 221	Dual Diagnosis.....	3 hrs.
	Total hours for Semester 3.....	18

**Semester 4**

HIS 108	American History to 1865.....	3 hrs.
BIO 102	Principles of Biology .....	5 hrs.
HPE 121	First Aid & Safety .....	1 hr.
APS 110	Field Practicum .....	3 hrs.
HUM 111	Humanities for Life.....	3 hrs.
SOC 102	Sociology .....	<u>3 hrs.</u>
	Total hours for Semester 4.....	18

Total credit hours for degree.....70

***Addiction and Prevention Studies Program: Associate of Applied Science Degree Counseling Tract***

APS 101	Substance Abuse Awareness in Addiction and Prevention .....	3 hrs
APS 102	Introduction to Counseling .....	3 hrs.

APS 103	Introduction to Group Counseling .....	3 hrs.
APS 104	Addiction to Services.....	3 hrs.
APS 105	Multicultural Aspects of Counseling .....	3 hrs.
APS 106	Ethics and Confidentiality.....	3 hrs.
APS 107	Pharmacology for Addiction & Prevention .....	3 hrs.
APS 108	Medical High Risk in Addiction & Prevention .....	3 hrs.
APS 109	Family and Addictions.....	3 hrs.
APS 110	Field Practicum I.....	3 hrs.
APS 220	Theoretical Foundations of Counseling Addition and Prevention .....	3 hrs.
APS 221	Dual Diagnosis.....	3 hrs.
APS 222	Women and Addiction .....	3 hrs.
APS 236	Adult Offenders .....	3 hrs.
EDU103	College/Career Success Seminar .....	1 hr.
COL 101	English Comp I .....	3 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
HUM 111	Humanities for Life.....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
PSY 162	Death & Dying.....	1 hr.
HPE 121	First Aid and Safety .....	1 hr.
BUS121	Business Math.....	3 hrs.

**Associate of Applied Science recommended sequence of courses:**

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL101	English Comp I .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
APS 101	Substance Abuse Awareness.....	3 hrs.
APS 102	Introduction to Counseling .....	3 hrs.
APS 106	Ethics/Confidentiality .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

CIS 100	Intro to Computers .....	3 hrs.
APS 104	Addiction Services.....	3 hrs.
APS 107	Pharmacology .....	3 hrs.
APS 108	Medical High Risks Issues.....	3 hrs.
APS 103	Intro to Group Counseling .....	3 hrs.
	Total hours for Semester 2 .....	15

**Semester 3**

APS 105	Multicultural Aspects of Group Counseling .....	3 hrs.
HUM 111	Humanities for Life.....	3 hrs.

APS 222	Women and Addiction .....	3 hrs.
APS 109	Family & Addictions.....	3 hrs.
APS 221	Dual Diagnosis.....	3 hrs.
	Total hours for Semester 3 .....	15

**Semester 4**

APS 236	Adult Offenders .....	3 hrs.
HPE 121	First Aid & Safety .....	1 hr.
PSY 162	Death & Dying.....	1 hrs.
APS 220	Theoretical Foundations of Counseling Addictions & Preventions .....	3 hrs.
BUS 121	Business Math.....	3 hrs.
HIS 108	American History to 1865.....	3 hrs.
APS 110	Field Practicum .....	3 hrs.
	Total hours for Semester 4 .....	14

Total credit hours for degree.....60

**Certificate Option**

***Addictions and Prevention Studies (AAPS) Certificate***

Effective August 1, 2003, the following 36 credit hours is required for students beginning the APS program. Students who began the Addictions Counseling program prior to August 1, 2003 are grandfathered in under the previous 18 credit hour requirements. Upon completion of the required associate degree and credit hours with a 2.0 GPA, the student may file an application and send his/her transcript to the Social and Rehabilitations Services/Addictions and Prevention Services (SRS/AAPS) PO Box 1732, Topeka KS 66601 to obtain the AAPS Credentials.

APS 101	Substance Abuse Awareness.....	3 hrs
APS 130	Introduction to Prevention Theory.....	3 hrs.
APS 131	Prevention and Development.....	3 hrs.
APS 132	Foundations of Prevention Theory, Application & Ethics.....	3 hrs.
APS 133	Dynamics of Multicultural Aspects of Substance Abuse Prevention.....	3 hrs.
APS 134	Prevention for Pre-Natal, Pregnancy, and Early Childhood Dynamics .....	3 hrs.
APS 135	Prevention Issues in Pre-Adolescent Development .....	3 hrs.
APS 136	Prevention & Addition Issues in the Adult Population .....	3 hrs.
APS 137	Prevention Dynamics in the Elderly Population .....	3 hrs.

APS 138	Prevention Program Planning & Evaluation.....	3 hrs.
APS 139	Practicum in Prevention Studies(200 hours).....	3 hrs.
APS 220	Theoretical Foundations of Counseling Addition and Prevention .....	3 hrs.

### **Allied Health**

Many of the Allied Health courses offered at Allen serve the student's needs for skills and knowledge required to become licensed or certified as follows:

- Activities Director/Social Services Designee (AD/SSD)
- CPR/First Aid/AED
- EMT – Basic
- EMT – First Responder
- EMT – Intermediate
- Geriatric Aide (CNA) (Certified Nurse Aide)
- Health Care Specialist – Certificate Program
- Home Health Aide (HHA)
- Kansas BEMS Instructor/Coordinator
- Medication Aide (CMA) (Certified Medication Aide)
- Medication Aide Update (CMA Update)
- Nutrition Assistant
- Online Medical Office Assistant – Certificate Program
- Online Pharmacy Technician – Associates of Applied Science
- Online Pharmacy Technician – Certificate Program
- Rehabilitation Aide (RA)
- Training Officer – I
- Training Officer - II

### ***Associate of Applied Science (AAS) Degree: Health Care Specialist***

MED 102	Geriatric Aide (CNA) Cert. of Completion .....	5 hrs.
MED 108	Home Health Aide Cert. of Completion .....	2 hrs.
MED 103	Medication Aide Cert. of Completion .....	5 hrs.
MED 107	Rehabilitation Aide Cert. of Completion .....	2 hrs.
NHA 140	CPR/First Aid/AED .....	1 hr.
NHA 239	Medical Office Accounting.....	3 hrs.
NHA 235	Health Information Management for Long- Term Care (Advanced Medical Records)	.....3 hrs.
NHA 160	Activities Director/Social Services Designee ... (AD/SSD)	5 hrs.
NHA 236	Legal Concepts.....	3 hrs.
NHA 141	Drug Awareness.....	1 hrs.
MED 120	Medical Terminology.....	3 hrs.
NHA 152	Fitness & Nutrition .....	1 hr.
NHA 238	Intermediate Pharmacology .....	3 hrs.
NHA 129	Medical Insurance Coding & Billing.....	3 hrs.

NHA 237 Pharmacology Technician – Principles &.....3 hrs.  
Practices

**Thirty two credit hours are required to complete the technical certificate and 60 hours are required to complete the AAS for the Health Care Specialist.**

***Associate of Applied Science (AAS) Degree: Pharmacy Technician***

MED 120 Medical Terminology.....3 hrs.  
NHA 240 Pharmacy Calculations.....2 hrs.  
NHA 236 Legal Concepts.....3 hrs.  
NHA 238 Intermediate Pharmacology .....3 hrs.  
NHA 237 Pharmacology Technician: Principles and.....3 hrs.  
Practices  
MAT 105 College Algebra .....3 hrs.  
COL 101 English Composition I .....3 hrs.  
COL 102 English Composition II .....3 hrs.  
BIO 115 Basic Nutrition .....3 hrs.  
BIO 257 Human Anatomy and Physiology .....5 hrs.  
  
COM 101 Public Speaking .....3 hrs.  
NHA 152 Fitness and Nutrition: The Healthy Journey to 1 hr.  
Weight Loss  
NHA 130 Herbs: Healers or Poisons???.1 hr.  
PSY 101 General Psychology .....3 hrs.  
HUM 111 Humanities for Life.....3 hrs.  
BUS 109 Career Development .....2 hrs.  
NHA 141 Drug Awareness.....1 hr.  
NHA 140 CPR/First Aid/AED .....1 hr.  
HPE 118 Ind/Dual Lifetime Activities .....1 hr.  
NHA 239 Medical Office Accounting.....3 hrs.  
CIS 100 Introduction to Computers .....3 hrs.  
EDU 103 College Career Success Seminar .....1 hr.  
NHA 129 Medical Insurance Coding and Billing .....3 hrs.  
NHA 235 Health Information Management for .....3 hrs.  
Long-Term Care

Thirty one credit hours are required to complete the technical certificate and 60 hours are required to complete the AAS for the Pharmacy Technician.

**Certificate Options**

***Geriatric Aide (CNA)(Certified Nurse Aide) -5 credit hours***

The Geriatric Aide course includes classroom and clinical instruction on basic patient care. The skills learned include daily hygiene, bed baths, taking vital signs, positioning, transfer of patients, and others. Patient care will be conducted in a nursing home setting. The course prepares the student for the state licensing examination.

The Geriatric Aide student will be required to complete a two part curriculum. Part I is a combination of 20 hours didactic or classroom and 20 hours supervised laboratory and clinical instruction. Part II is advanced training and should include a minimum of 25 hours didactic or classroom instruction combined with 25 hours supervised clinical instruction in the adult care home environment. The student will need to pass the state test with a 70% accuracy. The state test will be given at the ACC – Iola Campus or ACC – Burlingame Campus.

MED 102 Geriatric Aide.....5 hrs.

***Medication Aide(CMA-Certified Medication Aide) -5 credit hours***

The Medication Aide course is designed to include the development of medicine knowledge, use of medicines, effects of medicine, administering medications, including preparation and accurate distribution of medicine for safety of the patient. Upon completion of the course, students will be eligible to take the CMA state test at the ACC – Iola Campus or ACC – Burlingame Campus. The student must pass the state test with 70% accuracy.

The student must be a nurse aide with a Kansas certificate who can provide verification of certification.

MED 103 Medication Aide.....5 hrs.

***CPR/First Aid/AED-1 credit hour***

This course is designed to prepare individuals to respond to injuries and sudden illnesses that may arise in everyday life. This is a first aid and cardiopulmonary resuscitation training program. It is offered to give individuals the knowledge and skills necessary to present, recognize, and provide basic care for injuries and sudden illnesses until medical personnel arrive and take over. Students will focus on the basic knowledge of CPR/First Aid/AED lecture and skills and then will demonstrate the skills that they learned.

NHA 140 CPR/First Aid/AED .....1 hr.

***Home Health Aide -2 credit hours***

The Home Health Aide course is designed to provide the student with basic care skills for families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client’s medication, and special needs, as well as special procedures in emergency care. Upon completion of the course, students will be eligible to take the HHA state test at the ACC – Iola Campus or ACC – Burlingame Campus. The student must pass the state test with 70% accuracy.

The student must be a nurse aide with a Kansas certificate who can provide verification of certification.

MED 108 Home Health Aide .....2 hrs

### ***Health Care Specialist -32 credit hours***

The Health Care Specialist Certificate is designed to prepare students to enter the workforce by providing training that prepares them to become licensed as a Geriatric Aide, Medication Aide, and Home Health Aide. In addition to these licensure opportunities, a Rehabilitation Aide and Activities Director/Social Services Designee certificate may be pursued. This results in programming that provides a career ladder with ever increasing levels of knowledge, skills, and employment. An additional 13 credit hours of related studies culminate in a 32 credit hours Health Care Specialist Certificate.

MED 102	Geriatric Aide (CNA) Cert. of Completion .....	5 hrs.
MED 103	Medication Aide Cert. of Completion .....	5 hrs
MED 107	Rehabilitation Aide Cert. of Completion .....	2 hrs.
MED 108	Home Health Aide Cert. of Completion .....	2 hrs.
MED 120	Medical Terminology.....	3 hrs.
NHA 140	CPR/First Aid/AED .....	1 hr.
NHA 160	Activities Director/Social Services Designee ...	5 hrs.
NHA 235	Health Information Management for Long-Term Care.....	3 hrs.
NHA 236	Legal Concepts.....	3 hrs.
NHA 239	Medical Office Accounting.....	3 hrs.

*(Financial aid is available for these classes)*

### ***Rehabilitation Aide (RA)-2 credit hours***

The Rehabilitation Aide course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. There is a continuing need for this paraprofessional in the long-term care setting. This job will outreach into home and acute care settings in the future. This course will provide participants with the opportunity to learn the rehabilitative philosophy, work with departmental organizations, understand the role of the physical therapist and the proper techniques of body mechanics, transfers, and ambulation. Upon completion of this course, students will receive a certificate of completion from ACC.

The student must be a nurse aide with a Kansas certificate who can provide verification of certification.

### ***Medication Aide Update (CMA Update)-1 credit hour***

The Medication Aide Update course is offered as an update on medication administration. Course coverage includes the identification of commonly used drugs and their interaction with foods and other drugs, identification and description of biological effects of medications on the elderly, restatement of the basic principles and skills required for safe practice in administering medications and identifying the legal implication or regulations applying to administering medications and record keeping. A roster of those completing the course will be submitted to the Kansas Department of Health and Environment. A new license will be mailed to the CMA 10 days before the expiration of their current license.

### ***Emergency Medical Technician Intermediate (EMT-I) -5 credit hours***

The Emergency Medical Technician – Intermediate course is approved by the Kansas Board of EMS for experienced EMT-B's interested in providing advanced patient assessments, obtaining blood for laboratory analysis, initiating IV's, providing nebulized breathing treatments and endotracheal intubation. Students who successfully complete this course are eligible to sit for the Kansas EMT-I certification exam. Because Kansas does not recognize the national certification for this level of certification, only the Kansas EMT-I certification is possible at the conclusion of this course.

### ***Emergency Medical Technician-First Responder-6 credit hours***

This course is designed for individuals interested in providing care to patients in the pre-hospital setting. The course will provide the student with opportunities to gain information, skills, and attitudes necessary for certification and practice as a First Responder in the State of Kansas.

This course is approved by the Kansas Board of Emergency Medical Services. It addresses information and techniques currently considered to be the responsibilities of the First Responder according to the United States Department of Transportation, National Standard Curriculum, and the Kansas authorized activities for the First Responder.

### ***Nutrition Assistant – 1 credit hour***

The Nutrition Assistant course includes skills and techniques required for students to become a nutrition assistant in an adult care home, or who is used under an arrangement with another agency or organization, which is trained by a person meeting nurse aide instructor qualifications and who provides such assistance under the supervision of a registered professional or licensed practical nurse.

The content of this course includes roles and responsibilities of a nutrition assistant, working as a member of a team, creating a home environment in the facility, resident rights, residents with special needs, a safe dining experience (infection control, food safety, emergencies), fundamentals of good nutrition and documentation.

### ***Emergency Medical Technician – Basic (EMT) – 12 credit hours***

This 12 credit entry level course is approved by the Kansas Board of EMS which includes classroom instruction along with clinical observation in area Emergency Rooms and EMS services. This certification is required for most full time EMS and Fire Departments. It is the pre-requisite for the EMT-I and MICT (paramedic) courses. Students who successfully complete this course are eligible to sit for the National and Kansas EMT-Basic certification exam.

Classroom instruction includes anatomy, physiology, recognition and care of acute medical emergencies and trauma related injuries. Skills in performing CPR and many other emergency care procedures are taught. In addition, each student will spend a minimum of 10 hours in the clinical setting and 10 hours in the field setting. The clinical rotation will afford the student the opportunity to utilize both the cognitive and practical application of the knowledge they have attained in class.

The Emergency Medical Technician – Basic program is designed for individuals interested in providing care to patients in the pre-hospital setting. The program will provide the student with



opportunities to gain information, skills, and attitudes necessary for certification as an Emergency Medical Technician – Basic (EMT) in the State of Kansas. This program is approved by the State of Kansas Board of Emergency Medical Services (BEMS). It addresses information and techniques currently considered to be the responsibilities of the basic life support EMT, according to the United States Transportation EMT National Standard Curriculum. The program consists of lecture and practical skills instruction, as well as, clinical observation and real life instruction. Students in this course are put into realistic situations in two different ways. The course includes a field operations component which allows the student to run simulated calls and receive feedback from faculty. Field observation is scheduled with career emergency medical service agencies, allowing all students to experience field practice under the direction of EMT and RN personnel.

*(Financial aid is available for this course)*

***Online Medical Office Assistant Certificate Program-33 credit hours***

The Online Medical Office Assistant Certificate Program will prepare the student to obtain employment as a medical office assistant in physician’s offices, dental offices, clinics, public or private hospitals, nursing homes, or community health centers. After completing this certificate program, students will have the knowledge and ability to obtain entry-level employment positions in the health clerical worker field.

CIS 170	Microsoft Office.....	3 hrs
MED 120	Medical Terminology.....	3 hrs.
BUS 137	Medical Document Transcription .....	3 hrs.
NHA 129	Medical Insurance Coding & Billing.....	3 hrs.
NHA 235	Health Information Management for Long Term Care.....	3 hrs.
NHA 236	Legal Concepts.....	3 hrs.
NHA 239	Medical Office Accounting.....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
COL 101	English Comp I .....	3 hrs.
COL 102	English Comp II.....	3 hrs.
BUS 120	Introduction to Business .....	3 hrs.

*(Financial aid is available for these courses)*

***Online Pharmacy Technician Program***

The Pharmacy Technician Program will provide students with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies, as well as prepare for national certification. Pharmacy Technicians will be expected to be well informed with sound concepts to include strong customer service and communication skills. The student will gain experience in managing inventories, counting, measuring and using computers.

The certificate program requires 31 credit hours. Students desiring an Associate of Applied Science Degree would complete the required general education requirements.

Upon completion of training the student is eligible to take the National Pharmacy Technician Examination administered by the Pharmacy Technician Certification Board.

The student must complete the following 31 credit hours with a 2.0 GPA or higher.

MAT 105	College Algebra .....	3 hrs.
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COL 101	English Comp I .....	3 hrs.
COL 102	English Comp II.....	3 hrs.
BIO 257	Human Anatomy & Physiology.....	5 hrs.
	(completion of BIO 102 w/a “C” or above)	
BIO 115	Basic Nutrition.....	3 hrs.
MED 120	Medical Terminology.....	3 hrs.
NHA 236	Legal Concepts.....	3 hrs
NHA 238	Intermediate Pharmacology .....	3 hrs.
NHA 240	Pharmacy Calculations.....	2 hrs
NHA 237	Pharmacology Technician: Principles and Practices .....	3 hrs

***Activities Director /Social Services Designee (AD/SSD)-5 credit hours***

The Activities Director/Social Services Designee (AD/SSD) course is an introduction to the long-term care setting and the various methods of provision of services in this setting, as well as, the regulatory process. It will look at the standards set in the areas of Resident Rights and Dignity.

Activity Professionals are recognized as vital contributors to quality of care and providing good quality of life to individuals we serve. A complete program enhances the physical, mental, social, emotional, and spiritual needs of elders by providing a home-like environment. This course is designed to develop the programming, documentation, and professional skills necessary to lead such a program. Upon completion of this course participants will be able to work as an Activity Director in a long-care facility.

NHA160	Activities Director/Social Services Designee ..5 hrs. (AD/SSD)
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***Training Officer I – 1 credit hour***

This program is designed for those individuals interested in providing and/or coordinating approved single program provider continuing EMS education programs in the State of Kansas. It will provide the participant with opportunities to gain information and practice as a Training Officer I in the State of Kansas.

*Prerequisites: Student must be currently certified at or above the EMT level, or as a physician licensed to practice medicine and surgery or licensed professional nurse.*

***Training Officer II – 1 credit hour***

The Training Officer II course is designed for those individuals interested in providing and/or coordinating approved single program provider continuing EMS education programs in the State of Kansas. It will provide the participant with opportunities to gain information and practice as a Training Officer II in the State of Kansas.

*Prerequisites: Student must be certified at or above the EMT level, or as a physician licensed to practice medicine and surgery or licensed professional nurse. Candidate must have current approval as a Training Officer I.*

### ***Kansas BEMS Instructor Coordinator – 9 credit hours***

This course is designed for those individuals interested in providing and/or coordinating First Responder and EMT initial training courses and approved EMS continuing education programs in the State of Kansas. It will provide the participant with opportunities to gain information needed to practice as an I/C in the State of Kansas.

The Kansas Board of EMS has approved this program. It addresses information and techniques currently considered to be the responsibilities of the I/C according to the Kansas Board of EMS.

*Prerequisites: Current certification at or above the EMT level, or a physician licensed to practice medicine and surgery in the State of Kansas or a licensed professional nurse.*

*Proof of one of the following:*

- *Training Officer II*
- *Kansas teaching certificate*

*Certification as a CPR instructor at the professional level.*

*Proof of one (1) year of EMS street experience.*

*Letter of commitment from a certified I/C stating intent of mentorship.*

*Three (3) letters of recommendation of which at least three (3) will be professional recommendations.*

### ***Child Care***

Early childhood program is designed to provide students with marketable job skills. The recommended courses are intended to provide sufficient education and training for entry level employment. Successful students can gain a fundamental background of skills that can help them become employable as an early childhood specialist. Upon completion of the program, successful students may be able to relate theory to practice concerning the physical, emotional, intellectual, and social development of children.

Employers will expect those who work with children to demonstrate professional and ethical standards in helping to develop the whole child; to apply principles of child development with appropriate expectations; to implement safe and healthy practices within the early childhood setting; to use positive communication techniques; and to develop respectful relationships with staff, families, and communities.

### ***Career Options***

Child Care Assistant  
Head Start Assistant  
Head Start Teacher Aide  
Nursery School Assistant  
Nursery School Teacher Aide  
In-home Child Care Provider  
In-home Child Care Nanny  
In-home Child Care Specialist  
Family Day Care Assistant  
Preschool Teacher Aide

## **Potential for Advancement**

Child Care Center Owner  
Child Care Center Manager  
Program Director/Administrator  
Infant or Toddler Caregiver  
Exceptional Education Teacher Aide  
Elementary School Teacher Aide  
Nursery School Head Teacher  
Preschool Manager  
Preschool Owner

Note: Potential advancement generally requires additional education and/or training.

## **Scholarships and Funding**

T.E.A.C.H. scholarship: Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood KANSAS is a scholarship program for early education teachers funded by SRS Federal Child Care Block Grant funds and Children's Cabinet tobacco settlement through Smart Start . The Kansas Association of Child Care Resource and Referral Agencies (KACCRRRA) administer the scholarship.

### ***Early Childhood Specialist***

Program Curriculum (recommended courses)

The student must complete the following 24 credit hours with a 2.0 GPA or higher.

CCG101	Early Childhood Growth and Development .....	3 hrs.
CCG104	Principles of Early Childhood Education I .....	3 hrs.
CCG110	Child Nutrition and Health Safety .....	3 hrs.
CCG115	Practicum I (90 clock hours).....	2 hrs.
CCG205	Infant/Toddler Development.....	3 hrs.
CCG207	Family Development.....	3 hrs.
CCG209	Professional Development/Leadership .....	3 hrs.
CCG210	Child Care Administration.....	3 hrs.
HPE 121	First Aid and Safety .....	1 hr.

## ***Agriculture***

### **Major Fields**

Agriculture Transfer	Agri-Business Management
Farm & Ranch Management	Pre-Veterinary Medicine

### **Certificates**

Farm & Ranch Management-Livestock or Meat Evaluation

## Farm & Ranch Management-Livestock Marketing and Management

### Outcomes

Upon successful completion of the general education requirements and the suggested program courses for an Associate of Science degree or an Associate of Applied Science degree in Agriculture, the student shall:

- Discuss the current trends and needs in the live animal and meats industries.
- Communicate the role of agriculture within today's American economic system.
- Explain some broad problem areas that face agriculture as a whole.
- Discuss the importance of soils to agriculture and the world economy.
- Explain the new progressive agricultural practices compliment today's environmental concerns.

### Degree Options

#### *Associate of Science: Agriculture Transfer*

See page 47 for General Education Requirements.

#### **Suggested program courses with advisor approval:**

AGR 101	Agricultural Orientation.....	1 hr.
AGR 203	Fundamentals of Animal Nutrition .....	3 hrs.
AGR 103	Principles of Animal Science.....	3 hrs.
AGR 224	Soil Science.....	4 hrs.
AGR 214	Plant Science.....	4 hrs.
AGR 223	Agricultural Entomology .....	3 hrs.
AGR 213	Agricultural Economics .....	3 hrs.

Additional requirements depend on type of major.

Students planning to transfer to a four-year university should pursue an Associate of Science Degree with an emphasis in Agriculture. A possible four-semester plan for Ag transfer students follows. Each Agriculture major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

#### **Semester 1**

AGR 101	Agriculture Orientation .....	1 hr.
AGR 102	Principles of Animal Science .....	3 hrs.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
BIO 102	Principles of Biology <i>or</i>	
BIO 150	Biology I .....	5 hrs.
SSC 103	College Career Success Seminar .....	<u>1 hr.</u>
	Total hours for Semester 1 .....	16

#### **Semester 2**

COL 102	English Composition II .....	3 hrs.
AGR 216	Ag Technology Management .....	3 hrs.
CHE 125	College Chemistry I <i>or</i>	
CHE 105	Introduction to Chemistry .....	5 hrs.

AGR 203	Fundamentals of Animal Nutrition .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	17

**Semester 3**

AGR 223	Entomology .....	3 hrs.
AGR 214	Plant Science .....	4 hrs.
AGR 201	Animal Science & Industry.....	1 hr.
AGR 213	Agriculture Economics .....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Fine Arts & Humanities Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	17

**Semester 4**

AGR 224	Soil Science.....	4 hrs.
COM 101	Public Speaking .....	3 hrs.
HPE 118	Ind/Dual Lifetime Fitness .....	1 hr.
	Ag or Science Elective.....	3 hrs.
	Fine Arts & Humanities Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	17

***Associate of Applied Science: Agri-Business Management Specialization***

**See page 48 for General Education Requirements.**

**Suggested program courses with advisor approval:**

AGR 101	Agricultural Orientation.....	1 hr.
AGR 103	Principles of Animal Science.....	3 hrs.
AGR 215	Agricultural Computations.....	3 hrs.
BUS 120	Introduction to Business .....	3 hrs.
AGR 213	Agricultural Economics .....	3 hrs.
AGR 230	Agricultural Selling.....	3 hrs.
BUS 275	Principles of Management .....	3 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
BUS 111/110	Accounting I or Introduction to Accounting ....	3 hrs.
AGR 207	Marketing of Agriculture Products .....	3 hrs.
AGR 206	Farm Management .....	3 hrs.
AGR 208	Livestock Marketing .....	3 hrs.
AGR 224	Soil Science.....	4 hrs.

Students planning to major in Agri-Business Management should pursue an Associate of Applied Science Degree with an emphasis in Agri-Business Management. A possible four-semester plan for Agriculture majors follows. Each Agriculture major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

AGR 215	Agricultural Computations .....	3 hrs.
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AGR 103	Principles of Animal Science .....	3 hrs.
AGR 101	Agricultural Orientation .....	1 hr.
COL 101	English Composition I .....	3 hrs.
CIS 100	Intro to Computers .....	3 hrs.
BUS 120	Introduction to Business .....	3 hrs.
SSC 103	College Career Success Seminar .....	<u>1 hr.</u>
	Total hours for Semester 1 .....	17

**Semester 2**

AGR 207	Marketing of Agricultural Products .....	3 hrs.
AGR 206	Farm Management .....	3 hrs.
ARG 230	Agri-Selling .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
HPE 118	Individual/Dual Lifetime Fitness .....	1 hr.
	Agriculture Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	16

**Semester 3**

BUS 111	Accounting I .....	3 hrs.
AGR 213	Agricultural Economics .....	3 hrs.
	Agriculture Elective .....	4 hrs.
	Fine Arts & Humanities Elective .....	3 hrs.
	Business/General Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	16

**Semester 4**

ECO 208	Macroeconomics .....	3 hrs.
AGR 208	Livestock Marketing .....	3 hrs.
AGR 224	Soil Science with Lab .....	4 hrs.
BUS 275	Principles of Management .....	3 hrs.
	Agriculture Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	16

***Associate of Applied Science: Farm and Ranch Management***

**See page 48 for General Education Requirements.**

**Suggested program courses with advisor approval:**

AGR 101	Agricultural Orientation.....	1 hr.
AGR 103	Principles of Animal Science.....	3 hrs.
AGR 213	Agricultural Economics .....	3 hrs.
AGR 201	Animal Science and Industry .....	1 hr.
AGR 203	Fundamentals of Animal Nutrition .....	3 hrs.
AGR 206	Farm Management .....	3 hrs.
AGR 207	Marketing of Agricultural Products .....	3 hrs.
AGR 224	Soil Science.....	4 hrs.
AGR 214	Plant Science.....	4 hrs.
AGR 216	Agriculture Technology Management .....	3 hrs.
AGR 251	Agriculture Chemicals .....	2 hrs.
AGR 100	Field Studies.....	6 hrs.

AGR 215	Agricultural Computations <i>or</i>	
MAT 105	College Algebra .....	3 hrs.

**Agriculture electives: choose at least 7 hours from the following:**

AGR 223	Agricultural Entomology .....	3 hrs.
AGR 104	Principles of Meat Evaluation.....	2 hrs.
AGR 208	Livestock Marketing .....	3 hrs.
AGR 106	Livestock Evaluation .....	2 hrs.
AGR 260	Beef Management <i>or</i>	
AGR 270	Swine Management.....	3 hrs.
AGR 220	Special Studies in Agriculture .....	3 hrs.

Students planning to major in Farm & Ranch Management should pursue an Associate of Applied Science Degree. This degree totals 60 credit hours including 43 hours of required and elective Agriculture courses and 17 hours of general education courses with an emphasis in Farm & Ranch Management. A suggested possible four-semester plan for Agriculture major follows.

Each Agriculture major will work closely with an advisor to individualize a schedule based upon their needs of the student and the four-year institution the student plans to attend

**Semester 1**

AGR 101	Agriculture Orientation .....	1 hr.
AGR 103	Principles of Animal Science.....	3 hrs.
AGR 201	Animal Science and Industry .....	1 hr.
COL 101	English Composition I .....	3 hrs.
AGR 206	Farm Management .....	3 hrs.
AGR 215	Agricultural Computations <i>or</i>	
MAT 105	College Algebra .....	3 hrs.
SSC 103	College Career Success Seminar .....	<u>1 hr.</u>
	Total hours for Semester 1 .....	15

**Semester 2**

AGR 203	Fundamentals of Animal Nutrition .....	3 hrs.
AGR 207	Marketing of Agricultural Product.....	3 hrs.
AGR 100	Field Studies.....	3 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
AGR	Agriculture Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	15

**Semester 3**

AGR 213	Agricultural Economics .....	3 hrs.
AGR 214	Plant Science.....	4 hrs.
AGR 216	Agriculture Technology Management .....	3 hrs.
AGR	Agriculture Elective .....	2 hrs.
PSY 100	General Psychology .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	15

**Semester 4**

AGR 224	Soil Science.....	4 hrs.
AGR 251	Agricultural Chemicals .....	2 hrs.
AGR 100	Field Studies.....	3 hrs.



HPE 118	Individual/Dual Lifetime Fitness .....	1 hr.
AGR	Agriculture Elective .....	2 hrs.
HUM 111	Humanities for Life.....	<u>3 hrs.</u>
	Total hours for Semester 4.....	15

***Associate of Science: Pre-Veterinary Medicine***

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

AGR 101	Agriculture Orientation.....	1 hr.
AGR 103	Principles of Animal Science.....	3 hrs
CHE 125	College Chemistry I.....	5 hrs
CHE 136	College Chemistry II.....	5 hrs.
MAT 105	College Algebra .....	3 hrs.
AGR 203	Fundamentals of Animal Nutrition .....	3 hrs.
MAT 106	Plane Trigonometry .....	3 hrs.
ECO 208	Macroeconomics .....	3 hrs.
BIO 150	Biology I with Lab .....	5 hrs.
COM 101	Pubic Speaking.....	3 hrs.
BIO 271	Microbiology with Lab .....	5 hrs.
CHE 265	Organic Chemistry I with Lab .....	5 hrs.

Students planning to transfer to a four-year institution should pursue an Associate of Science, with an emphasis in Pre-Veterinary. A possible four-semester plan for Pre-Veterinary transfer students follows. Each Pre-Veterinary major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

AGR 103	Principles of Animal Science.....	3 hrs.
CHE 125	College Chemistry I.....	5 hrs.
COL 101	English Composition I .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
MAT 105	College Algebra .....	3 hrs.
AGR 101	Agriculture Orientation.....	1 hr.
HPE 118	Individual Lifetime Fitness .....	<u>1 hr.</u>
	Total hours for Semester 1 .....	17

**Semester 2**

AGR 203	Fundamentals of Animal Nutrition .....	3 hrs.
CHE 136	College Chemistry II.....	5 hrs.
COL 102	English Composition II.....	3 hrs.
MAT 106	Plane Trigonometry .....	3 hrs.
ECO 208	Macroeconomics .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	17

**Semester 3**

BIO 150	Biology I with Lab .....	5 hrs.
COM 101	Pubic Speaking.....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Fine Arts Elective .....	3 hrs.
	Agriculture Elective .....	<u>3 hrs.</u>

Total hours for Semester 3 .....17

**Semester 4**

BIO 271 Microbiology with Lab .....5 hrs.  
CHE 265 Organic Chemistry I with Lab .....5 hrs.  
Social & Behavioral Science Elective .....3 hrs.  
Fine Arts Elective .....3 hrs.  
Total hours for Semester 4.....16

**Certificate Options**

***Farm & Ranch Management-Livestock or Meat Evaluation***

The student must complete the following 33 credit hours with a 2.0 GPA or higher.

AGR 101 Agriculture Orientation .....1 hr.  
AGR 103 Principles of Animal Science.....3 hrs.  
AGR 213 Agricultural Economics .....3 hrs.  
AGR 201 Animal Science and Industry .....1 hr.  
AGR 106 Livestock Evaluation .....2 hrs.  
AGR 104 Principles of Meat Evaluation.....3 hrs.  
AGR 100 Field Studies.....3 hrs.  
AGR 202 Advanced Livestock Selection.....2 hrs.  
AGR 203 Fundamentals of Animal Nutrition .....3 hrs.  
AGR 202 Oral Reasons .....3 hrs.  
AGR 208 Livestock Marketing .....3 hrs.  
AGR 215 Agricultural Computations.....3 hrs.  
AGR 260 Beef Management .....3 hrs.

***Farm & Ranch Management-Livestock Marketing and Management***

The student must complete the following 33 credit hours with a 2.0 GPA or higher.

AGR 101 Agriculture Orientation .....1 hr.  
AGR 103 Principles of Animal Science.....3 hrs.  
AGR 213 Agricultural Economics .....3 hrs.  
AGR 260 Beef Management .....3 hrs.  
AGR 106 Livestock Evaluation .....2 hrs.  
AGR 104 Principles of Meat Evaluation.....3 hrs.  
AGR 208 Livestock Marketing .....3 hrs.  
AGR 215 Agricultural Computations.....3 hrs.  
AGR 203 Fundamentals of Animal Nutrition .....3 hrs.  
AGR 207 Livestock Marketing .....3 hrs.  
AGR 100 Field Studies.....3 hrs.  
CIS 100 Introduction to Computers .....3 hrs.

## Science

### Major Fields

Biology	Chemistry/Physics
Pre-Dental Hygiene	Pre-Dental/Medical/Chiropractic
Pre-Engineering	Pre-Forestry/Park Resource Management
Pre-Medical Technology	Pre-Mortuary Science
Pre-Nursing	Pre-Optometry
Pre-Pharmacy	Physical Therapy (PT)
Pre-Physician Assistant (PA)	Pre-Radiology
Pre-Respiratory Therapy	

### Outcomes

Upon successful completion of the general education requirements and the suggested program requirements for an Associate of Science or an Associate of Applied Science degree in Science, the student shall:

- Use the scientific method and explain its purpose in scientific investigations.
- Apply scientific concepts to real-world situations.
- Perform activities, make observations, and organize data in laboratory settings.
- Interpret laboratory data and formulate conclusions based upon such data.
- Discuss the history of and probable future of scientific discovery.

### Degree Options

#### Biology

##### *Associate of Science: Biology Specialization\**

See page 47 for General Education Requirements.

##### **Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular) .....	5 hrs.
BIO 210	Biology II (organismal).....	5 hrs.
BIO 271	Microbiology .....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
CHE 125	College Chemistry I .....	5 hrs.
CHE 136	College Chemistry II.....	5 hrs.
MAT105	College Algebra .....	3 hrs.

##### **Suggested electives with advisor approval:**

CHE 265	Organic Chemistry I.....	5 hrs.
MAT115	Elementary Statistics .....	3 hrs.
MAT123	Calculus with Analytical Geometry I .....	5 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

Students planning to transfer to a four-year university should pursue an Associate of Science, with an emphasis in Biology. A possible four-semester plan for Biology transfer students follows. Each Biology major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

### **Semester 1**

BIO 150	Biology I (cellular).....	5 hrs.
CHE 125	College Chemistry I.....	5 hrs.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
SSC 103	College/Career Success Seminar .....	1 hr.
	Health & Physical Education Elective .....	<u>1 hr.</u>
	Total hours for Semester 1 .....	18

### **Semester 2**

CHE136	College Chemistry II.....	5 hrs.
BIO210	Biology II (organism) .....	5 hrs.
COL102	English Composition II .....	3 hrs.
MAT123	Calculus with Analytic Geometry I .....	<u>5 hrs.</u>
	Total hours for Semester 2.....	18

### **Semester 3**

BIO 271	Microbiology.....	5 hrs.
CHE 265	Organic Chemistry I.....	5 hrs.
COM 101	Public Speaking .....	3 hrs.
	Fine Arts & Humanities Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	19

### **Semester 4**

BIO 257	Human Anatomy and Physiology .....	5 hrs.
CHE 295	Organic Chemistry II .....	5 hrs.
	History Elective .....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Psychology Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4.....	19

### ***Associate of Science: Chemistry/Physics Specialization\****

**See page 47 for General Education Requirements.**

### **Suggested program courses with advisor approval:**

MAT123	Calculus with Analytic Geometry I .....	5 hrs.
MAT125	Calculus with Analytic Geometry II .....	5 hrs.
MAT225	Calculus with Analytic Geometry III .....	5 hrs.
MAT251**	Differential Equations and Series .....	4 hrs.
CHE 125	College Chemistry I .....	5 hrs.
CHE 136	College Chemistry II .....	5 hrs.

CHE 265	Organic Chemistry I.....	5 hrs.
CHE 295**	Organic Chemistry II.....	5 hrs.
PSC 204	Engineering Physics I .....	5 hrs.
PSC 205**	Engineering Physics II .....	5 hrs.
CIS 220	C Programming.....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\*Offered only with sufficient demand.

## Chemistry

### Semester 1

CHE 125	College Chemistry I .....	5 hrs.
COL 101	English Composition I .....	3 hrs.
MAT 123	Calculus w/Analytic Geometry I .....	5 hrs.
SSC 103	College/Career Success Seminar .....	1 hr.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	17

### Semester 2

CHE 136	College Chemistry II .....	5 hrs.
MAT 125	Calculus w/Analytic Geometry II .....	5 hrs.
COL 102	English Composition II.....	3 hrs.
	Health & Physical Education Elective.....	1 hr.
	Fine Arts & Humanities Elective.....	<u>3 hrs.</u>
	Total hours for Semester 2.....	17

### Semester 3

CHE 265	Organic Chemistry I .....	5 hrs.
PSC 204	Engineering Physics I .....	5 hrs.
COM 101	Public Speaking .....	3 hrs.
MAT 225	Calculus w/Analytic Geometry III.....	<u>5 hrs.</u>
	Total hours for Semester 3.....	18

### Semester 4

CHE 295	Organic Chemistry II .....	5 hrs.
PSC 205	Engineering Physics II.....	5 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Fine Arts & Humanities Elective.....	<u>3 hrs.</u>
	Total hours for Semester 4.....	19

## Physics

### Semester 1

MAT 123	Calculus w/Analytic Geometry I .....	5 hrs.
COL 101	English Composition I .....	3 hrs.
SSC 103	College/Career Success Seminar .....	1 hr.
	Science Elective.....	3 hrs.

Fine Arts & Humanities Elective .....	3 hrs.
Social & Behavioral Science Elective .....	<u>3 hrs.</u>
Total hours for Semester 1 .....	18

**Semester 2**

MAT 123	Calculus w/Analytic Geometry II .....	5 hrs.
COL 102	English Composition II .....	3 hrs.
CHE 125	Chemistry I.....	5 hrs.
ECO 208	Macroeconomics .....	3 hrs.
	Fine Arts & Humanities Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	19

**Semester 3**

MAT 225	Calculus w/Analytic Geometry III .....	5 hrs.
PSC 204	Engineering Physics I .....	5 hrs.
CHE 136	Chemistry II .....	5 hrs.
COM 101	Public Speaking .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	18

**Semester 4**

PSC 205	Engineering Physics II .....	5 hrs.
PSC 201	Static's.....	3 hrs.
HPE 118	Individual/Dual Lifetime Fitness .....	1 hr.
CIS 230	C++ Programming I.....	3 hrs.
	Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4.....	15

***Associate of Science: Pre-Dental Hygiene Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

CHE 105	Introduction to Chemistry .....	5 hrs.
BIO 150	Biology I (cellular) .....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
MAT105	College Algebra .....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

***Associate of Science: Pre-Dental/Medical/Chiropractic/Veterinary Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

CHE 125	College Chemistry I .....	5 hrs.
CHE 136	College Chemistry II .....	5 hrs.
CHE 265	Organic Chemistry I.....	5 hrs.
CHE 295**	Organic Chemistry II .....	5 hrs.
BIO 150	Biology I (cellular) .....	5 hrs.
BIO 210	Biology II (organismal) .....	5 hrs.

BIO 257	Human Anatomy and Physiology .....	5 hrs.
BIO 271	Microbiology .....	5 hrs.
MAT105	College Algebra .....	3 hrs.
MAT123	Calculus with Analytic Geometry I .....	5 hrs.
PSC 204	Engineering Physics I .....	5 hrs.
PSC 205**	Engineering Physics II .....	5 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\*Offered only with sufficient demand.

Students planning to transfer to a four-year university should pursue an Associate of Science, with an emphasis in Pre-Dentistry. A possible four-semester plan for Pre-Dentistry transfer students follows. Each Pre-Dentistry major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

### Recommended sequence of courses:

#### Semester 1

CHE 125	College Chemistry I .....	5 hrs.
COL 101	English Composition I .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
	Social & Behavioral Science Elective .....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Fine Arts & Humanities Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	18

#### Semester 2

CHE 136	College Chemistry II .....	5 hrs.
BIO 150	Biology I (cellular).....	5 hrs.
COL 102	English Composition II.....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	19

#### Semester 3

CHE 265	Organic Chemistry I.....	5 hrs
BIO 271	Microbiology.....	5 hrs.
MAT 123	Calc w/Analytic Geometry I.....	5 hrs.
	Fine Arts & Humanities Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	18

#### Semester 4

CHE 295	Organic Chemistry II .....	5 hrs
BIO 210	Biology II (organismal).....	5 hrs.
BIO 257	Human Anatomy & Physiology.....	5 hrs.
BIO 258	Advanced Human Anatomy & Physiology.....	1 hr.
	Health & Physical Education Elective .....	<u>1 hr.</u>
	Total hours for Semester 4.....	17

***Associate in Science: Pre-Engineering Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

MAT123	Calculus with Analytic Geometry I .....	5 hrs.
MAT125	Calculus with Analytic Geometry II .....	5 hrs.
MAT225	Calculus with Analytic Geometry III.....	5 hrs.
MAT251**	Differential Equations and Series .....	4 hrs.
CHE 125	College Chemistry I.....	5 hrs.
CHE 136	College Chemistry II.....	5 hrs.
PSC 201	Statics.....	3 hrs.
PSC 204	Engineering Physics I .....	5 hrs.
PSC 205**	Engineering Physics II .....	5 hrs.

**Suggested electives with advisor approval:**

MFT101	Engineering Graphics I .....	3 hrs.
MFT125	Computer Aided Design .....	3 hrs.
CIS 220	C Programming.....	3 hrs.
ECO207	Microeconomics.....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\*Offered only with sufficient demand.

***Associate of Science: Pre-Forestry/Park Resource Management Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular).....	5 hrs.
BIO 210	Biology II (organismal).....	5 hrs.
BIO 271	Microbiology .....	5 hrs.
MAT105	College Algebra .....	3 hrs.
MAT106**	Plane Trigonometry .....	3 hrs.
CHE 125	College Chemistry I.....	5 hrs.
CHE 136	College Chemistry II.....	5 hrs.
PSC 204	Engineering Physics I .....	5 hrs.
CHE 265	Organic Chemistry I.....	5 hrs.
AGR224	Soil Science.....	4 hrs.

\*Refer to the catalog of the university or college where you plan to continue your education.

\*\*Offered only with sufficient demand.



***Associate of Science: Pre-Medical Technology Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular).....	5 hrs.
BIO 210	Biology II (organismal).....	5 hrs.
BIO 271	Microbiology.....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
MAT105	College Algebra .....	3 hrs.
CHE 125	College Chemistry I .....	5 hrs.
CHE 136	College Chemistry II.....	5 hrs.
CHE 265	Organic Chemistry I.....	5 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

***Associate of Science: Pre-Mortuary Science Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular) .....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
BIO 271	Microbiology .....	5 hrs.
CHE 105	Introduction to Chemistry .....	5 hrs.
MAT105	College Algebra .....	3 hrs.
BUS 221	Business Law I.....	3 hrs.
BUS 111	Accounting I.....	3 hrs.
BUS 112	Accounting II .....	3 hrs.
HPE 105	Personal Hygiene and Community Health.....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

***Associate of Science: Pre-Nursing Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular) .....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
BIO 271	Microbiology .....	5 hrs.
CHE 125	College Chemistry I.....	5 hrs.
MAT105	College Algebra .....	3 hrs.
PSY 263	Developmental Psychology .....	3 hrs.
BIO 115	Basic Nutrition .....	3 hrs.

CIS 100 Introduction to Computers .....3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

Students planning to transfer to a four-year university should pursue an Associate of Science, with an emphasis in Pre-Nursing. A possible four-semester plan for Pre-Nursing transfer students follows. Each Pre-Nursing major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

### Semester 1

CHE 125 College Chemistry I .....5 hrs.  
COL 101 English Composition I .....3 hrs.  
MAT105 College Algebra .....3 hrs.  
PSY 101 General Psychology .....3 hrs.  
SSC 103 College/Career Success Seminar .....1 hr.  
Total hours for Semester 1 .....15

### Semester 2

BIO 150 Biology I (cellular).....5 hrs.  
COL 102 English Composition II .....3 hrs.  
PSY 263 Developmental Psychology .....3 hrs.  
CIS 100 Intro to Computers .....3 hrs.  
Social & Behavioral Science Elective .....3 hrs.  
Total hours for Semester 2 .....17

### Semester 3

BIO 257 Human Anatomy & Physiology.....5 hrs.  
COM 101 Public Speaking .....3 hrs.  
SOC 102 Sociology .....3 hrs.  
Fine Arts & Humanities Elective .....3 hrs.  
Social & Behavioral Science Elective .....3 hrs.  
Total hours for Semester 3 .....17

### Semester 4

BIO 271 Microbiology.....5 hrs.  
BIO 115 Basic Nutrition .....3 hrs.  
Fine Arts & Humanities Elective *or*  
Social & Behavioral Science Elective .....3 hrs.  
History Course .....3 hrs.  
Literature Course .....3 hrs.  
Health & Physical Education Elective.....1 hr.  
Total hours for Semester 4 .....18

### *Associate of Science: Pre-Optometry Specialization\**

See page 47 for General Education Requirements.

### Suggested program courses with advisor approval:

BIO 150 Biology I (cellular).....5 hrs.  
BIO 271 Microbiology .....5 hrs.  
PSC 204 Engineering Physics I .....5 hrs.  
PSC 205\*\* Engineering Physics II .....5 hrs.

CHE 125	College Chemistry I .....	5 hrs.
CHE 136	College Chemistry II .....	5 hrs.
CHE 265	Organic Chemistry I .....	5 hrs.
MAT106**	Plane Trigonometry .....	3 hrs.
MAT123	Calculus with Analytic Geometry I .....	5 hrs.
MAT115	Elementary Statistics .....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\*Offered only with sufficient demand.

Students planning to transfer to a four-year university should pursue an Associate of Science, with an emphasis in Pre-Optometry. A possible four-semester plan for Pre-Optometry transfer students follows. Each Pre-Optometry major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

#### **Semester 1**

CHE 125	College Chemistry I .....	5 hrs.
MAT 105	College Algebra .....	3 hrs.
COL 101	English Composition I .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
HPE 115	Basic Nutrition .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	18

#### **Semester 2**

CHE 136	College Chemistry II .....	5 hrs.
BIO 150	Biology I .....	5 hrs.
COL 102	English Composition II .....	3 hrs.
MAT 106	Plane Trigonometry .....	3 hrs.
	Fine Arts & Humanities Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	19

#### **Semester 3**

CHE 265	Organic Chemistry I .....	5 hrs.
BIO 271	Microbiology .....	5 hrs.
COM 101	Public Speaking .....	3 hrs.
MAT 123	Calculus I .....	<u>5 hrs.</u>
	Total hours for Semester 3 .....	18

#### **Semester 4**

CHE 295	Organic Chemistry II .....	5 hrs.
BIO 257	Human Anatomy & Physiology .....	5 hrs.
	Fine Arts & Humanities Elective .....	3 hrs.
	Computer Science .....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Health & Physical Education Elective .....	<u>1 hr.</u>
	Total hours for Semester 4 .....	20

***Associate of Science: Pre-Pharmacy Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular).....	5 hrs.
BIO 271	Microbiology.....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
CHE 125	College Chemistry I.....	5 hrs.
CHE 136	College Chemistry II.....	5 hrs.
CHE 265	Organic Chemistry I.....	5 hrs.
CHE 295**	Organic Chemistry II .....	5 hrs.
MAT 123	Calculus with Analytic Geometry I .....	5 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

High school or college physics is required for this program. A total of 75 hours may be transferred to the School of Pharmacy at the University of Kansas.

\*\*Offered only with sufficient demand.

Students planning to transfer to a four-year university should pursue an Associate of Science, with an emphasis in Pre-Pharmacy. A possible four-semester plan for Pre-Pharmacy transfer students follows. Each Pre-Pharmacy major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

CHE 125	College Chemistry I .....	5 hrs.
BIO 150	Biology I .....	5 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	17

**Semester 2**

CHE 136	College Chemistry II .....	5 hrs.
BIO 210	Biology II.....	5 hrs.
COL 102	English Composition II.....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Fine Arts & Humanities Elective.....	<u>3 hrs.</u>
	Total hours for Semester 2.....	19

**Semester 3**

CHE 265	Organic Chemistry I.....	5 hrs.
BIO 271	Microbiology.....	5 hrs.
COM 101	Public Speaking .....	3 hrs.
MAT 123	Calculus I.....	<u>5 hrs.</u>
	Total hours for Semester 3.....	18

**Semester 4**

CHE 295	Organic Chemistry II .....	5 hrs.
BIO 257	Human Anatomy & Physiology.....	5 hrs.

BIO 258	Advanced Human Anatomy & Physiology.....	1 hr.
	Fine Arts & Humanities Elective.....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Health & Physical Education Elective.....	<u>1 hr.</u>
	Total hours for Semester 4.....	18

***Associate of Science: Pre-Physical Therapy (PT) Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular) .....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
BIO 258	Advanced Anatomy and Physiology Lab .....	1 hr.
BIO 271	Microbiology.....	5 hrs.
CHE 125	College Chemistry I .....	5 hrs.
CHE 136	College Chemistry II .....	5 hrs.
MAT 105	College Algebra .....	3 hrs.
MAT 106**	Plane Trigonometry .....	3 hrs.
PSC 204	Engineering Physics I .....	5 hrs.
PSC 205**	Engineering Physics II .....	5 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\*Offered only with sufficient demand.

***Associate of Science: Pre-Physician Assistant (PA) Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular) .....	5 hrs.
BIO 210	Biology II (organismal).....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
BIO 271	Microbiology.....	5 hrs.
CHE 125	College Chemistry I .....	5 hrs.
CHE 136	College Chemistry II .....	5 hrs.
MAT 105	College Algebra .....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

***Associate of Science: Pre-Radiology Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular) .....	5 hrs.
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BIO 257	Human Anatomy and Physiology .....	5 hrs.
CHE 105	Introduction to Chemistry .....	5 hrs.
MAT 105	College Algebra .....	3 hrs.

\*Refer to the catalog of the university or college where you plan to continue your education.

Students planning to transfer to a four-year university should pursue an Associate of Science, with an emphasis in Pre-Radiology. A possible four-semester plan for Pre-Radiology transfer students follows. Each Pre-Radiology major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
SSC 103	College/Career Success Seminar .....	1 hr.
	Computer Science Elective .....	3 hrs.
	Fine Arts & Humanities Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

BIO 150	Biology I (cellular).....	5 hrs.
COL 102	English Composition II .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
SOC 102	Sociology .....	3 hrs.
	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	17

**Semester 3**

CHE 105	Intro to Chemistry .....	5 hrs.
PSY 263	Developmental Psychology .....	3 hrs.
HPE 105	Personal Hygiene & Community Health .....	3 hrs.
	Fine Arts & Humanities Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	17

**Semester 4**

BIO 257	Human Anatomy & Physiology.....	5 hrs.
BIO 258	Advanced Human Anatomy & Physiology.....	1 hr.
MED 120	Medical Terminology.....	3 hrs.
	Electives .....	<u>6 hrs.</u>
	Total hours for Semester 4.....	15

***Associate of Science Degree: Pre-Respiratory Therapy Specialization\****

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

BIO 150	Biology I (cellular).....	5 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.
CHE 105	Intro to Chemistry .....	5 hrs.
MAT 105	College Algebra .....	3 hrs.

\*Refer to the catalog of the university or college where you plan to continue your education.

Students planning to transfer to a four-year university should pursue an Associate of Science, with an emphasis in Pre-Respiratory. A possible four-semester plan for Pre-Respiratory transfer students follows. Each Pre-Respiratory major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

### **Semester 1**

COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
	Social & Behavioral Science Elective .....	3 hrs.
	Fine Arts & Humanities Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

### **Semester 2**

BIO 150	Biology I (cellular).....	5 hrs.
COL 102	English Composition II.....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
SOC 102	Sociology .....	3 hrs.
	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	17

### **Semester 3**

CHE 105	Intro to Chemistry .....	5 hrs
PSY 263	Developmental Psychology .....	3 hrs.
HPE 105	Personal Hygiene & Community Health .....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Fine Arts & Humanities Elective.....	<u>3 hrs.</u>
	Total hours for Semester 3.....	17

### **Semester 4**

BIO 257	Human Anatomy & Physiology.....	5 hrs.
BIO 258	Advanced Human Anatomy & Physiology.....	1 hr.
MED 120	Medical Terminology.....	3 hrs.
	Electives.....	<u>6 hrs.</u>
	Total hours for Semester 4.....	15

## ***Business and Information & Networking Technology***

### **Mission**

- To provide the student an opportunity to explore the different areas of Business and Information & Networking Technology.
- To aid the student in obtaining the necessary background for advanced study in other institutions of higher education.
- To provide the student in other fields of study the required and/or desired courses in Business and Information & Networking Technology.
- To provide the student with practical skills and/or knowledge for use in conducting his/her personal affairs.

- To develop the vocational skills required for immediate employment and for future promotion.
- To research and determine the vocational needs of individuals, groups, industries, and businesses in the community.
- To provide adult education and services to meet specific educational and/or vocational needs of individuals, groups, industries, and businesses in the community.

To fulfill this mission, the division offers the Associate of Arts, Associate of Science, and Associate of Applied Science degrees.

## **Business**

### **Major Fields**

Business Administration	Distributive Education/Mid-Management
Management Development	Personal Fitness/Small Business Management
Property and Casualty Insurance	

### **Certificates**

Clerical	Management Development	Marketing Education
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### **Outcomes**

Upon successful completion of the general education requirements and the suggested program courses for an Associate of Art, Associate of Science degree or an Associate of Applied Science degree in Business, the student shall:

- Complete basic core courses of computer science and business.
- Explain and illustrate the role of private business and the private sector in the U.S. economy.
- Apply basic accounting principles.
- Use basic business computer applications and software.
- Explain and illustrate employment opportunities in business or computer science.
- Organize and plan one's own personal business and financial affairs.

### **Degree Options**

***Associate of Arts, Associate of Science or Associate of Applied Science: Business Specialization with an emphasis in Business Administration\****

**See page 47 for Associate of Art General Education Requirements.**

**See page 47 for Associate of Science General Education Requirements.**

**See page 48 for Associate of Applied Science General Education Requirements.**

**Suggested program courses with advisor approval (select 16 credit hours for AA degree, 24 credit hours for AS degree and 42 credit hours for AAS degree):**

BUS 210	Financial Accounting.....	3 hrs.
BUS 212	Managerial Accounting.....	3 hrs.
BUS 117	Introduction to Leadership.....	3 hrs.



BUS 120	Introduction to Business .....	3 hrs.
BUS 221	Business Law I.....	3 hrs.
BUS 222	Business Law II.....	3 hrs.
BUS 160	Introduction to Entrepreneurship .....	3 hrs.
BUS 173	Management Seminar I** .....	2 hrs.
BUS 174	Management Seminar II** .....	2 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 261	Business Communications .....	3 hrs.
BUS 273	Management Seminar III** .....	2 hrs.
BUS 274	Management Seminar IV** .....	2 hrs.
BUS 275	Principles of Management .....	3 hrs.
BUS 278	Marketing.....	3 hrs.
BUS207	Microcomputers Accounting Applications .....	3 hrs.
CIS 111	QickBooks.....	3 hrs.
CIS 170	Microsoft Office.....	3 hrs.
BUS 121	Business Mathematics.....	3 hrs.
ECO207	Microeconomics.....	3 hrs.
ECO208	Macroeconomics .....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\* Service Learning, Job Shadow, and Internship Options

***Associate of Arts, Associate of Science or Associate of Applied Science: Business Specialization with an emphasis in Management Development\****

This program provides students with skills and knowledge of leadership, marketing, and entrepreneurship that can be applied to organizational engagement for entry and mid-level positions. See page 47 for Associate in Art General Education Requirements.

**See page 47 for Associate of Science General Education Requirements.**

**See page 48 for Associate of Applied Science General Education Requirements.**

**Suggested program courses with advisor approval (select 16 credit hours for AA degree, 24 credit hours for AS degree and 42 credit hours for AAS degree):**

BUS 117	Introduction to Leadership.....	3 hrs.
BUS 120	Introduction to Business .....	3 hrs.
BUS 210	Financial Accounting.....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 160	Introduction to Entrepreneurship .....	3 hrs.
BUS 173	Management Seminar I** .....	2 hrs.
BUS 174	Management Seminar II**.....	2 hrs.
BUS 205	Supervisory Management .....	3 hrs.
BUS 221	Business Law I.....	3 hrs.

BUS 222	Business Law II.....	3 hrs.
BUS 261	Business Communications.....	3 hrs.
BUS 273	Management Seminar III** .....	2 hrs.
BUS 274	Management Seminar IV** .....	2 hrs.
BUS 275	Principles of Management .....	3 hrs.
BUS 278	Marketing.....	3 hrs.
BUS 212	Managerial Accounting.....	3 hrs.
BUS 207	Microcomputer Accounting Applications.....	3 hrs.
CIS 111	QuickBooks.....	3 hrs.
CIS 170	Microsoft Office.....	3 hrs.
ECO207	Microeconomics.....	3 hrs.
ECO208	Macroeconomics .....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\* Service Learning, Job Shadow, and Internship Options

***Associate of Arts, Associate of Science or Associate of Applied Science Degree: Business Specialization with an emphasis in Distributive Education/Mid-Management\****

This program provides students with skills and knowledge of basic business principles in management of organizational resources including personnel, financial, and product/services. Critical skill areas addressed are: effective communication, problem solving, functioning as a team, acquiring knowledge, and ethics.

**See page 47 for Associate of Arts General Education Requirements.**

**See page 47 for Associate of Science General Education Requirements.**

**See page 48 for Associate of Applied Science General Education Requirements.**

**Suggested program courses with advisor approval (select 16 credit hours for AA degree, 24 credit hours for AS degree and 42 credit hours for AAS degree):**

BUS 210	Financial Accounting.....	3 hrs.
BUS 212	Managerial Accounting.....	3 hrs.
BUS 117	Introduction to Leadership.....	3 hrs.
BUS 120	Introduction to Business .....	3 hrs.
BUS 125	Personal Finance .....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 160	Introduction to Entrepreneurship .....	3 hrs.
BUS 173	Management Seminar I** .....	2 hrs.
BUS 174	Management Seminar II** .....	2 hrs.
BUS 207	Microcomputer Accounting Applications.....	3 hrs.
BUS 121	Business Mathematics.....	3 hrs.
BUS 221	Business Law I.....	3 hrs.
BUS 222	Business Law II.....	3 hrs.

BUS 261	Business Communications .....	3 hrs.
BUS 273	Management Seminar III** .....	2 hrs.
BUS 274	Management Seminar IV** .....	2 hrs.
BUS 275	Principles of Management .....	3 hrs.
BUS 278	Marketing.....	3 hrs.
BUS 205	Supervisory Management .....	3 hrs.
CIS 111	QuickBooks.....	3 hrs.
CIS 170	Microsoft Office.....	3 hrs.
ECO207	Microeconomics.....	3 hrs.
ECO208	Macroeconomics .....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\* Service Learning, Job Shadow, and Internship Options

***Associate of Applied Science: Business Specialization with an emphasis in Small Business Management/Personal Fitness***

**See page 48 for General Education Requirements.**

**Required program courses with advisor approval:**

HPE 115	Basic Nutrition .....	3 hrs.
HPE 121	First Aid and Safety .....	3 hrs.
HPE 132	Physical Fitness Education for Life .....	3 hrs.
HPE 134	Care and Prevention of Athletic Injuries .....	3 hrs.
HPE 151	Theory of Muscular Conditioning Training.....	1-3 hrs.
HPE 200	Special Topics in Health & Physical Ed.....	1-3 hrs.
HPE 200	Personal Fitness Trainer Education .....	5 hrs.
BUS 210	Financial Accounting .....	3 hrs.
BUS 117	Introduction to Leadership.....	3 hrs.
BUS 120	Introduction to Business .....	3 hrs.
BUS 125	Personal Finance .....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 160	Introduction to Entrepreneurship .....	3 hrs.
BUS 275	Principles of Management .....	3 hrs.
ECO207	Microeconomics.....	3 hrs.
CIS 170	Microsoft Office.....	3 hrs.

***Associate of Applied Science: Business Specialization with an emphasis in Property and Casualty Insurance***

See page 48 for General Education Requirements.

**Major Field (42 credit hour minimum):**

**Required Foundation Insurance Courses:**

BUS 155	Introduction to Property & Casualty Insurance	3 hrs.
BUS 156	Property & Liability Insurance Principles .....	3 hrs.
BUS 157	Personal Insurance .....	3 hrs.
BUS 158	Commercial Insurance .....	3 hrs.

**Total Required Core Specialization Courses .....12 hrs.**

**Plus Required Business Core Courses:**

BUS 120	Introduction to Business .....	3 hrs.
BUS 210	Financial Accounting .....	3 hrs.
ECO 207	Microeconomics.....	3 hrs.
ECO 208	Macroeconomics .....	3 hrs.

**Total Required Business Core Courses .....12 hrs.**

**Plus 18 hours from the following courses:**

BUS 159	Delivering Insurance Services .....	3 hrs.
BUS 212	Managerial Accounting.....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 207	Microcomputer Accounting Applications.....	3 hrs.
BUS 221	Business Law I.....	3 hrs.
BUS 223	Introduction to Business Statistics .....	3 hrs.
BUS 250	Safety Management .....	3 hrs.
BUS 275	Principles of Management .....	3 hrs.
BUS 278	Marketing.....	3 hrs.
BUS 276	Small Business Management .....	3 hrs.
BUS 205	Supervisory Management .....	3 hrs.
CIS 118	Database Management Systems.....	3 hrs.

**Total Required Business and Specialization Courses.....18 hrs.**

**Total Field Major Hours.....42**

**Suggested Two-Year Plan for a Business Major Planning to Obtain a Bachelors Degree in Business (Which leads to an Associate of Science Degree from ACC)**

**Semester 1**

COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.

	Humanities Elective <sup>1</sup> .....	3 hrs.
	American History Elective <sup>2</sup> .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
SSC 103	College Career Success Seminar .....	<u>1 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

BUS 120	Introduction to Business .....	3 hrs.
COL 102	English Composition II .....	3 hrs.
BIO 102	Principles of Biology .....	5 hrs.
SOC 102	Sociology .....	3 hrs.
CIS 100	Introduction to Computers .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	17

**Semester 3**

BUS 210	Financial Accounting .....	3 hrs.
ECO 207	Microeconomics.....	3 hrs.
	Physical Science Elective <sup>3</sup> .....	5 hrs.
POL 111	American Government.....	3 hrs.
GEO 104	Principles of Geography .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	17

**Semester 4**

BUS 212	Managerial Accounting.....	3 Hrs.
ECO 208	Macroeconomics .....	3 Hrs.
MAT 115	Elementary Statistics.....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
COL 130	Introduction to Literature .....	3 hrs.
	Health/Physical Education Elective <sup>4</sup> .....	<u>1-3 hrs.</u>
	Total hours for Semester 4 .....	16-18

Grand Total.....66-68 hrs. (64 hrs. needed for A.S. degree)

<sup>1</sup>Choose from ART 101 Art Appreciation, MUS 111 Music Appreciation, or THE 222 Theater Appreciation.

<sup>2</sup>Choose from HIS 108 American History to 1865 or HIS 109 American History From 1865.

<sup>3</sup>Choose any course with a PSC prefix, or enroll in CHE 105 Introduction to Chemistry & Introduction to Chemistry Lab.

<sup>4</sup>Select any course with an HPE prefix.

**Certificate Options**

*Clerical Certificate*

This certificate program is designed to fulfill the specialized occupational needs of the student. Upon successful completion of this one-year occupational program, the student will be awarded a Certificate of Achievement. This program requires that students complete 30 credit hours with a 2.0 GPA or higher.

**Suggested program courses with advisor approval:**

BUS 101	Keyboarding/Document Formatting* .....	3 hrs.
WDP102	Document Production .....	3 hrs.
BUS 110	Introduction to Accounting.....	3 hrs.
BUS 121	Business Mathematics.....	3 hrs.
BUS 122	Records Management.....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 135	Office Procedures.....	3 hrs.
BUS 144	Business Calculations .....	2 hrs.
BUS 171	Salesmanship.....	2 hrs.
CIS 122	Internet Basics.....	1 hr.
CIS 100	Introduction to Computers. ....	3 hrs.
CIS 170	Microsoft Office.....	3 hrs.

\*Requirement waived if student has one year of typing on high-school transcript or Beginning Typewriting.

**Suggested electives with advisor approval:**

If the student has already established proficiency in any of the above courses, substitutions may be made. Recommended substitute courses include:

BUS 123	Document Transcription .....	3 hrs.
BUS 125	Personal Finance .....	3 hrs.
BUS 261	Business Communications .....	3 hrs.
CIS 175	Microsoft Word.....	3 hrs.
CIS 178	Advanced Word .....	3 hrs.
CIS 118	Database Management Systems.....	3 hrs.

***Management Development Certificate***

This vocationally-approved program requires that students complete 15 hours in the core courses listed below and 15 hours business-industry option. Ordinarily these courses will be offered in workshop format at industrial sites. Students may elect to complete equivalent classes on campus or at outreach sites.

**Suggested program courses with advisor approval:**

**Core Courses - 15 hours**

COL 105	Technical Writing .....	3 hrs.
BUS 250	Safety Management .....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 205	Supervisory Management .....	3 hrs.
BUS 285	Introduction to Quality Control .....	3 hrs.

**Business and Industry Option - 15 hours**

BUS 210	Financial Accounting .....	3 hrs.
BUS 212	Managerial Accounting.....	3 hrs.

BUS 275	Principles of Management or	
BUS 160	Introduction to Entrepreneurship .....	3 hrs.
CIS 100	Introduction to Computers. ....	3 hrs.
BUS 221	Business Law I.....	3 hrs.
BUS 170	Principles of Retailing.....	3 hrs.
BUS 261	Business Communications .....	3 hrs.
BUS 278	Marketing.....	3 hrs.

***Marketing Education Certificate***

In this program a student may receive two hours credit per semester, or a maximum of four semester hours of credit, for on-the-job training at an authorized work station and/or classroom with individualized instruction. The student will meet the Marketing Education Coordinator a minimum of two hours per week for the counseling and/or individualized instruction needed.

**Suggested program courses with advisor approval:**

BUS 278	Marketing.....	3 hrs.
BUS 171	Salesmanship.....	2 hrs.
BUS 221	Business Law I.....	3 hrs.
BUS 210	Financial Accounting .....	3 hrs.
BUS 173	Management Seminar I.....	2 hrs.
BUS 174	Management Seminar II.....	2 hrs.
BUS 121	Business Mathematics.....	3 hrs.
BUS 170	Principles of Retailing.....	3 hrs.
BUS 279	Advertising.....	2 hrs.
BUS 160	Introduction to Entrepreneurship .....	3 hrs.
BUS 261	Business Communications .....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 118	Business English .....	3 hrs.

**Information & Networking Technology**

**Major Fields**

Administrative Systems Technology	Computer Aided Design
Computer Programming	Computer Repair
Computer Science/Information Systems	Microsoft MOS Certification
Networking	Production Media

**Outcomes**

Upon successful completion of the general education requirements and the suggested program courses for an Associate of Science or an Associate of Applied Science degree in Information & Networking Technology, the student shall:

- Complete basic core courses in computer science and related skills.
- Define informational and technological systems in the workplace.
- Use specific equipment and techniques necessary to his or her field of interest.
- Demonstrate the skills necessary to be employed in the field of technology.
- Explain the significance and role of his or her field of interest in the overall production process.
- Assess career opportunities in technology.

## Degree Option and Career Pathways

*Associate of Science or Associate of Applied Science: Information & Networking Technology\*\*\*See page 47 for Associate of Science Degree General Education Requirements. See page 48 for Associate of Applied Science Degree General Education Requirements.*

### Required core courses for Information & Networking Technology career pathways:

COL 105	Technical Writing .....	3 hrs.
BUS 101	Keyboarding/Document Formatting* .....	3 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
CIS 120	Windows .....	1 hr.
CIS 122	Internet Basics.....	1 hr.
CIS 124	Web Page Development.....	1 hr.
CIS 170	Microsoft Office.....	3 hrs.
CIS 115	Visual Basic I** .....	3 hrs.

\*Requirement waived if student has one year of typing on high-school transcript or Beginning Typewriting.

\*\*Not required for Administrative Systems Technology

\*\*\*One of the following seven career pathways must be completed in addition to the general education and core courses.

### *Administrative Systems Technology Career Pathway \*, \*\**

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

### Required career pathway courses:

WDP102	Document Production .....	3 hrs.
BUS 122	Records Management.....	3 hrs.
BUS 123	Document Transcription .....	3 hrs.
BUS 135	Office Procedures.....	3 hrs.
BUS 261	Business Communications .....	3 hrs.
BUS 144	Business Calculations .....	2 hrs.
BUS 129	Human Relations in Business .....	3 hrs.



\*This program career pathway requires general education requirements, INT core courses listed, and the career pathway courses.

\*\*Courses from related career pathways may be substituted with department approval.

***Computer Aided Design Career Pathway\**, \*\***

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

**Required career pathway courses:**

MFT125	Computer Aided Design .....	3 hrs.
MFT226	Advanced Computer Aided Design .....	3 hrs.
MFT101	Engineering Graphics I .....	3 hrs.
MFT221	Engineering Graphics II.....	3 hrs.

\*This program career pathway requires general education requirements, INT core courses listed, and the career pathway courses.

\*\*Courses from related career pathways may be substituted with department approval.

***Computer Programming Career Pathway\**, \*\***

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

**Required career pathway courses:**

CIS 109	Introduction to Computer Programming.....	3 hrs.
CIS 225	Visual C++ .....	3 hrs.
CIS 115	Visual Basic I.....	3 hrs.
CIS 165	Visual Basic II.....	3 hrs.
CIS 230	C++ Programming I.....	3 hrs.
CIS 235	C++ Programming II.....	3 hrs.
CIS 240	Java Programming .....	3 hrs.
CIS 155	HTML & JavaScript .....	3 hrs.

\*This program career pathway requires general education requirements, INT core courses listed, and career pathway courses.

\*\*Courses from related career pathways may be substituted with department approval.

***Computer Repair Career Pathway\**, \*\***

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

**Required career pathway courses:**

NET 101	Computer Repair-Core Hardware .....	3 hrs.
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NET 102 Computer Repair-Operating Systems .....3 hrs.

NET 138 Introduction to Network Operating Systems ....3 hrs.

\*This program career pathway requires general education requirements, INT core courses listed, and career pathway courses.

\*\*Courses from related career pathways may be substituted with department approval.

***Computer Science/Information Systems Career Pathway\*, \*\****

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

**Required career pathway courses:**

CIS 230 C++ Programming .....3 hrs.

CIS 180 Intro to Adobe In Design .....3 hrs.

CIS 190 Introduction to Multimedia .....3 hrs.

CIS 195 Introduction to Computer Graphics .....3 hrs.

CIS 197 Multimedia Graphics .....3 hrs.

CIS 113 UNIX Operating System.....3 hrs.

CIS 251 Fundamentals of Web Design .....3 hrs.

BUS 210 Financial Accounting.....3 hrs.

BUS 207 Microcomputer Accounting Applications.....3 hrs.

BUS 129 Human Relations in Business .....3 hrs.

BUS 221 Business Law I.....3 hrs.

BUS 261 Business Communications .....3 hrs.

\*This program career pathway requires general education requirements, INT core courses listed, and career pathway courses.

\*\*Courses from related career pathways may be substituted with department approval.

***Microsoft MOS Certification Career Pathways\*, \*\****

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

**Required career pathway courses:**

CIS 130 Microsoft Excel.....3 hrs.

CIS 182 Advanced Excel .....3 hrs.

CIS 128 Microsoft Access .....3 hrs.

CIS 187 Advanced Access .....3 hrs.

CIS 126 Microsoft Powerpoint .....3 hrs.

CIS 175 Microsoft Word.....3 hrs.

CIS 178 Advanced Word .....3 hrs.

CIS 118 Database Management Systems.....3 hrs.

\*This program career pathway requires general education requirements, INT core courses listed, and career pathway courses.

\*\*Courses from related career pathways may be substituted with department approval.

***Networking Career Pathways\**, \*\***

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

**Required career pathway courses:**

NET 125	Internetworking I .....	3 hrs.
NET 150	Internetworking II .....	3 hrs.
NET 225	Internetworking III.....	3 hrs.
NET 250	Internetworking IV.....	3 hrs.

\*This program career pathway requires general education requirements, INT core courses listed, and career pathway courses.

\*\*Courses from related career pathways may be substituted with department approval.

***Production Media Career Pathways\**, \*\***

**See page 47 for Associate of Science Degree General Education Requirements.**

**See page 48 for Associate of Applied Science Degree General Education Requirements.**

**Required career pathway courses:**

PRO 131	Foundations of Graphic Design .....	3 hrs.
PRO 251	Fundamentals of Web Design .....	3 hrs.
PRO 129	Digital Photography .....	3 hrs.
PRO 116	Introduction to Photoshop.....	3 hrs.
ART 120	Design I.....	3 hrs.
PRO 155	HTML/JavaScript .....	3 hrs.
PRO 195	Intro. to Computer Graphics .....	3 hrs.
PRO 201	Dreamweaver MX.....	3 hrs.
PRO 200	Macromedia Flash .....	3 hrs.
PRO 180	Adobe InDesign .....	3 hrs.

\*This program career pathway requires general education requirements, INT core courses listed, and career pathway courses.

\*\*Courses from related career pathways may be substituted with departmental approval.

***Communication and Fine Arts***

**Mission**

- To expand students' expressive abilities through the study, practice and training in oral communication and the visual and performing arts.

- To develop students' awareness and appreciation of culture and their relationship to it.
- To provide a broad-based curriculum which prepares students to transfer to a four-year institution and to pursue a variety of academic and professional interests.
- To nurture lifelong learning through continued education, creative growth and community enrichment.

To fulfill this mission, the division offers the Associate of Arts degree.

## Communication

### Major Fields

Communication

### Outcomes

Upon successful completion of the general education and suggested program requirements for an Associate of Arts degree in Communication, the student shall:

- Understand the process of communication and its effect on giving and receiving information.
- Learn about historical and theoretical developments in the field of communication.
- Apply effective communication skills in a variety of public and interpersonal settings.
- Develop analytical, research and organizational skills.
- Discover the impact of changing communication methods on society.
- Acquire a foundation of skills and knowledge to successfully transfer to a four-year institution.
- Become aware of the numerous career opportunities within the field of communication.

### Degree Options

#### *Associate of Arts: Communication Specialization*

**See page 47 for General Education Requirements.**

COM 101	Public Speaking .....	3 hrs.
COM 121	Oral Interpretation.....	3 hrs.
COM 201	Mass Communication in Society .....	3 hrs.
COM 211	Interpersonal Communications .....	3 hrs.

#### **Suggested electives for Communication Majors:**

*(Depending on area of interest)*

BUS 129	Human Relations in Business .....	3 hrs.
BUS 261	Business Communications .....	3 hrs.
BUS 278	Marketing.....	3 hrs.
BUS 279	Advertising.....	2-3 hrs.
COL 115	Beginning Creative Writing.....	1-3 hrs.
COL 164	News Practicum .....	1-3 hrs.
EDU 201	Foundation of Education.....	3 hrs.
THE 210	Voice & Diction.....	3 hrs.

THE 231	Beginning Acting .....	3 hrs.
THE 232	Intermediate Acting .....	3 hrs.
THE 283	Introduction to the Film Medium.....	3 hrs.

**Recommended sequence of courses**

Students planning to major in Communication should pursue an Associate of Arts Degree. A possible four-semester plan for Communication majors follows. Each Communication major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

COM 101	Public Speaking .....	3 hrs.
COM 201	Mass Communication in Society .....	3 hrs.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

COM 211	Interpersonal Communication .....	3 hrs.
COL 102	English Composition II .....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Literature Elective .....	3 hrs.
	History Elective .....	3 hrs.
	General Elective .....	<u>1 hr.</u>
	Total hours for Semester 2.....	16

**Semester 3**

THE 222	Theatre Appreciation .....	3 hrs.
	Natural Science with Lab .....	5 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Suggested Communication Elective .....	3 hrs.
	Health & Physical Education Elective.....	1 hrs.
	General Elective .....	<u>1 hr.</u>
	Total hours for Semester 3.....	16

**Semester 4**

COM 121	Oral Interpretation .....	3 hrs.
	Suggested Communication Electives .....	6 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	General Electives .....	<u>4 hrs.</u>
	Total hours for Semester 4.....	16

Total hours earned for degree .....64

## Fine Arts

### Major Fields

Art                      Music                      Theatre

### Outcomes

Upon successful completion of the general education requirements and the suggested program requirements for an Associate of Arts degree in Fine Arts, the student shall:

- demonstrate an awareness of the scope, variety, structure, and form of works in the arts
- understand those works as expressions of individual and human values within historical and social contexts
- respond critically to works in the arts
- engage in the creative process or interpretive performance in the arts
- Articulate an informed personal reaction to works in the arts

### *Associate of Arts: Art Specialization*

**See page 47 for General Education Requirements.**

ART 126	Drawing I .....	3 hrs.
ART 133	Painting I.....	3 hrs.
ART 120	Design I.....	3 hrs.
ART 216	Life Drawing.....	3 hrs.

#### **Either:**

ART 213	Sculpture I .....	3 hrs.
ART 150	Ceramics I.....	3 hrs.

#### **Suggested electives with advisor approval:**

ART 101	Art Appreciation .....	3 hrs.
ART 127	Drawing II.....	3 hrs.
ART 134	Painting II.....	3 hrs.
ART 121	Design II.....	3 hrs.
MUS 111	Music Appreciation or	
THE 222	Theatre Appreciation .....	3 hrs.
ART 160	Photography I.....	3 hrs.
ART 135	Watercolor.....	3 hrs.

### **Recommended sequence of courses**

Students planning to major in Art should pursue an Associate of Arts Degree. A possible four-semester plan for Art majors follows. Each Art major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
ART 101	Art Appreciation .....	3 hrs.
ART 126	Drawing I .....	3 hrs.
ART 120	Design I .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

COL 102	English Composition II .....	3 hrs.
HPE 132	Physical Education for Life .....	3 hrs.
ART 133	Painting I .....	3 hrs.
ART 216	Life Drawing .....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	18

**Semester 3**

COM 101	Public Speaking .....	3 hrs.
ART 150	Ceramics I .....	3 hrs.
ART 135	Water Color .....	3 hrs.
	Natural Science Elective with Lab .....	5 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	17

**Semester 4**

ART 127	Drawing II <i>or</i>	
ART 134	Painting II .....	3 hrs.
MUS 111	Music Appreciation .....	3 hrs.
	Literature Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	History Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	15

Total hours earned for degree .....66

***Associate of Arts: Music Specialization*****See page 47 for General Education Requirements.**

MUS102	Music Theory I.....	3 hrs.
MUS103	Music Theory II .....	3 hrs.
MUS114	Applied Music I .....	1 hr.
MUS115	Applied Music II.....	1 hr.
MUS111	Music Appreciation.....	3 hrs.
MUS116	Aural Skills I.....	1 hr.
MUS117	Keyboard Harmony I .....	1 hr.
MUS118	Keyboard Harmony II.....	1 hr.
MUS121	Aural Skills II.....	1 hr.

MUS202	Music Theory III .....	3 hrs.
MUS203	Music Theory IV .....	3 hrs.
MUS214	Applied Music III.....	1 hr.
MUS215	Applied Music IV .....	1 hr.
MUS220	Keyboard Harmony III.....	1 hr.
MUS221	Keyboard Harmony IV .....	1 hr.
MUS240	Aural Skills III .....	1 hr.
MUS241	Aural Skills IV .....	1 hr.
MUS250	Music Literature I .....	3 hrs.
MUS251	Music Literature II.....	3 hrs.

**Music Ensembles (either):**

MUS108	Choir .....	1 hr.
MUS104	Madrigal Singers.....	1 hr.
MUS105	Pep Band .....	1 hr.
MUS106	Band.....	1 hr.
MUS110	Jazz Band .....	1 hr.
MUS122	Brass Ensemble.....	1 hr.
MUS123	Percussion Ensemble .....	1 hr.
MUS124	Woodwind Ensemble.....	1 hr.

**Suggested electives with advisor approval:**

ART101	Art Appreciation or	
THE 222	Theatre Appreciation .....	3 hrs.
HUM111	Humanities for Life.....	3 hrs.

**Recommended sequence of courses**

Students planning to major in Music should pursue an Associate of Arts Degree. A possible four-semester plan for Music majors follows. Each Music major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
MUS 114	Applied Music I .....	1 hr.
MUS 102	Music Theory I .....	3 hrs.
MUS 111	Music Appreciation .....	3 hrs.
MUS 116	Aural Skills I .....	1 hr.
MUS 117	Keyboard Harmony I .....	1 hr.
	Total hours for Semester 1 .....	16

**Semester 2**

COL 102	English Composition II .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
SOC 101	Sociology .....	3 hrs.



MUS 115	Applied Music II .....	1 hr.
MUS 103	Music Theory II .....	3 hrs.
MUS 121	Aural Skills II .....	1 hr.
MUS 118	Keyboard Harmony II .....	1 hr.
	Elective .....	<u>1 hr.</u>
	Total hours for Semester 2 .....	16

### **Semester 3**

COM 101	Public Speaking .....	3 hrs.
COL 130	Introduction to Literature .....	3 hrs.
MUS 214	Applied Music III .....	1 hr.
MUS 202	Music Theory III .....	3 hrs.
MUS 240	Aural Skills III .....	1 hr.
MUS 220	Keyboard Harmony III .....	1 hr.
	Health & Physical Education Elective .....	1 hr.
	Natural Science with Lab .....	<u>5 hrs.</u>
	Total hours for Semester 3 .....	18

### **Semester 4**

HIS 108	American History to 1865 .....	3 hrs.
POL 111	American Government .....	3 hrs.
MUS 215	Applied Music IV .....	1 hr.
MUS 203	Music Theory IV .....	3 hrs.
MUS 241	Aural Skills IV .....	1 hr.
MUS 221	Keyboard Harmony IV .....	1 hr.
	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	15

Total hours earned for degree .....65 hrs.

**In addition, each student will enroll in 1-3 hours of Music Ensembles each semester (Band, Choir, Jazz Band, and Madrigal/Jazz Singers).**

### ***Associate of Arts: Theatre Specialization***

**See page 47 for General Education Requirements.**

THE 231	Beginning Acting .....	3 hrs.
THE 161	Improvisation .....	3 hrs.
THE 210	Voice & Diction .....	3 hrs.
THE 232	Intermediate Acting .....	3 hrs.
THE 241	Stagecraft I .....	3 hrs.
COM121	Oral Interpretation .....	3 hrs.
THE 251-4	Theatre Practicum I-IV or .....	1 hr./section
THE 171-4	Costume Practicum I-IV or .....	1 hr./section
THE 181-4	Technical Theatre Practicum I-IV .....	1 hr./section
THE 222	Theatre Appreciation .....	3 hrs.
THE 283	Introduction to the Film Medium .....	3 hrs.

**Suggested electives with advisor approval:**

COM 201	Mass Communication in Society .....	3hrs.
COM 211	Interpersonal Communications .....	3 hrs.
ART 101	Art Appreciation .....	3 hrs.
MUS111	Music Appreciation .....	3 hrs.
MUS 108	Choir .....	1 hr.

**Recommended sequence of courses**

Students planning to major in Theatre should pursue an Associate of Arts Degree. A possible four-semester plan for Theatre majors follows. Each Theatre major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
THE 231	Beginning Acting .....	3 hrs.
THE 222	Theater Appreciation .....	3 hrs.
THE 251	Theatre Practicum I .....	1 hr.
	Social & Behavior Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	17

**Semester 2**

THE 161	Improvisation .....	3 hrs.
THE 241	Stagecraft I .....	3 hrs.
THE 252	Theatre Practicum II .....	1 hr.
	Natural Science with Lab .....	5 hrs
	Computer Science Elective .....	3 hrs.
	Health & Physical Education Elective .....	<u>1 hr.</u>
	Total hours for Semester 2 .....	16

**Semester 3**

COL 102	English Composition II .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
THE 232	Intermediate Acting .....	3 hrs.
THE 253	Theatre Practicum III .....	1 hr.
THE 210	Voice & Diction.....	3 hrs.
	Social& Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	16

**Semester 4**

COL 130	Introduction to Literature.....	3 hrs.
THE 254	Theatre Practicum IV .....	1 hr.
COM 121	Oral Interpretation .....	3 hrs.
THE 283	Introduction to the Film Medium.....	3 hrs.
	History Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	16

Total hours earned for degree .....65

**Additional Theatre/Communication Electives:**

THE 171-4	Costume Practicum I-IV .....	1 hr./section
THE 181-4	Technical Theatre Practicum I-IV .....	1 hr./section
COM 201	Mass Communication in Society .....	3 hrs.
COM 211	Interpersonal Communication.....	3 hrs.

**English**

**Mission**

- To expand students’ expressive analytical abilities through the study and practice of written communication.
- To develop students’ awareness and appreciation of both written word and their relationship to it.
- To provide a broad-based curriculum that prepares students to transfer to four-year institutions with preparation in literary analysis, reading and writing.
- To instill in students habits that will encourage lifelong learning through continued education and creative growth.

To fulfill this mission, the division offers the Associate of Arts degree.

**Outcomes**

Upon successful completion of the general education requirements and the suggested program requirements for an Associate of Arts degree in English, the student shall:

- Understand the process of academic communication, demonstrating an ability to apply effective communication skills in an academic setting.
- Plan and write clear, well-organized essays.
- Demonstrate comprehension of concepts and works from the major field.
- Utilize critical thinking, conduct research, and document materials for use in written presentations.
- Create and manage projects in a collaborative environment.

**Degree Options**

*Associate of Arts: English Specialization*

**See page 47 for General Education Requirements.**

COL 101	Composition I.....	3 hrs.
COL 102	Composition II .....	3 hrs.
COL 130	Introduction to Literature .....	3 hrs.

**Student should take one of these two:**

COL 132	Poetry .....	3 hrs.
COL 135	Fiction .....	3 hrs.

**Student should take at least two of these four:**

COL211	Early American Literature .....	3 hrs.
COL222	Modern American Literature .....	3 hrs.
COL230	Early British Literature .....	3 hrs.
COL231	Modern British Literature .....	3 hrs.

**Suggested electives with advisor approval:**

COL 105	Technical Writing .....	3 hrs.
COL 115	Beginning Creative Writing.....	3 hrs.
COL 237	Children’s Literature .....	3 hrs.

Students planning to major in English should pursue an Associate of Arts Degree. A possible four-semester plan for English majors follows. Each English major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

COM 101	Public Speaking .....	3 hrs.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
COL 130	Introduction to Literature <i>or</i>	
COL 211	Early American Literature <i>or</i>	
COL 230	Early British Literature .....	3 hrs.
CIS	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

COL 102	English Composition II .....	3 hrs.
	Natural Science with Lab .....	5 hrs.
COL 132	Poetry <i>or</i>	
COL 135	Fiction <i>or</i>	
COL 222	Modern American Literature <i>or</i>	
COL 231	Modern British Literature .....	3 hrs.
	History Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	17

**Semester 3**

COL 130	Introduction to Literature <i>or</i>	
COL 211	Early American Literature <i>or</i>	
COL 230	Early British Literature .....	3 hrs.
	Fine Arts & Humanities Elective.....	6 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Health & Physical Education Elective .....	1-3 hrs.
	Any Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	16-19

**Semester 4**

COL 132	Poetry <i>or</i> .....	3 hrs.
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COL 135	Fiction <i>or</i> .....	3 hrs.
COL 222	Modern American Literature <i>or</i> .....	3 hrs.
COL 231	Modern British Literature <i>or</i> .....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Electives drawn from A.A. requirements .....	<u>9 hrs.</u>
	Total hours for Semester 4.....	15

## **Education**

### **Mission**

- To help students to develop an awareness and appreciation of the role education plays in culture and society.
- To provide students with an understanding of the impact education may have on individual lives, including their own.
- To provide a curriculum that prepares students to transfer to four-year institutions with preparation in their teaching fields.
- To serve as a catalyst in shaping future developments in education and society.
- To instill in students habits that will encourage lifelong learning through continued education and creative growth.

To fulfill this mission, the division offers the Associate of Arts degree.

### **Major Fields**

Elementary Education

Secondary Education

### **Outcomes**

Upon successful completion of the general education requirements and the suggested program requirements for an Associate of Arts degree in Elementary or Secondary Education, the student shall:

- Demonstrate familiarity with foundational concepts of education.
- Demonstrate knowledge of and proficiency in his or her teaching field.
- Demonstrate a basic understanding of human cultural, psychological, and social development.
- Gain practical experience in the elementary-or secondary-school environment.

### **Degree Options**

#### ***Associate of Arts Degree: Elementary Education Specialization***

**See page 47 for General Education Requirements.**

##### Elementary Education Four-Semester Plan

While attending ACC, students planning to earn an Elementary Education degree from a four-year institution should pursue an Associate of Arts degree with an emphasis in Elementary Education. A possible four-semester plan for Elementary Education transfer students follows. The suggested

course of study outlined below is a conflation of the requirements of Elementary Education programs offered by state Regents' institutions and area four-year colleges and universities. Each major should work closely with his or her advisor to individualize a schedule based on the needs of the student and the specific requirements of the four-year institution the student plans to attend.

**Semester 1**

EDU 201	Foundations of Education .....	3 hrs.
EDU 202	Observation and Participation.....	1 hr.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
CIS 100	Introduction to Computers .....	3 hrs.
	Social and Behavioral Science Elective.....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	17

**Semester 2**

COM 102	English Composition II .....	3 hrs.
COL 102	Public Speaking .....	3 hrs.
HIS 108	American History to 1865 <i>or</i>	
HIS 109	American History from 1865 .....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Health & Physical Education Elective.....	<u>3 hrs.</u>
	Total hours for Semester 2.....	15

**Semester 3**

BIO 102	Principles of Biology .....	5 hrs.
	Literature Elective.....	3 hrs.
GEO 104	Principles of Geography .....	3 hrs.
	6 hours of electives transferable to an education program at a four-year institution.....	<u>6 hrs.</u>
	Total hours for Semester 3.....	17

**Semester 4**

COL 237	Children's Literature.....	3 hrs
	Physical Science Elective .....	3-5 hrs.
	Fine Arts & Humanities Elective.....	3 hrs.
	4-6 hours of electives transferable to an education program at a four-year institution.....	<u>4-6 hrs.</u>
	Total hours for Semester 4.....	15-17

***Associate of Arts Degree: Secondary Education Specialization***

**See page 47 for General Education Requirements.**

Secondary Education Four-Semester Plan

While attending ACC, students planning to earn a Secondary Education degree from a four-year institution should pursue an Associate of Arts degree with an emphasis in Secondary Education. A possible four-semester plan for Secondary Education transfer students follows. The suggested course of study outlined below is a conflation of the requirements of Secondary Education programs offered by state Regents' institutions and area four-year colleges and universities. Each

major should work closely with his or her advisor to individualize a schedule based on the needs of the student and the specific requirements of the four-year institution the student plans to attend.

### **Semester 1**

EDU 201	Foundations of Education .....	3 hrs.
EDU 202	Observation and Participation.....	1 hr.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
	Social and Behavioral Science Elective.....	3 hrs.
	3 hours from the major field .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	17

### **Semester 2**

COM 102	English Composition II .....	3 hrs.
COL 102	Public Speaking .....	3 hrs.
HIS 108	American History to 1865 <i>or</i>	
HIS 109	American History from 1865 .....	3 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	3 hours from the major field .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	15

### **Semester 3**

BIO 102	Principles of Biology .....	5 hrs.
CIS 100	Introduction to Computers .....	3 hrs.
GEO 104	Principles of Geography .....	3 hrs.
	Literature Elective.....	3 hrs.
	3 hours from the major field .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	17

### **Semester 4**

	Health & Physical Education Elective.....	3 hrs.
	Physical Science Elective .....	3-5 hrs.
	Fine Arts & Humanities Elective (excluding History & Literature) .....	3 hrs.
	4-6 hours from the major field and/or Additional electives .....	<u>4-6 hrs.</u>
	Total hours for Semester 4.....	15-17

## ***Mathematics***

### **Mission**

- To provide the mathematics courses necessary or desirable for those in other fields of study.
- To provide the first years of study for those students who will make mathematics or related fields their profession.
- To provide opportunities for continuing education in the community.
- To provide guidance for those interested in continuing their education.

To accomplish this stated mission, this division offers the Associate of Science degree.

## Major Field

Mathematics

## Outcomes

Upon successful completion of the general education requirements and the suggested program requirements for an Associate of Science or an Associate of Applied Science degree in Mathematics, the student shall:

- Use algebraic techniques to manipulate and solve equations and inequalities.
- Understand and use function notation.
- Graph functions in both Cartesian and polar coordinate systems.
- Apply mathematical techniques to problems involving other disciplines and the real world.
- Use Integration and differentiation to solve problems.

## Degree Option

### *Associate of Science: Mathematics Specialization\**

See page 47 for General Education Requirements.

Parallels university degree requirements.

MAT123	Calculus with Analytic Geometry I .....	5 hrs.
MAT125	Calculus with Analytic Geometry II.....	5 hrs.
MAT225	Calculus with Analytic Geometry III .....	3 hrs.
MAT251**	Differential Equations and Series .....	4 hrs.

### **Suggested electives with advisor approval:**

MAT120	Pre-Calculus .....	3 hrs.
MAT106	Plane Trigonometry .....	3 hrs.
MAT105	College Algebra .....	3 hrs.
CIS220	C Programming .....	3 hrs.

\*Students should refer to the university catalog where they plan to continue their education.

\*\*Offered only with sufficient demand.

Students planning to major in Mathematics Specialization should pursue an Associate of Science Degree. A possible four-semester plan for Mathematics Specialization transfer students follows. Each Mathematics Specialization major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

### **Semester 1**

SSC 103	College/Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
MAT 123	Calculus with Analytic Geometry I .....	5 hrs.
	Social & Behavioral Science Elective .....	3 hrs.
	Computer Science Elective .....	3 hrs.



Health & Physical Education Elective .....1 hr.  
 Total hours for Semester 1 .....16

**Semester 2**

MAT 125 Calculus with Analytic Geometry II .....5 hrs.  
 COL 102 English Composition II .....3 hrs.  
 Natural Science with Lab .....5 hrs.  
 Social & Behavioral Science Elective .....3 hrs.  
 Total hours for Semester 2.....16

**Semester 3**

MAT 225 Calculus with Analytic Geometry III .....3 hrs.  
 COM 101 Public Speaking .....3 hrs.  
 Natural Science with Lab .....5 hrs.  
 Fine Arts & Humanities Elective .....3 hrs.  
 Elective .....1 hr.  
 Total hours for Semester 3.....15

**Semester 4**

MAT115 Statistics .....3 hrs.  
 Science Elective .....5 hrs.  
 Fine Arts & Humanities Elective .....3 hrs.  
 Computer Programming Elective .....3 hrs.  
 Elective .....3 hrs.  
 Total hours for Semester 4.....17

***Paraprofessional for the Hearing Impaired***

**Certificate Option**

***Paraprofessional for the Hearing Impaired Certificate***

This program leads to a certificate for paraprofessionals working with the hearing impaired. These paraprofessionals work closely with school students.

EAR 100 Beginning Sign Language.....3 hrs.  
 EAR 101 Intermediate Sign Language and Orientation to  
 Interpreting.....3 hrs  
 EAR 110 Sign Language Practicum I.....1 hr.  
 EAR 140 Orientation & Techniques of Interpreting.....2 hrs.  
 EAR 150 Understanding Deafness .....3 hrs.  
 EAR 160 Advanced Sign Language and Techniques of  
 Interpreting.....3 hrs.  
 EAR 200 Introduction to Communicative Disorders.....2 hrs.  
 EAR 210 Sign Language Practicum II.....2 hrs.

## ***Social and Behavioral Sciences***

### **Mission**

- To give the student an awareness and appreciation of his/her culture and society, and his/her relationship to it.
- To encourage and facilitate continuing education in the various areas of the social and behavioral sciences.
- To provide transfer students with a viable background for additional studies in the social and behavioral sciences.
- To provide an opportunity for physical and emotional development and well-being, which are so important to lifelong health.
- To serve as a catalyst in shaping future economic, cultural, and social progress of society as a whole.

To fulfill this mission, the division offers the Associate of Arts, Associate of Science, and Associate of Applied Science degrees.

### **Major Fields**

Health and Physical Education Teacher Career/Specialization

History/Political Science

Personal Fitness/Small Business Management

Criminal Justice Studies

Pre-Law

Psychology

Sociology

Sports Coaching

### **Certificates**

Personal Fitness Trainer

Law Enforcement

Corrections

### **Outcomes**

Upon successful completion of the general education requirements and the suggested program requirements for an Associate of Arts degree, the student shall:

- Recognize and relate some aspects of the differing disciplines in the social sciences to the analysis of current events and social change.
- Understand the role of the individual in the greater society from an historical, governmental, economic, psychological, or sociologic perspective.
- Evaluate or participate in an activity that pertains to physical fitness or development.

## **Degree Options and Career Pathways**

### ***Associate of Arts: Health and Physical Education Specialization\****

**See page 47 for General Education Requirements.**

#### **Required core courses for Health and Physical Education:**

HPE 101	Introduction to Physical Education .....	3 hrs.
HPE 105	Personal Hygiene and Community Health.....	3 hrs.
HPE 115	Basic Nutrition .....	3 hrs.
HPE 132	Physical Fitness Education for Life .....	3 hrs.
BIO 257	Human Anatomy and Physiology .....	5 hrs.

\*One of the following 3 career pathways must be completed in addition to the general education and HPE core courses.

### ***Health/Physical Education Teacher Career Pathway\****

**See page 47 for General Education Requirements.**

#### **Career pathway requirements:**

HPE 121	First Aid and Safety .....	3 hrs.
HPE 126	Physical Education in Elementary Schools.....	3 hrs.
EDU201	Foundations of Education .....	3 hrs.
EDU202	Observation and Participation.....	1-5 hrs.

\*This program career pathway requires general education requirements, HPE core courses listed, and HPE career pathway courses.

### ***Sports Coaching Career Pathway\****

**See page 47 for General Education Requirements.**

#### **Career pathway requirements:**

HPE 121	First Aid and Safety .....	3 hrs.
HPE 134	Care and Prevention of Athletic Injuries .....	3 hrs.

#### **Suggested Career Pathway Electives - 6 hrs.**

HPE 127	Fundamentals of Softball .....	3 hrs.
HPE 201	Rules and Officiating I.....	3 hrs.
HPE 202	Rules and Officiating II .....	2 hrs.
HPE 211	Fundamentals of Baseball .....	3 hrs.
HPE 221	Fundamentals of Soccer .....	3 hrs.
HPE 231	Fundamentals of Basketball.....	3 hrs.
HPE 241	Theory and Practice of Coaching Basketball....	3 hrs.
HPE 251	Fundamentals of Track and Field .....	2 hrs.
HPE 261	Fundamentals of Volleyball.....	2 hrs.

\*This program career pathway requires general education requirements, HPE core courses listed, and HPE career pathway courses.

***Sports Medicine/Athletic Training Career Pathway\****

**See page 47 for General Education Requirements.**

**Career pathway requirements:**

HPE 121	First Aid and Safety .....	3 hrs.
HPE 134	Care and Prevention of Athletic Injuries .....	3 hrs.
HPE 234	Introduction to Rehabilitation and Modalities ..	3 hrs.
HPE 298	Athletic Training Practicum I .....	3 hrs.

\*This program career pathway requires general education requirements, HPE core courses listed, and HPE career pathway courses.

Students planning to major in Teacher Education, Sports Coaching, or Sports Medicine/Athletic Training should pursue an Associate of Arts Degree with an emphasis in Health & Physical Education. A possible four-semester plan for Health & Physical Education majors follows. Each Health & Physical Education major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

COL 101	English Composition I .....	3 hrs.
BIO 101	Biology with Lab .....	5 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
HPE 101	Introduction to Physical Education .....	3 hrs.
HPE 121	First Aid and Safety .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	18

**Semester 2**

COL 102	English Composition II .....	3 hrs.
BIO 257	Human Anatomy & Physiology w/Lab.....	5 hrs.
HPE 141	Introduction to Coaching .....	3 hrs.
HPE 134	Care & Prevention of Athletic Injuries .....	3 hrs.
	History Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	17

**Semester 3**

MAT 105	College Algebra .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
HPE 104	Personal Hygiene & Community Health .....	3 hrs.
HPE 115	Basic Nutrition.....	3 hrs.
	Computer Science Elective .....	3 hrs.
	Social & Behavioral Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	18

**Semester 4**

HPE132	Physical Fitness Education for Life .....	3 hrs.
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Literature Elective .....	3 hrs.
Sport Coaching Electives .....	3 hrs.
Fine Arts Elective .....	3 hrs.
Social & Behavioral Science Elective .....	<u>3 hrs.</u>
Total hours for Semester 4.....	15

***Associate of Arts: History/Political Science Specialization***

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

HIS 108	American History to 1865.....	3 hrs.
HIS 109	American History From 1865 .....	3 hrs.
POL 111	American Government.....	3 hrs.
POL 130	State and Local Government.....	3 hrs.
GEO104	Principles of Geography .....	3 hrs.
HIS 121	History of Western Civilization I.....	3 hrs.
HIS 122	History of Western Civilization II .....	3 hrs.

**Suggested electives:**

HIS 225	The American West .....	3 hrs.
HIS 226	Kansas History .....	3 hrs.
HIS 210	The American Civil War.....	3 hrs.
HIS 231	World Since 1914 .....	3 hrs.

Students planning to major in History/Political Science should pursue an Associate of Arts Degree. A possible four-semester plan for History/Political Science majors follows. Each History/Political Science major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
HIS 108	American History to 1865.....	3 hrs.
SOC 102	Sociology .....	3 hrs.
MUS 111	Music Appreciation or	
ART 101	Art Appreciation .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

COL 102	English Composition II .....	3 hrs.
HIS 109	American History From 1865 .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
	Literature Elective .....	3 hrs.
	Health & Physical Education .....	<u>1 hr.</u>

	Total hours for Semester 2.....	16
<b>Semester 3</b>		
HIS 121	History of Western Civilization I.....	3 hrs.
POL 111	American Government .....	3 hrs.
ECO 207	Microeconomics .....	3 hrs.
	Natural Science with Lab .....	5 hrs.
	Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	17
<b>Semester 4</b>		
GEO 104	Principles of Geography .....	3 hrs.
ECO 208	Macroeconomics .....	3 hrs.
POL 130	State and Local Government .....	3 hrs.
HIS 122	History of Western Civilization II .....	3 hrs.
	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4.....	15

***Associate of Applied Science: Personal Fitness/Small Business Management Specialization***

**See page 48 for General Education Requirements.**

**Suggested program courses with advisor approval:**

HPE 115	Basic Nutrition.....	3 hrs.
HPE 121	First Aid and Safety .....	3 hrs.
HPE 132	Physical Fitness Education for Life .....	3 hrs.
HPE 134	Care and Prevention of Athletic Injuries .....	3 hrs.
HPE 151	Theory of Muscular Conditioning Training.....	1-3 hrs.
HPE 200	Special Topics in Physical Education .....	1-3 hrs.
HPE 299	Personal Fitness Trainer Education .....	5 hrs.
BUS 111	Accounting I.....	3 hrs.
BUS 117	Introduction to Leadership.....	3 hrs.
BUS 120	Introduction to Business .....	3 hrs.
BUS 125	Personal Finance .....	3 hrs.
BUS 129	Human Relations in Business .....	3 hrs.
BUS 160	Introduction to Entrepreneurship .....	3 hrs.
BUS 275	Principles of Management .....	3 hrs.
ECO207	Microeconomics.....	3 hrs.
CIS 170	Microsoft Office.....	3 hrs.

Students planning to major in Personal Fitness/Small Business Management Specialization should pursue an Associate of Applied Science Degree. A possible four-semester plan for Personal Fitness/Small Business Management Specialization majors follows. Each Personal Fitness/Small Business Management Specialization major will work closely with an advisor to individualize a

schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

	Computer Science Requirement .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.
	Communications Requirement .....	3 hrs.
HPE	Required Electives .....	3-6 hrs.
	Business Required Electives .....	<u>3-6 hrs.</u>
	Total hours for Semester 1 .....	13-19

**Semester 2**

	Math and Science Requirement .....	3 hrs.
HPE	Required Electives .....	3-9 hrs.
	Business Required Electives .....	<u>6 hrs.</u>
	Total hours for Semester 2.....	12-18

**Semester 3**

	Social and Behavioral Science Requirement ...	3 hrs.
HPE	Required Electives .....	6 hrs.
	Business Required Electives .....	<u>6 hrs.</u>
	Total hours for Semester 3.....	15

**Semester 4**

	Fine Arts and Humanities Requirement .....	3 hrs.
HPE	Required Electives .....	6 hrs.
	Business Required Electives .....	6 hrs.
HPE	Activity Requirement .....	<u>1 hr.</u>
	Total hours for Semester 4.....	16

***Associate of Arts: Criminal Justice Specialization (64 credit hours)***

**Suggested program courses with advisor approval:**

CJS 100	Introduction to Criminal Justice.....	3 hrs.
CJS 220	Criminal Justice Agency Administration.....	3 hrs.
CJS 221	Criminal Law .....	3 hrs.
CJS 240	Introduction to Criminal Investigation.....	3 hrs.
COL 101	English Comp I .....	3 hrs.
COL 102	English Comp II.....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
	Natural Sciences.....	5 hrs.
	College Algebra or higher.....	3 hrs.
	Social and Behavioral Sciences .....	9 hrs.
	Fine Arts and Humanities .....	9 hrs.
	Health or Physical Education.....	1 hr.
	Computer Science .....	3 hrs.
SSC 103	College Career Success Seminar .....	1 hr.

**Eight additional hours in the fields of Communications, Fine Arts, Humanities, Social or Behavioral Science are required, and sixteen (16) hours of electives.**

**Recommended Electives for Criminal Justice Studies:**

CJS 102	Introduction to Corrections .....	3 hrs.
CJS 151	Traffic Investigation.....	3 hrs.
CJS 202	Interview and Report Narrative .....	3 hrs.
CJS 230	Basic Fingerprinting Techniques .....	3 hrs.
CJS 231	Issues in Criminal Justice.....	3 hrs.
CJS 232	Serial Killers .....	3 hrs.
CJS233	Crime Victims.....	3 hrs.
CJS 234	Stalking and Sexual Obsession .....	3 hrs.
CJS 235	Forensic Anthropology .....	3 hrs.
CJS 271	Criminal Justice Practicum .....	3 hrs.
SOC 205	Contemporary Social Problems .....	3 hrs.
FLA 101	Elementary Spanish I.....	5 hrs.
HPE 121	First Aid & Safety.....	3 hrs.
MED 131	First Responder .....	6 hrs.

Students planning to major in Criminal Justice Studies should pursue an Associate of Arts Degree, if wishing to transfer to a four-year college or university. A possible four-semester plan for Criminal Justice Studies transfer students follows. Each Criminal Justice Studies major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
CJS 100	Introduction to Criminal Justice.....	3 hrs.
CJS 101	Introduction to Law Enforcement <i>or</i> .....	3 hrs.
CJS 102	Introduction to Corrections .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

COL 102	English Composition II .....	3 hrs.
	Natural Science Elective .....	5 hrs.
	Computer Science Elective .....	3 hrs.
SOC 102	Introduction to Sociology .....	3 hrs.
CJS 220	Criminal Justice Agency Administration.....	<u>3 hrs.</u>
	Total hours for Semester 2.....	17

**Semester 3**

COM 101	Public Speaking .....	3 hrs.
	Political Science, Geography, or Economics Elective .....	3 hrs.
	Health & Physical Education Elective.....	1 hr.
PSY 230	Abnormal Psychology.....	3 hrs.



CJS 221	Criminal Law .....	3 hrs.
CJS 240	Introduction to Criminal Investigation.....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	16

**Semester 4**

	History Elective .....	3 hrs.
	Literature Elective.....	3 hrs.
	Fine Arts/Humanities Elective .....	3 hrs.
SOC 110	Juvenile Delinquency.....	3 hrs.
CJS 243	Criminal Behavior.....	<u>3 hrs.</u>
	Total hours for Semester 4.....	15

***Associate of Applied Science: Criminal Justice Specialization (64 credit hours)***

**Suggested program courses with advisor approval:**

SSC 103	College Career Success Seminar .....	1 hr.
	Computer Science .....	3 hrs.
	Health or Physical Education.....	1 hr.
	Fine Arts/Humanities Elective .....	3 hrs.
	College Algebra or higher.....	3 hrs.
	Laboratory Science .....	5 hrs.
COL 101	English Comp I <i>or</i> .....	3 hrs.
COL 105	Technical Writing .....	3 hrs.
COM 101	Public Speaking <i>or</i> .....	3 hrs.
COM 111	Interpersonal Communications .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
PSY 230	Abnormal Psychology.....	3 hrs.
SOC 102	Introduction to Sociology .....	3 hrs.
SOC 110	Juvenile Delinquency.....	3 hrs.
CJS 100	Introduction to Criminal Justice.....	3 hrs.
CJS 101	Introduction to Law Enforcement <i>or</i> .....	3 hrs.
CJS 102	Introduction to Corrections .....	3 hrs.
CJS 220	Criminal Justice Agency Administration.....	3 hrs.
CJS 221	Criminal Law .....	3 hrs.
CJS 240	Introduction to Criminal Investigation.....	3 hrs.
CJS 242	Introduction to Criminology .....	3 hrs.
CJS 243	Criminal Justice .....	3 hrs.

**Recommended Electives for Criminal Justice Studies (choose 9 credit hours):**

CJS 101	Introduction to Law Enforcement <i>or</i> .....	3 hrs.
CJS 102	Introduction to Corrections .....	3 hrs.
CJS 151	Traffic Investigation.....	3 hrs.
CJS 202	Interview and Report Narrative .....	3 hrs.

CJS 230	Basic Fingerprinting Techniques .....	3 hrs.
CJS 231	Issues in Criminal Justice.....	3 hrs.
CJS 232	Serial Killers .....	3 hrs.
CJS233	Crime Victims.....	3 hrs.
CJS 234	Stalking and Sexual Obsession .....	3 hrs.
CJS 235	Forensic Anthropology .....	3 hrs.
CJS 271	Criminal Justice Practicum .....	3 hrs.
SOC 205	Contemporary Social Problems .....	3 hrs.
FLA 101	Elementary Spanish I.....	5 hrs.
HPE 121	First Aid & Safety.....	3 hrs.
MED 131	First Responder .....	6 hrs.

Students planning to major in Criminal Justice Studies should pursue an Associate of Science Degree, if wishing to transfer to a four-year college or university. A possible four-semester plan for Criminal Justice Studies transfer students follows. Each Criminal Justice Studies major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

#### **Semester 1**

SSC 103	College Career Success Seminar .....	1 hr.
COL 101	English Composition I .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
CJS 100	Introduction to Criminal Justice.....	3 hrs.
CJS 101	Introduction to Law Enforcement <i>or</i> .....	3 hrs.
CJS 102	Introduction to Corrections .....	3 hrs.
CJS 242	Introduction to Criminology .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

#### **Semester 2**

	Laboratory Science .....	5 hrs.
COM 101	Public Speaking .....	3 hrs.
SOC 102	Introduction to Sociology .....	3 hrs.
CJS 220	Criminal Justice Agency Administration.....	3 hrs.
	Criminal Justice Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3.....	17

#### **Semester 3**

	Health/Physical Education Elective .....	1 hr.
	College Algebra or higher.....	3 hrs.
PSY 230	Abnormal Psychology.....	3 hrs.
SOC 110	Juvenile Delinquency.....	3 hrs.
CJS 221	Criminal Law .....	3 hrs.
	Criminal Justice Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2.....	16

#### **Semester 4**

	Computer Science Elective .....	3 hrs.
	Fine Arts/Humanities Elective.....	3 hrs.
CJS 240	Introduction to Criminal Investigation.....	3 hrs.

CJS 243	Criminal Behavior.....	3 hrs.
	Criminal Justice Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4.....	15

***Associate of Arts: Pre-Law Specialization***

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

HIS 108	American History to 1865.....	3 hrs.
HIS 109	American History from 1865 .....	3 hrs.
POL 111	American Government.....	3 hrs.
POL 130	State and Local Government.....	3 hrs.
ECO207	Microeconomics.....	3 hrs.
ECO208	Macroeconomics .....	3 hrs.
GEO104	Principles of Geography .....	3 hrs.
SOC 121	Marriage and Family Relations.....	3 hrs.
HIS 121	History of Western Civilization I.....	3 hrs.
HIS 122	History of Western Civilization II .....	3 hrs.

Students planning to transfer to a four-year university should pursue an Associate of Arts, with an emphasis in Pre-Law. A possible four-semester plan for Pre-Law transfer students follows. Each Pre-Law major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

SSC 103	College Career Success Seminar. ....	1 hr.
COL 101	English Composition I .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
HIS 108	American History to 1865 .....	3 hrs.
BUS 221	Business Law I .....	3 hrs.
MUS 111	Music Appreciation or	
ART 101	Art Appreciation .....	<u>3 hrs.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

COL 102	English Composition II .....	3 hrs.
HIS 109	American History from 1865 .....	3 hrs.
POL 111	American Government .....	3 hrs.
PSY 101	General Psychology .....	3 hrs.
ECO 207	Microeconomics .....	3 hrs.
	Health & Physical Education Elective .....	<u>1 hr.</u>
	Total hours for Semester 2.....	16

**Semester 3**

GEO104	Principles of Geography .....	3 hrs.
HIS121	History of Western Civilization I .....	3 hrs.
SOC102	Sociology .....	3 hrs.
ECO208	Macroeconomics .....	3 hrs.

Natural Science with Lab .....	<u>5 hrs.</u>
Total hours for Semester 3 .....	17

**Semester 4**

HIS 122	History of Western Civilization II .....	3 hrs.
POL 130	State & Local Government .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
	Literature Elective .....	3 hrs.
	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	15

***Associate of Arts: Psychology/Sociology Specialization***

**See page 47 for General Education Requirements.**

**Suggested program courses with advisor approval:**

PSY 101	General Psychology .....	3 hrs.
SOC 102	Sociology .....	3 hrs.
PSY 263	Developmental Psychology .....	3 hrs.
SOC 111	Cultural Anthropology .....	3 hrs.
SOC 121	Marriage and Family Relations.....	3 hrs.
PSY 230	Abnormal Psychology.....	3 hrs.
PSY 264	Psychology of Human Sexuality.....	3 hrs.
PSY 160	Psychology of Adjustment.....	3 hrs.
SOC 205	Contemporary Social Problems .....	3 hrs.

Students planning to transfer to a four-year university should pursue an Associate of Arts, with an emphasis in Psychology/Sociology. A possible four-semester plan for Psychology/Sociology transfer students follows. Each Psychology/Sociology major will work closely with an advisor to individualize a schedule based upon the needs of the student and the four-year institution the student plans to attend.

**Semester 1**

PSY 101	General Psychology .....	3 hrs.
SOC 102	Sociology .....	3 hrs.
COL 101	English Composition I .....	3 hrs.
MAT 105	College Algebra .....	3 hrs.
COM 101	Public Speaking .....	3 hrs.
SSC 103	College Career Success Seminar .....	<u>1 hr.</u>
	Total hours for Semester 1 .....	16

**Semester 2**

PSY 160	Psychology of Adjustment .....	3 hrs.
SOC 205	Contemporary Social Problems .....	3 hrs.
SOC 111	Cultural Anthropology .....	3 hrs.
COL 102	English Composition II .....	3 hrs.
	Health & Physical Science Elective .....	1 hr.
	History Elective .....	<u>3 hrs.</u>
	Total hours for Semester 2 .....	16

**Semester 3**

PSY 263	Developmental Psychology .....	3 hrs.
SOC 121	Marriage & Family .....	3 hrs.
PSY 230	Abnormal Psychology .....	3 hrs.
	Natural Science with Lab .....	5 hrs.
	Literature Elective .....	<u>3 hrs.</u>
	Total hours for Semester 3 .....	17

**Semester 4**

PSY 264	Psychology of Human Sexuality .....	3 hrs.
	Sociology Elective .....	3 hrs.
	Fine Arts & Humanities Elective .....	3 hrs.
	Economics or Government Elective .....	3 hrs.
	Computer Science Elective .....	<u>3 hrs.</u>
	Total hours for Semester 4 .....	15

**Certificate Option*****Personal Fitness Trainer Certificate \****

Upon successful completion of the Personal Fitness Trainer Program, the student will be awarded a certificate of completion.

HPE 299 Personal Fitness Trainer Education \*\* .....5 hrs.

\*National Certification Pending.

\*\*This course can be used as an elective.

***Certificate in Law Enforcement (36 credit hours)***

	Computer Science Elective .....	3 hrs.
COL 101	English Composition I <i>or</i> .....	3 hrs.
COL 105	Technical Writing .....	3 hrs.
	Fine Arts & Humanities Elective .....	3 hrs.
COM 101	Public Speaking <i>or</i> .....	3 hrs.
COM 111	Interpersonal Communications .....	3 hrs.
SOC 110	Juvenile Delinquency .....	3 hrs.
CJS 100	Introduction to Criminal Justice .....	3 hrs.
CJS 101	Introduction to Law Enforcement <i>or</i> .....	3 hrs.
CJS 220	Criminal Justice Agency Administration .....	3 hrs.
CJS 221	Criminal Law .....	3 hrs.
CJS 240	Introduction to Criminal Investigation .....	3 hrs.
CJS 242	Introduction to Criminology .....	3 hrs.
CJS 243	Criminal Behavior .....	3 hrs.
	Criminal Justice Elective .....	3 hrs.

**Criminal Justice Studies Electives (choose 3 credit hours):**

CJS 102 Introduction to Corrections .....

CJS 151	Traffic Investigation.....	3 hrs.
CJS 202	Interview and Report Narrative .....	3 hrs.
CJS 230	Basic Fingerprinting Techniques .....	3 hrs.
CJS 231	Issues in Criminal Justice.....	3 hrs.
CJS 232	Serial Killers .....	3 hrs.
CJS233	Crime Victims .....	3 hrs.
CJS 234	Stalking and Sexual Obsession .....	3 hrs.
CJS 235	Forensic Anthropology .....	3 hrs.
CJS 271	Criminal Justice Practicum .....	3 hrs.
SOC 205	Contemporary Social Problems .....	3 hrs.
FLA 101	Elementary Spanish I.....	5 hrs.
HPE 121	First Aid & Safety .....	3 hrs.
MED 131	First Responder .....	6 hrs.

***Certificate in Corrections (36 credit hours)***

Computer Science Elective .....	3 hrs.
COL 101 English Composition I <i>or</i> .....	3 hrs.
COL 105 Technical Writing .....	3 hrs.
Fine Arts & Humanities Elective .....	3 hrs.
COM 101 Public Speaking <i>or</i> .....	3 hrs.
COM 111 Interpersonal Communications .....	3 hrs.
SOC 110 Juvenile Delinquency.....	3 hrs.
CJS 100 Introduction to Criminal Justice.....	3 hrs.
CJS 102 Introduction Corrections .....	3 hrs.
CJS 220 Criminal Justice Agency Administration.....	3 hrs.
CJS 221 Criminal Law .....	3 hrs.
CJS 240 Introduction to Criminal Investigation.....	3 hrs.
CJS 242 Introduction to Criminology .....	3 hrs.
CJS 243 Criminal Behavior.....	3 hrs.
Criminal Justice Elective .....	3 hrs.

**Criminal Justice Studies Electives (choose 3 credit hours):**

CJS 101	Introduction to Law Enforcement.....	3 hrs.
CJS 151	Traffic Investigation.....	3 hrs.
CJS 202	Interview and Report Narrative .....	3 hrs.
CJS 230	Basic Fingerprinting Techniques .....	3 hrs.
CJS 231	Issues in Criminal Justice.....	3 hrs.
CJS 232	Serial Killers .....	3 hrs.
CJS233	Crime Victims .....	3 hrs.
CJS 234	Stalking and Sexual Obsession .....	3 hrs.
CJS 235	Forensic Anthropology .....	3 hrs.

CJS 271	Criminal Justice Practicum .....	3 hrs.
SOC 205	Contemporary Social Problems .....	3 hrs.
FLA 101	Elementary Spanish I .....	5 hrs.
HPE 121	First Aid & Safety .....	3 hrs.
MED 131	First Responder .....	6 hrs.

## Course Descriptions

### **AGR 100     Field Studies**

**4-8 hours**

Provides on-the-job training in an approved agriculture-related center. Supervision will be arranged and coordinated by agriculture faculty. A minimum of eight weeks of work experience is required. The student completes required reports of activities and skills learned. **For students in agriculture program only.**

### **AGR 101     Agricultural Orientation**

**1 hour**

Covers the objectives, organizations, and procedures relative to the ACCC Agriculture Program. It also includes the historical development and projected trends of modern agriculture in the United States and the relationship of basic sciences to professional agriculture. **Required of all freshman in agriculture.**

### **AGR 103     Principles of Animal Science**

**3 hours**

Covers general principles relative to animal agriculture including types, purpose, and products of livestock; principles of selection, nutrition, and reproduction; management and marketing; and a survey of the livestock industry.

### **AGR 104     Principles of Meat Evaluation**

**3 hours**

This course is an in depth evaluation of carcasses and meat of beef, pork, and lamb. Emphasis is on beef carcass grading and appraisal of beef and pork primal cuts. The course includes techniques for critical evaluation and comparative analysis. The course involves 4-5 hours of classroom and laboratory per week.

### **AGR 106     Livestock Evaluation**

**2 hours**

A study of basic fundamentals involved in the use and selection of livestock. This class involves animal structure correlated to carcass quality and desirability; including breeding stock, major breeds, and terminology. This course is required for all students that are trying out for the livestock judging team.

### **AGR 155     Introduction to Global Positioning Systems**

**3 hours**

This class has been designed to introduce the student to the agricultural applications of GPS (Global Positioning Systems), also called precision farming. The course covers the fundamental processes of Global Positioning systems with emphasis on agriculture applications. General technical aspects of GPS satellites, differential correction, and hardware will be covered. Agricultural mapping, navigation, VRT and yield monitoring are also included.

### **AGR 201     Animal Science and Industry**

**1 hour**

Provides students with the opportunity to recognize breed, age, and sex classifications in livestock. The students should also develop an understanding of the interdependence of all segments of the industry.

### **AGR 202     Advanced Livestock Selection**

**2 hours**

Provides the advanced study of the basic fundamentals of evaluating livestock on the hoof and the rail. Theory, practice, format, and the development of oral communication skills are included in the course. **The course is designed primarily for agriculture majors. This course is designed for members of the livestock judging team.**

### **AGR 203     Fundamentals of Animal Nutrition**

**3 hours**

Covers the study of animal digestive systems and metabolic processes; origin and food values of common feeds; nutritional requirements for development, maintenance, and growth.



- AGR 204 Artificial Insemination of Cattle 1 hour**  
 An introduction to breeding cattle by artificial means. Students will gain actual experience in palpation and insemination. The course includes a review of the female bovine reproductive tract and tools and supplies needed to breed cattle.
- AGR 205 Agricultural Finance 3 hours**  
 This course emphasizes general principles associated with the evaluation of management and the use of capital with respect to agricultural production.
- AGR 206 Farm Management 3 hours**  
 Studies the application of components of farm management. The emphasis is on the nature of cost (land, labor, crop, livestock, and machinery), building management, agriculture finance, and agriculture marketing.
- AGR 207 Marketing of Agriculture Products 3 hours**  
 Offers students a look at the theory and framework of agriculture marketing, food markets and institutions, commodity marketing, and government marketing. This course is suggested for all students interested in the marketing system.
- AGR 208 Livestock Marketing 3 hours**  
 Offers students an insight to livestock marketing in the areas of private treaty, commission-selling, and public auction of both commercial and registered livestock. Special emphasis in auctions and sale organization. Students will be responsible for operating an annual sale.
- AGR 209 Farm and Ranch Records 3 hours**  
 Considers the development and use of farm records. The course emphasizes receipts and expenses, description schedules, inventories production records, payables, net worth statements, and family living records.
- AGR 210 Oral Reasons AGR 3 hours**  
 Provides the opportunity to apply livestock terminology while discussing the strengths and weaknesses of the livestock. The course will give the student an opportunity to enhance verbal communication skills, interpersonal skills and develop confidence required for social functions. The student will demonstrate the ability to speak a set of oral reasons for a livestock class.  
**Prerequisite: completion of AGR 106 and AGR 202.**
- AGR 213 Agricultural Economics 3 hours**  
 Applies economic principles to the solution of agriculture-related problems in business, farm, and industry. **Will meet the requirement for microeconomics.**
- AGR 214 Plant Science 4 hours**  
 Examines the principles of production, classification, structure, physiology, ecology, and reproduction as well as the usage, preservation, and storage of economic plants.
- AGR 215 Agricultural Computations 3 hours**  
 Covers basic mathematics applications for business and agriculture.
- AGR 216 Agriculture Technology Management 3 hours**  
 Application of physical and engineering sciences to problems in agriculture. Course will cover simple machines, energy, electrical and mechanical systems, natural resource management, equipment calibration, animal waste systems, and land use and measurement.

**AGR 220 Special Topics in Agriculture 3 hours**

Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific need will be pursued and supplementary instructional material will be offered

**AGR 223 Agricultural Entomology 3 hours**

Introduces the study of insects and closely related arthropods and their impact upon agriculture. The study includes: classification, behavior, and the relationship and importance of insects to plants and animals.

**AGR 224 Soil Science 4 hours**

Includes the basic chemical, physical, and biological properties of soils as well as its information, fertility, and usage.

**AGR 230 Agri-Selling 2 hours**

Discussion of professional selling in the field of Agriculture, including sales professionalism, psychology of selling, and the selling process. Emphasis is on problem solving for the customer and combining technical agriculture with marketing skills.

**AGR 251 Agricultural Chemicals 2 hours**

Studies pesticides and herbicides used in insects and weed control. The course emphasizes common weed and insect pests, characteristics of pesticides, their safe use, and calibration of equipment.

**AGR 260 Beef Management 3 hours**

Covers all phases of the beef cattle industry: practical applications of nutrition; breeding physiology and reproduction; carcass merchandising; and related areas. Special emphasis is on management systems of raising, growing, and finishing beef cattle.

**AGR 261 Animal Health 2 hours**

Covers livestock health programs and chemical products for prevention and control of livestock health problems including feed additives, health product application, federal and state laws, and regulations related to animal health.

**AGR 270 Swine Management 3 hours**

Covers the application of basic principles to the economical production of pork. Recommendations are made in breeding, reproduction, nutrition, health, housing, marketing, and general overall management of swine production units of varying sizes.

**AGR 290 Meat Science 3 hours**

This course is a study of all phases of the red meat industry with major emphasis on the animal processing sequence, muscle composition, and product quality. It includes promotion, merchandising, and marketing of meat products, as well as basic evaluation techniques.

**APS 101 Substance Abuse Awareness 3 hours**

This course presents an in-depth coverage of the effects of chemical dependence on health, families and communities based on a holistic, bio-psycho-social-spiritual perspective. The course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 102 Introduction to Counseling 3 hours**

Students learn basic communication and counseling skills for one on one interaction. The course allows experiential learning. The course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 103 Introduction to Group Counseling 3 hours**

This course is designed to introduce the student to theories and concepts of group dynamics. An emphasis is placed on the groups and exercises most often utilized in the treatment of addictions. The student will have the opportunity to participate in a group as a group member and to act as group leader in order to practice leadership styles. The course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 104 Addictions Services 3 hours**

This course will acquaint the student with the process of client management in the field of addiction counseling. The course will demonstrate how to provide case management services in a variety of settings and in a variety of areas. The intent is to provide instruction for students seeking to be professional addiction counselors. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board. **Prerequisites: APS 101 and APS 102 or consent of instructor.**

**APS 105 Multicultural Aspects of Counseling 3 hours**

This course will acquaint the student with various special problems and needs in the treatment of chemical dependency with identified targeted populations. This may be an introductory course for some students. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 106 Ethics/Confidentiality 3 hours**

Students will learn basic concepts about client ethics and confidentiality issues. The intent is to provide instruction for students seeking to be professional addiction counselors. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 107 Pharmacology n Addiction & Prevention 2 hours**

Students will obtain a working knowledge of pharmacology issues. The intent is to provide instruction for students seeking to be professional addictions counselors. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 108      Medical High Risk Issues in Addiction & Prevention      2 hours**

Students will learn concepts of medical high risk issues. The intent is to provide instruction for students seeking to be professional addiction counselors. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 109      Family and Addictions      2 hours**

Students will learn characteristics, cultural factors, support issues, confidentiality and facilitation of discussions concerning family involvement in addictions counseling. The intent is to provide instruction for students seeking to be professional addiction counselors. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 110      Field Practicum I in Addiction & Prevention (200 hours)      3 hours**

A supervised field experience consisting of 200 clock hours in an appropriate agency setting provides the student an opportunity to integrate the knowledge, skills, and attitudes learned in the classroom to actual practice. It is expected that students will have met prerequisite competencies in addictions studies and supporting topics such that they can gradually be given responsibilities similar to those of paid entry-level positions in the agency, thereby contributing to overall agency functioning. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**Prerequisites:** APS101, APS102, APS103, APS104, APS105, APS106, APS107, APS108, APS109, PSY230 or consent of instructor.

**APS 130      Introduction to Prevention Theory and Practice 3 hours**

This course introduces students to prevention strategies associated with alcohol, tobacco, and other drug (ATOD) abuse in families and society. Topics include an overview of abuse, assessment and diagnosis, effects of substance abuse with special populations, as well as approaches and techniques recognized as effective in substance abuse prevention and intervention. Barriers to effective prevention and an emphasis on healthy behaviors will be included as part of instruction. Students will become familiar with the Strategic Prevention Framework Model, the Social Development Strategy, models of addictions, emerging ATOD trends and the history of prevention. The intent is to provide instruction for student's seeking to be professional prevention specialists in the addiction and prevention profession.

**APS 131      Prevention and Development      3 hours**

This course provides an overview of the relationship between developmental theories and effective substance abuse prevention program strategies. Through lectures, classroom exercises, and group presentations, students will learn what makes a program successful, as well as how to create substance abuse prevention strategies, which are developmentally appropriate, by utilizing the Strategic Prevention Framework Model. Students will become familiar with NIDA guiding principles, best practices, and model programs. The intent is to provide instruction for students seeking to be professional prevention specialists in the addiction and prevention profession.

**APS 132 Foundations of Prevention Theory,  
Application and Ethics 3 hours**

This course provides students with instruction in the analysis of the research, theory, and practical application of substance abuse prevention. Students will learn about the wide-range of substance abuse prevention services, and ethical standards and gain knowledge of how to incorporate the science-based Strategic Prevention Framework Model. Specifically, this class provides instruction in community mobilization, collaboration, coalition development governance, assessment models for community and stakeholder structure, and professional growth and responsibilities, including prevention ethics. Additionally, this class provides students an overview of purposes for prevention planning, the functions of theories, federal, state, and local policies, efforts and initiatives in substance abuse prevention, and the practical application of prevention program supervision, coordination, and administration. The intent is to provide instruction for students seeking to be professional prevention specialists.

**APS 133 Dynamics of Multicultural Aspects of  
Substance Abuse Prevention 3 hours**

This course will explore basic prevention strategies in multicultural situations. It will allow students to have an understanding of individual differences, including cultural, ethnic, racial, gender, sexual orientation, disability, socioeconomic, and individual perspectives. Integrating multicultural and lifespan considerations is crucial to prevention planning and effectiveness. The course will incorporate the Strategic Prevention Framework Model in addressing cultural competence. The intent is to provide instruction for students seeking to be a professional addiction prevention specialist.

**APS 134 Prevention for Pre-Natal, Pregnancy, and Early  
Childhood Dynamics in Prevention 3 hours**

This course involves the development of skills necessary for students to become effective and successful substance abuse prevention professionals. This course focuses on prevention strategies involving problems related to pre-natal, pregnancy, and early childhood development. Students will become familiar with prevention dynamics by becoming familiar with and using the Strategic Prevention Framework Model. The intent is to provide instruction for students seeking to be professional prevention specialists in the addiction and prevention profession. **Prerequisite: APS 130.**

**APS 135 Prevention Issues in Pre-Adolescent  
And Adolescent Development 3 hours**

Students will learn about the effects of substance abuse/use in pre-adolescents and adolescents. Students will learn and demonstrate knowledge of prevention planning for this population and will implement the Strategic Prevention Framework Model in class discussion and class projects. Topics will include multiple areas of development, including brain development, risk factors, and social development for this population. The intent is to provide instruction for students seeking to be professional prevention specialists in the addiction and prevention profession.

**APS 136      Prevention and Addiction Issues in the  
Adult Population**

**3 hours**

Students will develop knowledge of prevention strategies for college age, young adulthood, middle adulthood, and older adulthood. Studies will include the changing dynamics of family life, workplace issues, EAP models, and adult problem behaviors through life as they reach retirement. Students will demonstrate prevention strategies for each stage of adult life and utilize the Strategic Prevention Framework model in addressing the dynamics of this population. The intent is to provide instruction for students seeking to be professional prevention specialists in the addiction and prevention profession.

**APS 137      Prevention Dynamics in the Elderly Population    3 hours**

This course explores the needs of the elderly populations and considerations in substance abuse prevention. Students will examine the relationship between the elderly and substance abuse prevention strategies for communities and professionals working with this population. Emphasis is placed on students learning to incorporate the Strategic Prevention Framework Model in planning effective prevention for this population. The intent is to provide instruction for students seeking to be professional prevention specialists in the addiction and prevention profession.

**APS 138      Prevention Program Planning & Evaluation      3 hours**

This course examines the pre-planning and implementation stages of incorporating research-based principles with community and local resources support groups. Students will participate in the analysis of the role of and practical application of evaluation in substance abuse prevention programming while utilizing the Strategic Prevention Framework Model. This course will include additional topics involving data collection, presentation styles, and group management. The intent is to provide instruction for students seeking to be professional prevention specialists in the addiction and prevention profession.

**APS 139      Practicum in Prevention Studies (200 clock hrs) 3 hours**

This course is a supervised field experience consisting of 200 clock hours in an appropriate agency setting. It provides the students the opportunity to integrate the knowledge, skills, and attitudes learned in the classroom with actual practice and to demonstrate the skills necessary to be a successful prevention professional. It is expected that the student will have met prerequisite competencies in prevention studies and supporting topics, including demonstrating knowledge other Strategic Prevention Framework Model, to the extent that the student can gradually be given responsibilities similar to those of paid entry-level positions in the prevention workforce. The intent is to provide instruction for students seeking to be professional prevention specialists in the addiction and prevention profession. **Prerequisites: APS 130–138, or the consent of instructor.**

**APS 140      Peer to Peer Mentor I**

**1 hour**

This course is designed for students intending to pursue their goal of becoming a Peer to Peer Mentor - Level I. Participants obtain the practical working knowledge involved in becoming a Peer to Peer mentor for members in addiction recovery and in communities of recovery. Students will also learn the skills needed to become employed as a Peer to Peer Mentor – Level 1 in programs licensed as SRS/AAPS treatment facilities in Kansas.

**APS 141      Peer to Peer Mentor II**

**1 hour**

This course is designed for students intending to pursue further their goal of becoming a Peer to Peer Mentor - Level II. Participants obtain the practical working knowledge involved in becoming a Peer to Peer Mentor II for members in addiction recovery and in communities of recovery. Students will also learn the skills needed to become employed as a Peer to Peer Mentor – Level II in programs licensed as SRS/AAPS treatment facilities in Kansas

**APS 220      Theoretical Foundations of Counseling  
Addiction and Prevention**

**3 hours**

Students will learn obtain a working knowledge of the Theoretical Bases of Counseling and Preventions. The intent is to provide instruction for students seeking to be professional addiction counselors and Prevention Specialist. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas, and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**APS 221      Dual Diagnosis**

**3 hours**

The student will learn concepts of Dual Diagnosis. This course will acquaint the student with the various problems and needs in the treatment of chemical substance abuse and dependence and co-occurring mental health issues. The intent is to provide instruction for a student seeking to be professional addictions counselor. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board. **Prerequisites: APS 101 and PSY 101.**

**APS 222      Women and Addiction**

**3 hours**

This course presents a working knowledge of the most common problems unique to women experiencing chemical addiction and treatment. This course will acquaint the student with various modalities of chemical dependency and treatment protocols with identified, targeted female populations. The intent is to provide instruction for a student seeking to be a professional addiction counselor. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

**APS 225      Art Therapy**

**3 hours**

This course is designed to provide an introduction to the theories, techniques, and profession of art therapy. Use of art therapy with specific populations/settings such as substance abuse and prison will be explored. Students will participate in sample art “directives”. This is not an art education class, and students do not have to be “good at art”.

**APS 236      Counseling Addicted Adult Offenders**

**3 hours**

This course presents an introductory study of the effects of addictions on adult addiction offenders, whether confined or on parole or probation.

**ART 101      Art Appreciation**

**3 hours**

Provides the opportunity to enhance one’s understanding of art through analysis of form, content, subject matter, and medium. An overview of art history is also included.

**ART 103      Fundamentals of Art**

**3 hours**

Covers theory and practice of art as well as terminology and art history. It is designed as a course which will develop skill in the students to make art projects. Included are basic skills in drawing, painting, and sculpture. The course is an excellent foundation for education majors as well.

**ART 105      Crafts I**

**3 hours**

Provides beginning instruction for stained glass, wood, metal construction, weaving, and leather.

**ART 120      Design I**

**3 hours**

Offers an explanation and application of all basic elements of design and art principles. Stress is placed on originality and craftsmanship. A foundation course for all majors.





**ART 234      Painting IV****3 hours**

Provides guidance to develop a personal style. An individual show may also be encouraged.

**Prerequisite: ART 233.**

**BIO 102      Principles of Biology****5 hours**

Surveys many of life's fundamental processes, including cell and tissue structures and their functions; metabolism and photosynthesis, genetics, animal and plant structures and their functions; evolution of animals, and ecology. Lecture and lab. **Prerequisite: see mandatory placement policy on page 22.**

**BIO 103      Environmental Science****3 hours**

A study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics, and environmental risks. Students will also explore possible solutions to such environmental issues as global warming, acid rain, extinction of species, and energy waste by examining current scientific and political thought.

**BIO 104      Environmental Science Lab****2 hours**

This course covers lab procedures that are commonly used to determine the quality of our environment. This class is to be completed successfully with Environmental Science Lecture (3 credits). Students will analyze air, water, food, and soil quality using both qualitative and quantitative methods. This class is especially designed for students who enjoy the outdoors, ecology, and investigating how humans effect the environment.

**BIO 115      Basic Nutrition****3 hours**

A study of the relationship of nutrition to health of the individual as related to food and the ability of the body to utilize it.

**BIO 150      Biology I (cellular)****5 hours**

An integrated lecture and laboratory course for students planning to take additional courses in biology or biology majors. The course covers the fundamental concepts of biology as they apply to all living things. The major areas include basic biochemistry, cell structure and physiology, cellular metabolism, and Mendelian and molecular genetics. Lecture and Lab. **Prerequisite: see mandatory placement policy on page 22.**

**BIO 200      Special Topics in Science****3 hours**

Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific need will be pursued, and supplementary instructional material will be offered. **Prerequisites: Dean for Instruction and instructor consent.**

**BIO 210      Biology II (organismal)****5 hours**

An integrated lecture and laboratory course for biology, pre-medical, pre-physicians assistant, and pre-veterinary students. The course covers the morphology, physiology, behavior, taxonomy, evolution, and ecology of these kingdoms: Prokaryote, Protista, Fungi, Plantae, and Animalia. Lecture and Lab. Lab includes animal dissection. **Prerequisites: completion of BIO 150 with a "C" or above or instructor consent.**

**BIO 257      Human Anatomy and Physiology****5 hours**

Covers the macroscopic and microscopic structures and functions of the cells, tissues, organs, and organ systems of the human body. Lecture and lab. Lab includes cat dissection. **Prerequisite: completion of BIO 150 with a "C" or above or instructor consent.**

**BIO 258      Advanced Anatomy and Physiology Lab      1 hour**

Covers additional observations and experiments examining structure, function, and histology of the cells, tissues, organs, and systems of the human body for those health-related fields that require additional knowledge and credit hours in anatomy and physiology. Two-hour lab. Lab includes cat dissection. **Prerequisite: Completion or concurrent enrollment in BIO 257.**

**BIO 271      Microbiology      5 hours**

Covers the morphology, anatomy, physiology, growth, cultivation, and classification of microorganisms with an emphasis on their relationship with humans. Lecture and lab. **Prerequisites: Completion of BIO 150 or BIO 257 with a “C” or above or instructor consent. CHE 105 or CHE 125 strongly recommended.**

**BIO 280      Biotechnology I      5 hours**

The focus of this course will be to provide an introduction to biotechnology and its application in a variety of medical, clinical, and science disciplines. Topics covered include GLP, GMP, solution chemistry, spectroscopy, basic microbiology techniques, DNA and protein purification/separation techniques, recombinant DNA technology, and bacterial transformation. Student will master basic laboratory operating procedures, record-keeping, and safe and proper use of equipment. Lab will be a minimum of 4 hours each week. **Prerequisites: BIO 150 Biology I and CHE 125 Chemistry I with a “C” or higher**

**BUS 101      Keyboarding/Document Formatting      3 hours**

Keyboarding/Document Formatting is a general course for the student who has not had keyboarding or has not previously acquired minimum keyboarding skills. A general mastery of the keyboard and correct keying techniques, as applied to personal and business uses, will be emphasized. Business letters, simple tabulation, centering, manuscripts, and employment documents will also be covered. The course will emphasize keyboarding skills, but general knowledge of fundamental English grammar will be covered. Instruction is on a microcomputer.

**BUS 109      Career Development      2 hours**

This course is designed to teach participants how to manage their career search through career planning, job search techniques, and professional development on the job. Participants will establish career goals and learn specific techniques to obtain and grow within a job. This course serves as an elective for students in A.A.S. or certificate programs who will be entering the workforce upon completion of their program.

**BUS 110      Introduction to Accounting      3 hours**

Covers fundamentals of accounting and the basic accounting cycle for both a service and a merchandising enterprise. Designed for the student who intends to complete only one accounting course, or who feels the need for additional background prior to enrolling in Accounting I. Introduction to Accounting is not a substitute for Accounting I and will not transfer as Accounting I.

**BUS 111      Accounting I      3 hours**

Develops the ability to analyze and interpret business transactions and to prepare financial statements. Emphasis is on the accounting procedures for service and merchandising businesses.

**BUS 112      Accounting II      3 hours**

Develops the ability to apply the fundamental accounting principles to corporations. Emphasis is on accounting for manufacturing concerns, budgeting, and statement analysis. **Prerequisite: BUS 111.**

**BUS 115 Individual Income Tax****3 hours**

Provides training in the preparation of both individual Federal and State income tax forms with supporting schedules. Income tax concepts, rules, and calculations are emphasized. The objective is to enable the student to prepare simple to moderately complex Federal and Kansas income tax returns and encourage the student to do their own tax research.

**BUS 117 Introduction to Leadership****3 hours**

The purpose of this interdisciplinary course is to introduce the student to the tasks, strategies, and skills of effective leadership. Course activities move from theory based activities to practical experience through classroom interaction and service learning projects.

**BUS 120 Introduction to Business****3 hours**

Includes a brief history of business, the social responsibilities of business, economic environment, organization, management, marketing, finance, unions, and government regulations. Emphasis is placed on the responsibility of business in the changing social environment.

**BUS 121 Business Mathematics****3 hours**

Designed for the business student with a limited background in business information and/or mathematical abilities. Includes a review of the fundamental mathematical problems involved in business. Special attention will be given to interest, consumer credit, discounts, payroll procedures, depreciation, taxes, and related problems.

**BUS 122 Records Management****3 hours**

Records management studies the efficient control of business records. The basic principles and procedures of records storage, control, and retrieval are covered in depth. The management of the record system and the selection of equipment are also covered.

**BUS 123 Document Transcription****3 hours**

Document transcription is training in the operation of desktop transcribing machines. Another emphasis is the development of language arts skills, toward the production of mailable office documents. **Prerequisite: Basic typing skills.**

**BUS 125 Personal Finance****3 hours**

Designed for both business and nonbusiness students. This course is concerned with the personal financial choices of the individual consumer. Areas to be studied include personal budgeting, life/health/income insurance, taxes, real estate, credit, savings, Social Security, investments, and property insurance.

**BUS 129 Human Relations in Business****3 hours**

Covers the general principles of human relations underlying employee-employer activities, with realistic theory and practice in the basic problems in the work environment. The course is for the student who wishes to get ahead in his/her career and to get along with co-workers, subordinates, and superiors. The course covers morale, personality traits, leadership, employer-employee relations and the communication processes.

**BUS 135 Office Procedures****3 hours**

The course provides additional knowledge and skills to prepare students for employment in office occupations. Some areas of study are word processing systems, office reprographics, telecommunications, report writing, records management systems, travel and conference arrangements, and office team environment. Students will benefit from this class by learning basic procedures which office professionals are expected to know and by improving their interpersonal skills. **Prerequisite: Typing skills necessary. Microcomputer Applications helpful.**





**BUS 207      Microcomputer Accounting Applications      3 hours**

Enables the student to apply accounting principles through the use of microcomputers. Includes inputting and processing accounting information with general ledger and spreadsheet software.

**Prerequisite: BUS 111.**

**BUS 212      Managerial Accounting      3 hours**

Provides the student with the basic concepts of using accounting data to analyze management problems and to make the necessary interpretations for effective decision-making. **Prerequisites:**

**BUS 111 and BUS 112.**

**BUS 221      Business Law I      3 hours**

Surveys the field of business law. Topics given special consideration are law of contracts in general, law of sales, negotiable instruments, and bailment's. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help.

**BUS 222      Business Law II      3 hours**

Covers the topics of agency and employment, partnerships, corporations, risk-bearing devices, and property rights. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help. **Prerequisite:**

**BUS 221.**

**BUS 223      Introduction to Business Statistics      3 hours**

To prepare business transfer students for advanced study in statistics and to prepare vocational students for elementary application on the job.

**BUS 250      Safety Management      3 hours**

This class covers the following topics: Study of accident causes, the cost of accidents, appraising safety performance, safety inspection planning and maintaining a safe industrial environment.

**BUS 261      Business Communications      3 hours**

A course designed to provide students with the understanding of communications in business and develop the ability to communicate ideas and thoughts in oral and written communications. Major emphasis will be on the skills involved in letter writing, covering fundamental English grammar, and paragraph construction. Business letter styles, letter construction, and letter organization will be presented for various types of business letters. **Prerequisite: WDP 100 or consent of instructor.**

**BUS 273      Management Seminar III      2 hours**

Internships provide students the opportunity to build skills, apply concepts developed through the school's curriculum, and further professional growth through meaningful "real-world" job experiences. In addition to job-related activities, the student will complete a set of academic assignments. **Prerequisite: Consent of instructor and completion of BUS 173 and BUS 174.**

**BUS 274      Management Seminar IV      2 hours**

Internships provide students the opportunity to build skills, apply concepts developed through the school's curriculum, and further professional growth through meaningful "real-world" job experiences. In addition to job-related activities, the student will complete a set of academic assignments. **Prerequisite: Consent of instructor and completion of BUS 173, BUS 174, and BUS 273.**

**BUS 275 Principles of Management****3 hours**

Designed to give the student an introduction to the processes of planning, controlling, leading, staffing, and motivating employees in order to accomplish organizational goals. Emphasis will be placed on the principles of management, human relations, development, and how to make these principles work in business and industry.

**BUS 276 Small Business Management****3 hours**

Emphasizes the application of the management functions of planning, organization, actuation, and control in the management of a small business. **Prerequisite: BUS 111 Accounting I and BUS 278 Marketing or BUS 160 Introduction to Entrepreneurship.**

**BUS 278 Marketing****3 hours**

Details integrated and analytical approach to the study of the marketing functions. It includes the means and methods of marketing policies, flow of goods, government influence, and trends in the marketing function.

**BUS 279 Advertising****2 hours**

Covers the use and mediums for advertising on both the local and national levels. The course also includes training in writing copy and the layout of advertisements.

**CCG 101 Early Childhood Growth and Development** **3 hours**

A study of the physical, mental, social, and emotional development of the child from age two through six. Emphasis is on the interrelationship of growth and behavior of the preschool child. Included will be the influence of cultural environment on the development and individual differences in development.

**CCG 104 Principles of Early Childhood Education I** **3 hours**

This course is an overview of early childhood education. Within the course one will study: learning environment and curriculum, interactions with children, providing individual guidance, promoting social development, and enhancing group experiences.

**CCG 105 Principles of Early Childhood Education II** **3 hours**

A study of new trends in early education, roles of child care personnel including those of the teacher-director, and fostering the individual development of children. Includes methods for enhancing emotional, social and physical development. **Prerequisite: CCG 104.**

**CCG 108 Early Childhood Curriculum** **3 hours**

A study of various curriculums designed for early childhood programs. Students will gain experience in designing a curriculum that will meet the affective, cognitive, and physical needs of children who are given care at an early childhood facility.

**CCG 110 Child Nutrition and Health** **3 hours**

A study of health, safety and nutrition as they relate to the young child from prenatal to age six. Included will be basic factors that affect child health. Emphasis is on the provisions of a healthy environment for young children and the importance of good nutrition in developing and maintaining good health. Practical information on meal planning and preparation for families and children in day care group settings is also included. A major emphasis is on curriculum ideas to teach health, safety or nutrition education to the young child including parent involvement.

**CCG 111 Creative Activities for Children I 2 hours**

A study of the physical, mental, social and emotional, development of the child from ages two through six. Emphasis is on the interrelationship of growth and behavior of the preschool child. Included will be the influence of cultural environment of development and individual differences in development.

**CCG 112 Creative Activities for Children II 2 hours**

Development of materials, activities and equipment to enhance learning experiences and to meet behavioral goals. Students assist in child care facility and have the opportunity to present to the children various activities they have planned.

**CCG 113 Child Play and Games 3 hours**

Development of materials, activities and equipment to enhance learning experiences and to meet behavioral goals. Students assist in childcare facility and have the opportunity to present to the children various activities they have planned.

**CCG 115 Practicum I 3 hours**

This course involves a supervised field experience in a childcare setting where the student is to make observations based upon the setting, children's developmental progress, individual and group activities, and early childhood curriculum.

**CCG 116 Practicum II 3 hours**

This course provides a supervised field experience in a childcare setting. Students are expected to demonstrate competence in the following functional areas: safe and healthy learning environment, and physical and cognitive communication throughout lesson plans. Students are required to work with or in a child care center with infants, toddlers, or preschoolers, or licensed family child care home, or in a home visitor program during regular hours of operation. Observations and curriculum will be completed for the work site. **Prerequisite: CCG 115.**

**CCG 117 Practicum III 3 hours**

This course provides a supervised field experience in a childcare setting. Students are required to work with or in a child care center with infants, toddlers, or preschoolers, or licensed family child care home, or in a home visitor program during regular hours of operation. Observations and curriculum will be completed for the work site. Students will be responsible for creating and completing lesson plans that promote physical, cognitive and communication development, social development, and creative expression. **Prerequisite: CCG 115 and CCG 116.**

**CCG 205 Infant/Toddler Development 3 hours**

This course identifies the basic developmental milestones of infant and toddler children. It addresses the requirements of infant and toddler children with different needs and realizes the impact of personality in care. In addition to these topics this course will also discuss developmental theories, ongoing research and curriculum choices in the area of infant/toddler development.

**CCG 207 Family Development 3 hours**

A study of the family structure and interaction among adults and children. Areas included are: social development and promotion of conflict resolution, reflecting self respect for self and others, direct and indirect guidance methods, building trusting relationships and responding to behavioral problems related to developmental and emotional stresses.



**CCG 209 Professional Development/Leadership 3 hours**

This course focuses on the knowledge and skills necessary to run a child care facility. Information about program philosophy, licensing standards, accreditation procedures, curriculum materials, space and equipment, personnel management, parent involvement, and community relations will be discussed.

**CCG 210 Child Care Administration 3 hours**

Childcare administration looks at childcare as a business entity. The class will discuss defining a center's mission statement, development of contracts, working in a supervisory role, interaction of communication between staff and others, creating curriculum and promoting a child's development.

**CCG 215 Parenting 3 hours**

This course is designed to equip parents/teachers with practical, easy-to-use techniques and dialogues that assist children in becoming responsible adults.

**CCG 220 Foundation for Foster Parent Education 3 hours**

A study of the unique problems in providing foster care, the social and psychological development of children, and the moral development in the adolescent years. Methods of constructive discipline that may be used will be incorporated into the course.

**CCG 225 Special Topics in Child Care and Guidance 3 hours**

Special topic classes will be developed by request from employees and employers in the field.

**CHE 105 Introduction to Chemistry 5 hours**

Includes fundamental principles and facts of inorganic chemistry and an introduction to organic chemistry. Three hours of lecture and two laboratory periods for two hours each week. For students who need only one course or inorganic chemistry. **Prerequisite: See mandatory placement policy on page 22. Recommendation: Completion or enrollment in MAT 105.**

**CHE 125 College Chemistry I 5 hours**

Introduces principles, laws, theories, and problems common to scientists. Beginning laboratory techniques. Three hours of lecture and four hours laboratory per week. First course in college chemistry for those who have or have not had chemistry in high school. **Prerequisite: See mandatory placement policy on page 22 and completion or enrollment in MAT 105 or equivalent.**

**CHE 136 College Chemistry II 5 hours**

This is a continuation of the study of chemistry started in CHE 125 Chemistry I. Chemistry with qualitative analysis. Continues study of principles and theories with applications to various areas of the chemistry field. Three hours of lecture and three to six hours laboratory per week. **Prerequisite: CHE 125.**

**CHE 200 Special Topics in Science 3 hours**

Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued, and instructional material that lends itself to current trends or topics to supplement normal classroom instruction will be offered.

**CHE 265 Organic Chemistry I 5 hours**

The course includes fundamental theory of structure and bonding. Three hours of lecture and six hours of laboratory per week. **Prerequisite: CHE 125 and 136 or instructor consent. Offered on demand.**



- CIS 130 Microsoft Excel 3 hours**  
Covers various levels of Microsoft Excel including principles, procedures, concepts, and commands used with Microsoft Excel.
- CIS 132 Microsoft Works 1 hour**  
An introduction to Microsoft Works software. Topics include basic principles, procedures, concepts, and commands used with Microsoft Works.
- CIS 145 Programming for the Internet 1 hour**  
The study and practical application of internet programming and markup languages as demonstrated through the construction of a full-featured website. Includes coverage of HTML, CSS, XML, DTD, JavaScript, and CGI.
- CIS 155 HTML & JavaScript 3 hours**  
Introduces students to web page construction using HTML and JavaScript. Topics include the use of HTML code to create web pages of various formats and appearance. Also covered is the application of JavaScript in web pages to control page behavior and create active events.
- CIS 165 Visual Basic II 3 hours**  
Advanced study of the Visual Basic programming language and environment to include structures, data types, and syntax. Topics include ActiveX, class modules, object types, databases, and Internet concepts. **Prerequisite: CIS 115.**
- CIS 170 Microsoft Office 3 hours**  
The study and practical application of word-processing, database management, spreadsheet, and presentation graphics software to solve problems common to home or business. Topics include the application of the latest versions of Word, Excel, Access, and PowerPoint software.
- CIS 175 Microsoft Word 3 hours**  
The study and practical application of Microsoft Word software as it applies to home or office word processing purposes.
- CIS 178 Advanced Word 3 hours**  
The course provides students with the opportunity to learn advanced word processing for employment purposes or home use and to utilize a microcomputer as a word processor. Upon the completion of this course students will have mastered most of the features and commands of Microsoft Word, and are ready to perform on the job as a word processing specialist. **Prerequisite: CIS 175 or consent of instructor.**
- CIS 180 Introduction to Adobe In Design 3 hours**  
The course is designed to introduce basic graphic design principles and provide hands-on experience with desktop publishing hardware and page layout software.
- CIS 182 Advanced Excel 3 hours**  
An in-depth study and practical application of spreadsheet software. Topics include planning, structure, data entry, formatting, formulas and functions, charts, macros, and problem solving.
- CIS 187 Advanced Access 3 hours**  
Advanced coverage of Microsoft Access including SQL, advanced query, report design, macros, and module design application.

**CIS 190      Introduction to Multimedia      3 hours**

The course will provide an overview of how interactive multimedia is developed and distributed. The class will also explore the latest developments in multimedia. Hardware and software will be examined as well as design considerations. Extensive hands-on experiences on Windows-based computers, using a variety of tools will be provided. The class will also discuss the impact that new technologies will have on industry, the classroom, and the home.

**CIS 195      Introduction to Computer Graphics      3 hours**

The course provides a broad overview of the basic concepts of computer graphics. Both 2nd raster graphics and 3rd graphics will be covered. Topics from raster graphics include color theory, tone reproduction, quantization, dithering and half toning, basic signal processing and sampling, aliasing and analyzing, algorithms, and scan conversion of lines and polygons. Topics from 3rd graphics include projective geometry, representations of curves and surfaces, modeling and viewing transformations, hidden surface removal algorithms, reflection models and illumination algorithms. In addition, the general features of graphics hardware and system architectures will be covered.

**CIS 197      Multimedia Graphics      3 hours**

The course is a continuation of Introduction to Computer Graphics for students interested in producing graphics for multimedia and animation. An introduction to basic concepts dealing with image manipulation, web graphics, 3D modeling, and basic animation and basic multimedia authoring. **Prerequisite: CIS 195.**

**CIS 198      Handheld Computers      2 hours**

Handheld computers are changing the way people use and interact with information. Their small size allows users to take their most important information with them. Although handheld computers have been promoted primarily as organizing tools, much of their “true” power comes from uses far beyond that of scheduling and contacts. In addition to learning that handheld computers are great for organization, students will also learn that handheld computers can beam to other devices; that it can HotSync with a PC; and that it can search the Web.

**CIS 200      Cobol Programming      3 hours**

An introduction to computer programming in a business environment. Emphasis on the fundamentals of structured program design, development, testing, implementation, and documentation of COBOL programs.

**CIS 210      Front Page 2003      3 hours**

This course is structured so that the student creates a full working website in Microsoft FrontPage 2003. This class will utilize all of the FrontPage components including some general knowledge of hyper-text markup language (html). Students will have the opportunity to choose their own website topic and create a website based on that. Students may choose a business, hobby, personal reflection or another topic of their choice. This class will meet the core requirements for the Microsoft Office User Specialist certificate. **Prerequisites: Computer literacy, typing skills and Adobe Photoshop all helpful, but not required.**

**CIS 215      Fortran Programming      3 hours**

An introduction to computer programming in a science and mathematical environment using the FORTRAN programming language. Topics include arithmetic operations, I/O statements, logic control structures, data storage, and variables.

**CIS 220 C Programming****3 hours**

The study of programming principles, methodology, style, and structure of the ANSI standard C programming language. Emphasis is placed on software development, design, logic, documentation, writing, and the execution of computer programs written in C with specific application in mathematics, business, and sciences.

**CIS 225 Visual C++****3 hours**

Introduces students to the essential concepts of Visual C++, including classes, objects, function overloading, using memory, inheritance, default parameters, the I/O class libraries, and virtual functions.

**CIS 230 C++ Programming I****3 hours**

Introduces students to the essential concepts of ANSI standard C++ programming including I/O streams, data types, functions, flow control, arrays, structures, and classes. Emphasis is placed on software development concepts with specific applications in mathematics, business, and sciences.

**CIS 235 C++ Programming II****3 hours**

Advanced coverage of C++ programming, with in-depth study of the concepts of classes, objects, function overloading, using memory, inheritance, Object-Oriented Software Development, operator overloading, and recursion. **Prerequisite: CIS 230.**

**CIS 240 Java Programming****3 hours**

Introduces students to the essential concepts of Java programming including classes, objects, methods, variables, arrays, strings, and selection and iteration logic structures.

**CIS 251 Fundamentals of Web Design****3 hours**

Introduction to Web Design course focusing on the overall web site production processes with particular emphasis on design elements involving layout, navigation, and inter-activity. Hands-on Web Design exercises will be taught using Adobe Photoshop, Adobe Illustrator, Adobe GoLive, Adobe LiveMotion, and Adobe Premiere.

**CJS 100 Introduction to Criminal Justice****3 hours**

This course provides an overview of the criminal justice system including law enforcement, the judiciary, and corrections. Content includes history, theories of crime causation, statistical methods, the legal processes from arrest through final case disposition, and an opportunity to explore and examine career options in the criminal justice field.

**CJS 101 Introduction to Law Enforcement****3 hours**

Covers the history of law enforcement and the study of various types of law enforcement. Police rules and regulations, police public relations and police-community relations, tactics, courtroom testimony, and report-writing are also covered.

**CJS 102 Introduction to Corrections****3 hours**

This is an overview of the field of corrections, addressing the disposition of American criminal offenders. Topics to be covered include the history of corrections, probation and parole, jails and prisons, special populations, the death penalty, the role of correctional personnel, and recidivism.

**CJS 140 Sex Crimes****3 hours**

This course provides a survey of various types of crimes deemed sexual in nature and treated as such by the criminal justice system. Specific types of sex crimes such as rape, pedophilia, sexual homicide, prostitution, and various paraphilias will be discussed. Other issues to be considered include causation, treatment and punishment of offenders, and the impact of sex crimes on victims and their families.



**CJS 234      Stalking and Sexual Obsession      3 hours**

Stalking is an old behavior but a relatively new crime. This course will examine what it is, its impact on victims and coping methods, types of stalkers, legal issues, and threat management.

**CJS 235      Forensic Anthropology      3 hours**

This course will familiarize the student with the *hows* of the field of forensic anthropology and explore the history, methods, the medicolegal community as well as the fundamentals.

**CJS 240      Introduction to Criminal Investigation      3 hours**

Covers the investigative method, note taking, crime scene, interviewing information sources, burglary, homicide, assault, sex offenses, larceny, narcotics, and suspect identification.

**CJS 242      Introduction to Criminology      3 hours**

To provide a broad overview of the different theories related to the nature and extent of crime and the causes and prevention of criminality. The course will enable the Student(s) to gain an overview of the entire justice process, legal concepts, justice perspectives, and treatment programs for known criminals.

**CJS 243      Criminal Behavior      3 hours**

This course addresses, primarily from a psychological perspective, the contribution of various factors to criminal behavior. Biological, personality, learning and other viewpoints will be explored. Different types of crime and their typical offenders will be examined as well. **General Education Prerequisite: PSY 101. PSY 230 recommended.**

**CJS 270      Narcotics Enforcement      3 hours**

Covers the various forms of illegal drugs and the identification of these drugs. This course also covers case initiation and handling of evidence, developing and handling informants, surveillance operations, gathering intelligence, covert operations, and state and federal laws.

**CJS 271      Criminal Justice Practicum      3 hours**

Students will observe and work in a criminal justice agency a minimum total of forty hours. Sites may include a courthouse, a police department, a correctional facility, or a combination thereof, depending on the particular student's career goals. Students will also discuss progress and compare experiences via Blackboard. The program coordinator and the agency must mutually agree to the practicum, and the student must take steps to arrange for the practicum in the semester prior to enrollment. **Prerequisites: Completion of a criminal background check, CJC 100 Introduction to Criminal Justice, and CJC 220 Criminal Justice Agency Administration.**

**COL 010      Fundamental English      3 hours**

**Developmental Education - COL 010** does not apply toward graduation requirements.

The purpose of Fundamental English is to improve students' basic skills in grammar, punctuation, capitalization, spelling, and sentence writing. This course prepares students for **COL 011, Pre-Composition. Prerequisite: see mandatory placement on page 22.**

**COL 011      Pre-Composition      3 hours**

**Developmental Education - COL 011** does not apply toward graduation requirements.

Pre-Composition is a preparatory course, emphasizing the writing processes that will be utilized in COL 101 English Composition I. The course will progress from short pieces of writing to longer written essays, emphasizing written focus, organization, clarity, and usage of Standard Edited English. **Prerequisite: COL 010 or see mandatory placement policy on page 22.**

**COL 012 Reading Fundamentals**

**3 hours**

**Developmental Education - COL 012** does not apply toward graduation requirements.

Developmental education provides a comprehensive review of introduction to phonetics, syllabication, word recognition, vocabulary building, and comprehension. **Prerequisite: see mandatory placement on page 22.**

**COL 013 Intermediate Reading**

**3 hours**

**Developmental Education - COL 013** does not apply toward graduation requirements.

Intermediate Reading is designed to prepare students for academic and vocational reading at the college level. Those skills stressed include perception and comprehension, strategies for learning, and language development. **Prerequisite: COL 012 or see mandatory placement policy on page 22.**

**COL 014 Academic Preparation**

**6 hours**

**COL 101 English Composition I**

**3 hours**

Composition I is designed to prepare students for the tasks facing them as college writers. The course provides study and practice in the essentials of the writing process, emphasizing the prewriting, planning, drafting, and revision techniques that are vital elements in the process approach. **Prerequisite: see mandatory placement policy on page 22.**

**COL 102 English Composition II**

**3 hours**

Composition II, like Composition I, is designed to prepare students for the tasks facing them as college writers. It continues the study of writing as a process, focusing especially on expository writing, argumentation, logical processes, and critical essays. The class also includes a research component with an emphasis on library skills. **Prerequisite: Completion of COL 101 with a “C” or higher.**

**COL 105 Technical Writing**

**3 hours**

Technical writing is designed to teach the principles and skills needed to write effective correspondence, resumes, electronic communication, manuals, reports, and presentations. Grammar, punctuation, mechanics, and spelling will also be stressed. The course is open to any student and is not designed for any specific major. **This course does not satisfy the requirements for COL 101 or COL 102.**

**COL 115 Beginning Creative Writing**

**3 hours**

Beginning Creative Writing familiarizes the student with the writing of fiction and poetry.

**COL 130 Introduction to Literature**

**3 hours**

Introduction to Literature reviews and studies the major types of literature: short stories, plays, novels, and poetry. Representative selections are read, discussed, and analyzed. Literary criticism is introduced via theme, mood, characterization, style, tone, language, and other related characteristics. **Prerequisite: see mandatory placement on page 22.**

**COL 132 Poetry**

**3 hours**

This course provides an introduction to poetry and develops a basis for the interpretation, evaluation, and appreciation of poetry as a literary genre. **Prerequisite: see mandatory placement on page 22.**

**COL 135 Fiction**

**3 hours**

This course provides an introduction to fiction and develops a basis for technical analysis, literary interpretation, and critical evaluation of novels and short stories. **Prerequisite: see mandatory placement on page 22.**



**COL 164 News Practicum 1-3 hours**

This course provides students interested in journalism and publication an opportunity to apply their talents. Students will be involved in photography, editorial writing, and layout design. The completed projects will be published in one of the two ACC student publications: the Red Devil News or the New Millennium Yearbook. **Prerequisite: Instructor consent.**

**COL 211 Early American Literature 3 hours**

Early American Literature surveys the development of American literature from the Colonial period to the Civil War era. The course also introduces students to a variety of historical literary genres and reviews the principles of literary criticism as they apply to the major works covered. **Prerequisite: see mandatory placement on page 22.**

**COL 222 Modern American Literature 3 hours**

Modern American Literature surveys the development of American literature from the Civil War period through present day. The course also introduces students to a variety of literary genres and reviews the principles of literary criticism as they apply to the major works covered. **Prerequisite: see mandatory placement on page 22.**

**COL 230 Early British Literature 3 hours**

Early British Literature surveys the development of English literature from early England to the Romantic movement. The course also introduces students to a variety of historical literary genres and reviews the principles of literary criticism as they apply to the major works covered. **Prerequisite: see mandatory placement on page 22.**

**COL 231 Modern British Literature 3 hours**

The course surveys the development of English literature from the Romantic movement in the late eighteenth and early nineteenth centuries to the present. The course also introduces students to a variety of historical literary genres and reviews the principles of literary criticism as they apply to the major works covered. **Prerequisite: see mandatory placement on page 22.**

**COL 237 Children's Literature 3 hours**

This course helps the elementary teacher and future elementary teacher become more familiar with literature for elementary school students. Special attention is paid to guidelines for selecting and evaluating books for children, in developing creative techniques for teaching literature, and for developing an awareness of the various awards given to authors and/or illustrators in the field of children's literature. **Prerequisite: see mandatory placement on page 22.**

**COL 240 The Bible As Literature 3 hours**

This course helps students recognize the Bible (Hebrew Scriptures, Apocrypha, New Testament) as a collection of literature which reflects the history, thinking, and development of the Hebrew people. The course allows students to become acquainted with various translations, to recognize frequent allusions and other artistic uses of words in literature, and to become aware of the influence of the whole Bible upon culture. **Prerequisite: see mandatory placement on page 22.**

**COM 101 Public Speaking 3 hours**

Provides instruction and experience on how to research, organize, prepare, and deliver a speech in a variety of different contexts. Training in listening and evaluation techniques are also studied.

**COM 121 Oral Interpretation**

**3 hours**

Develops analytical, verbal, and presentational skills needed for the oral performance of literature. Writings covered include poetry, prose, fiction, children's literature, drama, and ensemble material. Emphasis will be given to both performance theory and practical application, including work on speech and diction.

**COM 201 Mass Communication in Society**

**3 hours**

An introductory course designed to acquaint students with the past, present and future trends of mass communication and its impact on society. Study includes examination of newspaper, radio, television, cinema, internet, public relations, advertising and other forms of mass communication. Includes examination of careers in mass communication.

**COM 211 Interpersonal Communications**

**3 hours**

The study of interpersonal communication theories and application of effective communication techniques in personal and professional relationships. Utilizes the study of interpersonal communication through modern film relationships and real-life case studies. **Prerequisite: Public Speaking SPD 101 or instructor consent.**

**EAR 100 Beginning Sign Language**

**2 hours**

Covers the basic hand shapes, alphabet, and vocabulary in beginning sign language.

**EAR 101 Intermediate Sign Language**

**3 hours**

Promotes competence in signing and reading vocabulary; develops proficiency in the reading of finger spelling. **Prerequisite: EAR 100.**

**EAR 110 Sign Language Practicum I**

**1 hour**

Provides work experience on an individual basis in an approved program for hearing-impaired elementary students. **Prerequisites: EAR 100 and EAR 101.**

**EAR 150 Understanding Deafness**

**2 hours**

Provides an overview of the physiological, emotional and social implications of hearing impaired.

**EAR 160 Advanced Sign Language and Techniques of Interpreting**

**3 hours**

Emphasizes signing for hearing-impaired students in a classroom setting. **Prerequisites: EAR 100, EAR 101, and EAR 110.**

**EAR 200 Introduction to Communicative Disorders**

**2 hours**

Covers the characteristics and remediation of communicative disorders found in the public school population.

**EAR 210 Sign Language Practicum II**

**2 hours**

Provides work experience in an approved program at various levels. **Prerequisites: EAR 100, EAR 101, EAR 110, and EAR 160.**

**ECO 206 Stock Market**

**1 hour**

Covers functional approach to buying and selling of stocks on the New York and American Stock Exchanges.





**EDU 286Dinosaurs Online for Middle School Teachers 3 hours**

This is a teacher recertification course. This course is designed to help teachers learn and/or review concepts and access Internet on dinosaurs to assist them in overall unit development and instruction. This course serves those students, who would like some assistance with finding, developing, and integrating dinosaur resources into a unit of study.

**EDU 287 Internet Biology for Middle School Teachers 3 hours**

This is a teacher recertification course. This course is designed to help teachers learn and/or review biological concepts and access Internet biology resources to assist them in overall biology course planning and instruction. This course serves those students, who do not feel comfortable with their present level of biological concepts knowledge base and/or teachers wishing to review biological concepts and acquire information on integrating Internet resources in their instruction.

**EQU 200 Equine Nutrition 3 hours**

Basic anatomy of the horse's digestive tract and the absorption and utilization of required nutrients. Nutrient content of common feeds. Different ages, classes, and activities of horses and their nutrient requirements. Horse management: housing, bedding, fencing, etc. Horse health: internal and external parasites, common infectious diseases.

**FLA 101 Elementary Spanish I 5 hours**

Develops fundamental skills in pronunciation, comprehension, reading, and conversation, and an appreciation of Hispanic culture. Grammar is introduced as needed.

**FLA 102 Elementary Spanish II 5 hours**

A continuation of Elementary Spanish I with emphasis on extensive reading and writing.  
**Prerequisite: FLA 101**

**FLA 110 Elementary French I 3 hours**

Develops fundamental skills in pronunciation and comprehension of practical phrases with minimum essentials for grammar. The course develops basic skills in reading simple French prose and an appreciation for French life and culture.

**FLA 111 Elementary French II 3 hours**

Develops fundamental skills in pronunciation and comprehension of practical phrases with minimum essentials for grammar. The course develops basic skills in reading simple French prose and an appreciation for French life and culture. **Prerequisite: FLA 110.**

**FLA 120 Elementary German I 5 hours**

This course presents the basic structural patterns of the German language, focusing on the development of vocabulary, speaking, reading, and writing skills. Students will also be acquainted with German literature, geography, history, and culture.

**FLA 121 Elementary German II 5 hours**

This course continues the presentation of the structural patterns of the German language begun in FLA 110 German I. Emphasis will be focused on the continued development of vocabulary, speaking, reading, and writing skills. **Prerequisite: FLA 120.**

**GEO 104 Principles of Geography 3 hours**

An introductory course from a regional geographic point of view. Emphasis is placed on an understanding of the major issues facing the world today, and the geographic relationships and patterns pertaining to those issues. The various world regions dealt with are: Anglo-America, Latin America, Europe, Russia, Middle East, Asia, Africa, and the Pacific World.

- HIS 108 American History to 1865 3 hours**  
A survey of American History from the colonial period through the Civil War.
- HIS 109 American History From 1865 3 hours**  
A survey of American History from the end of the Civil War up to the present.
- HIS 121 History of Western Civilization I 3 hours**  
A survey of Western Civilization from the prehistoric era through the Renaissance.
- HIS 122 History of Western Civilization II 3 hours**  
The companion course to **HIS 121**, the course surveys Western Civilization from the Renaissance to the present.
- HIS 171 Reporting Local History 1-3 hours**  
This course will enable the student under the direct supervision of a faculty member of the Social and Behavioral Sciences Division, to do actual primary and secondary research, interviewing, voice recording, photographic and/or video-graphic techniques to aim for the completion of a final project. The student will play an active role, under the supervision of faculty member, in the preparation of a written history.
- HIS 210 The American Civil War 3 hours**  
This course surveys the many reasons, the events and the repercussions of the catastrophic event that would serve as the centerpiece to American History. The American Civil War will further emphasize the countless individuals who played roles in the immense conflict as well as concentrating on camp life lived by those who fought it.
- HIS 225 The American West 3 hours**  
(An overview of American frontier of the age of discovery of 1890.)  
A regional study of the American West with emphasis on the Great Plains. Included in the study are studies of Plains Indians and the range cattle industry.
- HIS 226 Kansas History 3 hours**  
A survey of Kansas historical development from the prehistoric age to the present. The course includes agricultural developments as well as political studies.
- HIS 231 World Since 1914 3 hours**  
A study of world history that begins with World War I and ends with the 1970's. Particular emphasis is given to World War I and World War II as they affected world developments.
- HIS 250 Latin American History 3 hours**  
This course is an examination of the economic, social, political and cultural history of Latin American since independence. Regional identities, such as Central America, and independent national states, such as Cuba and Mexico, are explored. Literary and intellectual trends together with contemporary popular culture are featured in the course.
- HPE 101 Introduction to Physical Education 3 hours**  
Introduces concepts of physical education including principles, objectives, methods, subject matter, and materials. The history and development of physical education is emphasized.

**HPE 105      Personal Hygiene and Community Health      3 hours**

Develops from a study of the causes of death, disability, and illness. The preventable causes are studied first in order to develop within the student health and safety consciousness. The communicable diseases are then studied to show the ways society and the individual can combine forces to reduce health-crippling effects of many of those diseases. The course makes use of periodicals to keep abreast of new developments in the field of health.

**HPE 115      Basic Nutrition      3 hours**

A study of the relationship of nutrition to health of the individual as related to food and the ability of the body to utilize it.

**HPE 116      Lifetime Group Activities (Team)      1 hour**

To help students acquire skills in selected lifetime activities, which will enable them to continue those healthful activities throughout their life.

**HPE 117      Individual/Dual Lifetime Activities (Games)      1 hour**

To expose the student to several programs for aiding the individual in becoming physically fit through lifetime activities.

**HPE 118      Individual/Dual Lifetime Activities (Fitness)      1 hour**

This course is designed to offer the student instruction and performance opportunities in exercise and physical activities. A mandatory pre-assessment will be utilized to determine the entrance levels of the student. Goals and objectives for this class will be discussed during the initial assessment. Students should use this class to achieve their physical fitness goals. A mandatory post-assessment is given the last week of the semester.

**HPE 119      Lifetime Group Activities (Dance)      1 hour**

Exposure to several lifetime dance activities.

**HPE 120      Lifetime Activities (Outdoor Recreation)      1 hour**

Various forms of outdoor recreational activities will be offered to enhance the student's ability to participate in alternative lifetime fitness activities.

**HPE 121      First Aid and Safety      3 hours**

Designed to provide information on the prevention of accidents, functional first-aid knowledge, and the skills to care for basic emergencies, obstructed airways, rescue breathing, and CPR. An American Red Cross Community First Aid and Safety card may be earned. In addition, a more in-depth exposure to first aid knowledge and skills is included. Lecture and lab time combined.

**HPE 126      Physical Education in Elementary Schools      3 hours**

Elaborates for teachers the theory and practice of playground activity. The course consists of the meaning of play to the child and the value of supervised play. Includes a selection of games or play activities for different groups and conditions.

**HPE 127      Fundamentals of Softball      3 hours**

Develops coaching techniques from individual to team fundamentals. Emphasis is on offensive and defensive situations.

**HPE 131      Weights and Conditioning      1 hour**

This course is designed to offer the student instruction and performance opportunities in exercise activities, specifically resistance and cardiovascular training. Technique and safety will be addressed for all exercises performed. Each student should use this class to achieve specific physical fitness goals.

**HPE 132 Physical Fitness Education for Life 3 hours**

Special topics courses offered will acquaint the student with a basic knowledge, understanding, and value of physical activity as related to optimal healthful living throughout life.

**HPE 134 Care and Prevention of Athletic Injuries 3 hours**

Stresses fundamentals of athletic training. Topics include: the sports-medicine team and athletic training as a profession, injury prevention, emergency procedures, common sports-related injuries, taping and wrapping, and basic rehabilitation. A review of anatomy, common injuries, evaluation, and management will be covered for each major body area. This class is aimed at both competitive and recreational athletes, as well as pre-athletic training and pre-physical therapy students. **This course serves as a prerequisite for HPE 234 and HPE 298.**

**HPE 141 Introduction to Coaching 3 hours**

This course is designed to introduce the student to the art and science of coaching. Attention is focused on all levels from preschool to college.

**HPE 142 Introduction to Individual Sports 3 hours**

This course will allow the student to learn the rules and strategies of individual sports, such as, but not limited to bowling, Frisbee, horseshoes, and golf.

**HPE 143 Introduction to Team Sports 3 hours**

This course will allow the student to learn the rules and strategies of team sports, such as but not limited to volleyball, basketball, flag football, and rugby.

**HPE 151 Theory of Muscular Conditioning Training 3 hours**

This course is designed to offer the student instruction and performance opportunities in exercise activities, specifically muscular resistance training. Technique and safety will be addressed for all exercises performed. Each student should use this class to achieve a fundamental understanding of muscular resistance training and obtain specific physical fitness goals.

**HPE 200 Special Topics in Physical Education 1 hour**

Special topics courses offered include: biofeedback/mental training, stress management, and health issues for growing older. Other topical courses are offered on a rotating basis.

**HPE 201 Rules and Officiating I 3 hours**

Teaches the skills necessary to supervise football, basketball, and volleyball activities through academic work, rules, schedules, organization, laboratory work, and officiating.

**HPE 202 Rules and Officiating II 2 hours**

Teaches the skills necessary for supervision of baseball, track, and field activities through classroom instruction, schedules and organization, laboratory work, and officiating.

**HPE 211 Fundamentals of Baseball 3 hours**

This course is designed to develop coaching techniques from the basic fundamentals of individual/team offense and defense. In addition, the course is designed primarily for those interested in coaching baseball and may enrich the knowledge of future spectators. Finally, a brief history of the sport will be provided as well as a clear and concise explanation of the major rules that comprise the game of baseball.

**HPE 221 Introduction to Soccer 3 hours**

Familiarizes the student with basic skills, theory, and philosophy of soccer. Both individual skills and team play are emphasized.



**HPE 231      Fundamentals of Basketball****3 hours**

Familiarizes the student with the fundamentals and philosophy of basketball and tries to bring into focus all aspects of offense, defense, and special situations of the game.

**HPE 234      Introduction to Rehabilitation and Modalities      3 hours**

Designed to introduce students to the principles of physical rehabilitation following sport-related activities. The class will emphasize the healing process, rehabilitation principles, use of therapeutic modalities, and functional activities. Recommended for students interested in athletic training, physical therapy, or pre-chiropractic. **Prerequisite: HPE 134.**

**HPE 241      Theory and Practice of Coaching Basketball      3 hours**

To meet departmental standards for certification requirements. Provides insight on the scientific approach to coaching basketball to all students.

**HPE 251      Fundamentals of Track and Field      2 hours**

Develops basic techniques and coaching procedures for track and field events. Attention is given to the organization and promotion of track meets. Physical fitness and the international aspects of track are stressed. **Prerequisite: Consent of instructor.**

**HPE 261      Fundamentals of Volleyball      2 hours**

Develops the coaching techniques of volleyball from individual to fundamentals of team offense and defense. It is designed primarily for those interested in coaching, but may enrich the curriculum of future spectators. A brief history of the sport, with major rules, is included.

**HPE 298      Athletic Training Practicum I      3 hours**

Designed for students intending to continue their education in athletic training or physical therapy or those interested in pre-chiropractic or pre-med. This class is designed to provide the foundation of orthopedic assessment and injury evaluation, and covers special topics in the areas of athletic training. The student will have an opportunity to complete a project. Requirements include supervised work in the athletic training room, research on special topics, and the completion of a project. **Prerequisites: HPE 134, BIO 102, completion or concurrent enrollment in BIO 257 and HPE 234, and instructor's permission.**

**HPE 299      Personal Fitness Trainer Education      5 hours**

This course covers basic knowledge, skill training, and practical experiences for the student in the area of fitness training for either personal, professional, or employment opportunities. This course can be taken as an elective or for a certificate.

**HUM 105      Ethics      3 hours**

This course considers the conduct of human life. Typical social and economic problems are discussed. Practical problems relating to student life are emphasized.

**HUM 111      Humanities for Life      3 hours**

This interdisciplinary course emphasizes the relationship between history and culture. Learning methods include historical analysis and the study of related arts, such as literature, music, and visual art.

**HUM 125      Philosophy      3 hours**

The course deals with humanity's quest for understanding of life and the universe, using the philosophical method of relating the thinking of classic and modern philosophers to one's own understanding of reality.

**HUM 130 New Testament**

**3 hours**

This course studies of the life and teachings of Jesus, the life and writings of Paul, the context of the times, and the beginning of the Christian Church.

**HUM 131 Old Testament**

**3 hours**

This course deals with the history and times of the people of ancient Israel.

**HUM 135 World Religions**

**3 hours**

This course examines the origin and nature of religion.

**HUM 200 Honors Seminar**

**3 hours**

The honors seminar offers an exposure to varied approaches to issues affecting local, national, and global communities. Students will learn to research, analyze, and evaluate issues in historical and contemporary contexts. Noted speakers and local authorities will be included to offer students an opportunity for interaction.

**HUM 211 Current World Affairs**

**3 hours**

This course examines the most significant events, forces, and trends in national and international affairs with emphasis upon fact-finding and interpretation of current events. **Prerequisite: Consent of instructor.**

**MAT 014 Beginning Mathematics**

**3 hours**

**Developmental Education - MAT 014** will not apply toward graduation requirements.

To provide the student with a basic understanding of arithmetic operations and the real number system. Will cover topics related to whole numbers, fractions, decimals, proportions, and percents. To prepare the student for **MAT 015** Beginning Algebra. **Prerequisite: see mandatory placement policy on page 22.**

**MAT 015 Elementary Algebra**

**3 hours**

**Developmental Education - MAT 015** will not apply toward graduation requirements.

To provide the student with an understanding of elementary algebra. Will cover topics such as operations with signed numbers, factoring, and solving linear and quadratic equations. To prepare the student for **MAT 020** Intermediate Algebra. **Prerequisite: MAT 014 or see mandatory placement policy on page 22.**

**MAT 020 Intermediate Algebra**

**3 hours**

**Developmental Education - MAT 020** will not apply toward graduation requirements.

Covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers and functions. **Prerequisite: MAT 015 or see mandatory placement policy on page 22.**

**MAT 105 College Algebra**

**3 hours**

Covers the same topics as **MAT 020** plus logarithms, sequences, series, determinants and matrices. **Prerequisite: MAT 020 or see mandatory placement policy on page 22.**

**MAT 106 Plane Trigonometry**

**3 hours**

Introduces the study of trigonometric functions. The course includes graphs of the trigonometric functions, radian measure, solution of triangles, and many other applications. The course is designed primarily for those who have not had a course of trigonometry in high school. Students who are intending to take calculus should take Pre-Calculus **MAT 120**. **Prerequisite: Two years of high-school algebra. The course may be accompanied by MAT 105.**

**MAT 107      Technical Mathematics I****4 hours**

Students perform calculations using basic mathematical concepts that assist in the understanding of higher mathematics and power plant science subjects. Calculations involving scientific notation, dimensional analysis, exponents, logarithms, algebra, geometry, and trigonometry are performed; the concepts are essential to the comprehension of power plant equipment applications and systems operation. Students plot and analyze graphs to help understand chart recorders and other diagrams that relate to power plant system and equipment operational data.

**MAT 115      Elementary Statistics****3 hours**

Includes basic concepts of probability and statistics. The course covers permutations and combinations, measure of central tendency and variation, discrete and continuous distributions, sampling, regression and correlation. **Prerequisite: MAT 105.**

**MAT 120      Pre-Calculus****3 hours**

Includes the study of algebraic, transcendental, and trigonometric functions. The course also includes a general background in analytic geometry and linear algebra. **Prerequisites: MAT 105 with “C” or better or instructor consent.**

**MAT 123      Calculus with Analytic Geometry I****5 hours**

Introduces analytic geometry, functions, limits and continuity, derivatives, and applications. **Prerequisite: MAT 120 or MAT 105 with a “C” or better or instructor consent.**

**MAT 125      Calculus with Analytic Geometry II****5 hours**

Studies integration of algebraic, exponential, and trigonometric functions. The course includes application of differentiation and integration. Also includes indeterminate forms and improper integrals. **Prerequisite: MAT 123 with a “C” or better or instructor consent.**

**MAT 225      Calculus with Analytic Geometry III****5 hours**

Amplifies the study of multivariable calculus with infinite series and vectors. Includes partial differentiation and multiple integration with applications. **Prerequisite: MAT 125 with a “C” or better.**

**MAT 251      Differential Equations and Series****4 hours**

Provides solution of ordinary differential equations and applications. Series solution, Laplace Transforms, and other standard techniques are used. **Prerequisite: MAT 225 with a “C” or better.**

**MED 101      Nurse Aide****3 hours**

Covers the various duties performed by a nurse’s aide, emphasizing both the physical and emotional needs of the patient in the hospital. It provides an individual with the basic skills, human understandings and attitudes to care for the acutely ill under the supervision of an R.N. or L.P.N. It will promote personal feelings of job satisfaction, dignity, and worth.

**MED 102      Geriatric Aide Training****5 hours**

This course includes classroom and clinical instruction on basic patient care. Skills learned are daily hygiene, bed baths, taking vital signs, positioning, and transfer of patients and others. Patient care will be conducted in a nursing home setting. Prepares the student for the state licensing examination.

**MED 103      Medication Aide Course****5 hours**

This course includes the development of medicine knowledge, use of medicines, effects of medicine, administering medications, including preparation and accurate distribution of medicine for safety of the patient. **Prerequisite: Licensed Geriatric Aide.**

**MED 106 Medication Aide Update I 1 hour**

This course offers an update on medication administration. Course coverage includes the identification of commonly used drugs and their interaction with foods and other drugs, identification and description of biological effects of medications on the elderly, restatement of the basic principles and skills required for safe practice in administering medications, and identifying the legal implications or regulations applying to administering medications and record-keeping.

**Recertification class for Medication Aide.**

**MED 107 Rehabilitation Aide 2 hours**

This course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. This course will provide participants with the opportunity to learn the rehabilitative philosophy and work with departmental organization, and to understand the role of the physical therapist and the proper techniques of body mechanics, transfers, and ambulation.

**Prerequisite: Licensed Geriatric Aide.**

**MED 108 Home Health Aide 2 hours**

The 20 hour Home Health Aide course is designed to provide the student with basic care skills for families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client's medication and special needs, as well as special procedures in emergency care. Prepares the student for the state licensing examination. **Prerequisite: Licensed Geriatric Aide.**

**MED 109 Home Health Aide (90 hour) 5 hours**

The 90 hour Home Health Aide course is targeted for persons wanting to work in the home health field. The goal of home care is to meet social, psychological, and nursing needs in the home care setting.

**MED 110 Sheltered Living 2 hours**

The Sheltered Living program at Hope Unlimited focuses on lending support to women and children in situations that involve verbal, mental, sexual, or physical abuse.

**MED 112 Certified Nurse Aide (CNA) Refresher 1 hour**

This course is designed for CNA's who have not met the requirement that they have been employed to perform nursing tasks in the past 24 consecutive months. The course consists of 8 hours didactic and 8 hours laboratory clinical instruction.

**MED 120 Medical Terminology 3 hours**

Designed to provide the basics needed for building vocabulary. Emphasizes the building of medical words from prefixes, suffixes, word roots, and combining forms. Also includes an overview of the body systems.

**MED 124 Training Officer I 1 hour**

This program is designed for those individuals interested in providing and/or coordinating approved single program provider continuing EMS education programs in the State of Kansas. It will provide the participant with opportunities to gain information and practice as a Training Officer I in the State of Kansas. **Prerequisite: currently certified at or above the EMT level or as a physician licensed to practice medicine and surgery or licensed professional nurse.**

**Local appointing authority must appoint the candidate.**



**MED 160      Activities Director/Social Services Designee      3 hours**

This course is an introduction to the long-term care setting and the various methods of provision of services in this setting, as well as, the regulatory process. It will include an overview of the Federal and State Regulations and the process of enforcement and survey to determine if these regulations are being met. It will also include the use of Quality Assurance System and Quality Indicators to assist the long-term care facility to identify problem areas and set up strategies for correction. It will look at the standards set in the areas of Social Services and Recreation Services, and in the areas of Resident Rights and Dignity.

**MED 202      Senior Geriatric Aide      3 hours**

This course is designed to help the Geriatric Aide become more proficient and to excel in the health care field, with a mastery of competent employment skills to excel and to become an excellent Geriatric Nurse Aide. **Prerequisite: Licensed Geriatric Aide.**

**MED 203      Advanced Medication Aide      3 hours**

This course is designed to help the Medication Aide become more proficient and to excel in the health care field with a mastery of employment skills to excel and to become an excellent Medication Aide. **Prerequisite: Licensed Medication Aide.**

**MFT 101      Engineering Graphics I      3 hours**

This study of engineering graphics and the world of drafting will introduce the student to the basic concepts involved in the production of engineering drawings used in manufacturing, business, and industry. Topics will include basic drafting skills, applied geometry, and shape description. **Prerequisite: Should be taken concurrently with MFT 125.**

**MFT 102      Introduction to Wood Technology      3 hours**

Stresses wood technology, design concepts, safety in the shop, use and care of hand tools, logical thinking, cost estimates of materials and labor, finishing, and completion of assigned projects.

**MFT 111      Introduction to Welding Processes      3 hours**

Covers the safety procedures in arc and gas welding. Practical applications of most common welding joints will be covered through lecture and practical lab experience.

**MFT 125      Computer Aided Design      3 hours**

This study of computer-aided drafting (CAD) will introduce the student to the world of CAD for engineering graphics. The student will become proficient in the use of computers to generate simple working drawings. The concepts learned in this course can be applied to many career fields such as graphics design, architectural drawing, and civil engineering. Topics covered will include CAD basics, geometric construction, shape, description, multi-view projection, dimensioning, and analyzing two-dimensional drawings. **Prerequisite: Should be taken concurrently with MFT 101 or consent of instructor.**

**MFT 221      Engineering Graphics II      3 hours**

This continuing study of engineering graphics and the world of drafting will give the student a solid foundation of the concepts and skills involved in the production of engineering drawings used in manufacturing, business, and industry. The course will include such topics as auxiliary views, revolutions, dimensioning, sections, detail, and assembly drawings. **Prerequisite: MFT 101 and MFT 125 or consent of instructor.**



**MUS 111 Music Appreciation****3 hours**

Introduces the history and development of music in western civilization. Includes an understanding of the fundamental elements of music and a survey of important composers and their works, representing each of the major stylistic periods in music history. Knowledge of musical notation is not necessary.

**MUS 112 Music Practicum I****1 hour**

This course provides practical and creative projects in various areas of Musical Theater, including singing, playing in the pit orchestra, accompanying rehearsals and assisting with the preparation of the musical performance. Course is repeatable for a maximum of four hours.

**MUS 114 Applied Music I****1 hour**

Offers music majors and non-music major's individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. **By appointment.**

**MUS 115 Applied Music II****1 hour**

Offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. **By appointment.**

**MUS 116 Aural Skills I****1 hour**

Introduces the study of aural theory. Develops basic skills in sight-singing and ear training. Includes rhythmic, melodic, and harmonic dictation. **Co-requisite: MUS 102 and MUS 117.**

**MUS 117 Keyboard Harmony I****1 hour**

Introduces the study of fundamental keyboard playing. Develops skills in traditional fingering patterns, major scales, elementary level literature, and a variety of patterned accompaniment styles. **Co-requisite: MUS 102 and MUS 116.**

**MUS 118 Keyboard Harmony II****1 hour**

Continues the study of fundamental keyboard playing. Reinforces all skills developed in Keyboard Harmony I. Further study is placed on all forms of minor scales, the principles of harmonic progression, and eighteenth century chorale style. **Co-requisite: MUS 103 and MUS 121.**

**MUS 121 Aural Skills II****1 hour**

Continues the study of aural theory. Refines the development of basic skills in sight singing and ear training to include identifying, singing, and dictating all seventh chord types and modulations to closely related keys. Emphasis is placed on aurally mastering the principles of harmonic progression and eighteenth century chorale style. **Co-requisite: MUS 103 and MUS 118.**

**MUS 122 Brass Ensemble****1 hour**

The purpose of this course is to prepare and perform representative works written for brass ensembles. This course is an elective for all instrumental music majors. **Prerequisite: Consent of Instructor**

**MUS 123 Percussion Ensemble****1 hour**

The purpose of this course is to prepare and perform representative works written for percussion ensemble. This course is an elective for all instrumental music majors. **Prerequisite: Consent of Instructor**



**MUS 124     Woodwind Ensemble****1 hour**

The purpose of this course is to prepare and perform representative works written for woodwind ensembles. This course is an elective for all instrumental music majors. **Prerequisite: Consent of Instructor**

**MUS 202     Music Theory III****3 hours**

Continues the written and aural processes studied in Music Theory II and extends the study into more complex chromatic harmonic structures and styles. These include secondary dominants, altered, and borrowed. Neapolitan, and augmented sixth chords, higher numbered chords, and advanced modulations. Furthers the study of musical forms to include the fugue, sonata form, and variation technique. **Prerequisite: MUS 103. Co-requisite: MUS 220 and MUS 240.**

**MUS 203     Music Theory IV****3 hours**

Extends the harmonic and melodic practices studied in Music Theory III, including secondary subdominants and third relationships. Introduces the vocabulary, techniques, and styles of Impressionistic and twentieth century composers. These include pandiatonicism, free tonality, atonality, quartal harmony, polychords, modality, and twentieth century counterpoint. Introduces minimalism, eclecticism, indeterminacy, serial technique, and twelve-tone technique. **Prerequisite: MUS 202. Co-requisite: MUS 221 and MUS 241.**

**MUS 214     Applied Music III****1 hour**

Offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. **By appointment.**

**MUS 215     Applied Music IV****1 hour**

Offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. **By appointment.**

**MUS 220     Keyboard Harmony III****1 hour**

Further development in the fundamentals of keyboard playing through the study of more complex chromatic harmony, more advanced chorale style literature, and introduces more advanced solo literature. **Co-requisite: MUS 202 and MUS 240.**

**MUS 221     Keyboard Harmony IV****1 hour**

Extends the study of keyboard playing to include the styles and techniques of Impressionistic and twentieth century composers. Special emphasis is placed on simple improvisation in various styles. **Co-requisite: MUS 203 and MUS 241.**

**MUS 224     Music Practicum II****1 hour**

This course provides practical and creative projects in various areas of Musical Theater, including singing, playing in the pit orchestra, accompanying rehearsals and assisting with the preparation of the musical performance. Course is repeatable for a maximum of four hours.

**MUS 230     Special Projects in Music****1-3 hours**

Specialized workshops or classes designed to help students, teachers, and the community with musical needs.





- NHA 112 Basic Accounting Theory for Nursing Homes 1 hour**  
Emphasizes cash and accrual accounting, basic accounting and accounting records, cash journals, deposits, note payments, cash flow, check payments, and financial statements.
- NHA 113 Purchasing and Business Invoices for Nursing Homes 1 hour**  
Covers the purchasing procedures and processing of business invoices. Attention is given to the individual forms required in the purchasing procedures.
- NHA 114 Accounting Procedures and State Reports 1 hour**  
Emphasizes accounting principles, chart of accounts, and the review and completion of monthly state reports (KDHE- BNH Form 200, S.R.S.NH-2&MS-150).
- NHA 115 Nursing Home Laws Orientation 1 hour**  
Emphasizes the legal aspect of nursing home administration including liability of nursing home administrators, governing body of ownership, nurses, and other personnel.
- NHA 116 Fire Safety and Building Regulations 1 hour**  
Emphasizes the state and federal rules and regulations covering the following disaster drills: emergency procedures, OSHA requirements, and construction requirements.
- NHA 117 Certificate and Licensing Requirements 1 hour**  
Emphasizes rules and regulations pertaining to the licensure of nursing home administrators. The course includes the authority of the licensing board and its duties: dental, suspension or revocation of licenses, application for examination by candidates, and records regarding administrators in training.
- NHA 118 Human Relations and Regulations 1 hour**  
Examines the general principles underlying employer-employee relations in an organized work environment.
- NHA 119 Staff/Client Relations 1 hour**  
Covers the relationships between the staff of a nursing home and their clients. Clients include the patients, families, relatives, and friends.
- NHA 120 Human Relations: Life Adjustment 1 hour**  
CEU Course. Stress Management/Burnout: This course is designed to identify stressors and physical and behavioral reactions to stress. The student will also learn how to utilize stress reduction techniques and how to prioritize, plan, and compromise for those future events.
- NHA 121 Operator Training 2 hours**  
This certificate program provides information, operator training, and on-site visits of a facility in the area. This course is mandatory for operators of assisted-living facilities, residential health-care facilities, Home Plus, and adult day-care facilities.
- NHA 122 Palliative Care Nursing: Quality End of Life Care 1 hour**  
This course provides a brief introduction into human anatomy. Students will be required to learn and use anatomical terminology. Students will be required to locate and identify anatomical structures on slides, models, and handouts. Upon completion of this course students will have an overview of basic human anatomy.
- NHA 123 Nursing Pharmacology: A Physiological Approach 1 hour**  
CEU Course. This course is designed for the participant to learn and understand the Master Systems, cellular language, and drug effects.

**NHA 124      Policies and Procedures for Infusion Nursing      1 hour**

CEU Course. This course includes an intense overview of Intravenous Nurse Society Policies and Procedures for Infusion Nursing. It seeks to understand the policies utilized for patient care, documentation, infection control and safety compliance, infusion equipment, site election and device placement, vascular access devices, site care and maintenance, intravenous related complications, nursing interventions, non-vascular access devices, site care and maintenance, specific infusion therapies, and the rationale for each policy.

**NHA 125      Nursing Principles of Blood Transfusion      1 hour**

CEU Course. This course is designed to teach the student to understand blood components and products, blood group antigens, and antibodies, blood transfusion materials and their uses, and medical and surgical transfusion problems. Organization and management of transfusion practice will be covered.

**NHA 126      Critical Thinking in Nursing      1 hour**

CEU Course. This course is a practical overview of critical thinking skills. The curriculum is based on case studies obtained from a variety of medical settings. By analysis of each case study, attitudinal and cognitive critical thinking components will be presented. The nursing process and critical thinking process will be integrated in order to assist the health professional in understanding the nature and outcomes of the critical thinking process.

**NHA 127      Documentation: The Language of Nursing      1 hour**

CEU Course. This course includes an intense overview of language skills and nursing documentation. It seeks to enhance critical thinking skills by assisting the health professional with prioritizing and documenting information precisely. The documentation skills covered will include efficient language use, completion of forms, formats, adjectives, descriptive terms, and abbreviations.

**NHA 128      Pain Causes and Management      1 hour**

CEU Course. This course includes an overview of the causes and management of pain. It seeks to understand the causes of pain, appropriate interventions, suitable treatment, and outcomes of effective pain management. Upon completion of this course, the nurse will be able to understand the role of the physiology of pain, and be able to critically think through the process of pain management.

**NHA 129      Medical Insurance Coding and Billing      3 hours**

This program is designed to serve those students who are interested in gaining access to entry-level positions in the medical field related to reimbursement procedures. Students will focus on the fundamentals of reimbursement utilizing Current Procedural Terminology (CPT), International Classification of Disease (ICD), and Health Care Financing Administration Common Coding System (HCPCS). Data Collection and indexing are explained. Emphasis is placed on the need for adequate coding policies and procedures.

**NHA 130      Herbs: Healers or Poisons?????????      1 hour**

CEU Course. This course offers an in-depth comparison of the beneficial and detrimental effects of multiple herbal preparations consumed with and without standard pharmaceutical products.

**NHA 131      Major Advancements in Diabetes      1 hour**

CEU Course. This course offers updated information about advancements in diagnosis, treatment, and the links between diabetes and heart disease, cancer, Alzheimer's disease, and other diseases affecting the elderly.

**NHA 132      Depression and the Elderly      1 hour**

CEU Course. This course will explore the prevalence of depression in the elderly, risk factors of depression, and the benefits of recognizing and treating depression late in life. It will also cover current psycho pharmacy, special considerations for antidepressants for elderly people and treatment regimes for depressed elderly. Types of depression will be reviewed along with disorders associated with depression, i.e. sleep disorders, weight, and anxiety.

**NHA 133      Parkinson's Disease      1 hour**

CEU Course. This course offers an in-depth look at the different types of Parkinsonism including the causes and characteristics of each. Both traditional and nontraditional medical and surgical treatments will be discussed. Information about current research efforts will be presented and the day-to-day management of the Parkinson's patient will be discussed.

**NHA 134      Tube Feeding - Current Guidelines      1 hour**

CEU Course. This course is a practical overview of internal guidelines and nursing protocols. The curriculum is based on the most current practice-oriented guidelines for tube feeding. The nursing process is integrated into the presentation of protocols, guidelines, and troubleshooting tips for internal therapy. This course is based on positive outcomes for patients receiving internal therapy.

**NHA 135      Fresh Approaches to Nutrition, Food Planning,  
Creative Preparation, and Presentation.      1 hour**

CEU Course. This seminar offers a fun and educational study of nutrition, food planning, creative preparation, and presentation methods.

**NHA 136      Mentoring - Professional Nursing Evolves into  
the Future      1 hour**

CEU Course. This course is a comprehensive overview of the art of mentoring nurses. The curriculum is based on the concepts of nursing along with the practical aspects of mentorship. This course also explores what mentorship means to nursing.

**NHA 137      Restraints: Strategies and Standards      1 hour**

CEU Course. This course is a practical overview of restraint and seclusion standards. The curriculum is based on JCAHO standards and performance criteria. The course will provide health professionals with a systematic approach to understand and comply with JCAHO restraint standards. The nursing process will be integrated in order to assist the health professional in understanding use of restraints and compliance.

**NHA 138      Introduction to the World of Medicare      3 hours**

This course is designed for students to learn basic information about the history, legislation, qualifications, and coverage by Medicare. The impact of diagnostic related groupings and physician acceptance of Medicare's assignment. Understanding of the Medicare supplements, and Medicare's gaps in long-term care financial costs as it relates to and has an impact on the beneficiary and state Medicaid program.

**NHA 140      CPR/First Aid/AED      1 hour**

This course is designed to prepare individuals to respond to injuries and sudden illnesses that may arise in everyday life. This is a first aid and cardiopulmonary resuscitation training program. It is offered to give individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until medical personnel arrive and take over. Students will focus on the basic knowledge of CPR/First Aid/AED lecture and skills and then will demonstrate the skills that they learned.

**NHA 141 Drug Awareness 1 hour**

CEU Course. This course is designed to develop a baseline awareness of drugs and their effects on the human body. It will give baseline knowledge of alcohol, cocaine, marijuana, hallucinogens, and methamphetamines. Students will focus on the fundamentals of drug classifications; physical symptoms that each drug can imply on the human body; long-term effects of drugs on the body; and dangers of addiction and overdose. A brief lab experience will be conducted to explore the process of identifying individuals that are under the influence of drugs.

**NHA 142 Spirituality in Nursing 1 hour**

CEU Course. This course covers the practice of nursing and spirituality. Different perspectives will be explored including assessment of spiritual needs, providing spiritual care as a nurse, the spiritual aspect of the nurse patient relationship, the history of the nursing profession with a spiritual focus, and contemporary aspects of spirituality in nursing.

**NHA 143 Wound Care: Prevention & Management 1 hour**

CEU Course. This course offers an in-depth exploration of pressure ulcers including risk assessment scales, nutritional aspects affecting incidence and healing, special support surfaces, the latest types of dressings and other treatment modalities, and legal issues associated with pressure ulcers.

**NHA 144 Humor in Nursing 1 hour**

CEU Course. This course is a practical overview of the need for Humor in Nursing. The overview will include the physiological effects of stress, coping with stress in the career of nursing, and using humor in dealing with patient care.

**NHA 145 Hot Topics in Women's Health 1 hour**

CEU Course. This course identifies eight major health concerns of women and offers an in-depth exploration and discussion of each topic.

**NHA 146 Ethics in Healthcare 1 hour**

CEU Course. This course offers a discussion of the meaning of ethics and application of the principles of ethics in a variety of healthcare situations and issues.

**NHA 147 Caring for the Caregiver 1 hour**

CEU Course. This course is a practical presentation of Caring for the Caregiver. The overview will include the physiological effects of care giving, coping with stress in care giving as a lay person and a professional, and using coping mechanisms and self care principles to thrive as a caregiver.

**NHA 148 Asthma & Allergies 1 hour**

CEU Course. This course explores the health problems of asthma and allergies.

**NHA 149 Overview of New Regulations and Trends in Assisted Living/Residential Care 1 hour**

This course is intended to be an update to the original Operator Training course. With each year's passing, new regulations and interpretations evolve. As an Operator, it is important to stay on top of them. The survey process will be looked at, digested and dissected. Ways to have a better survey will be discussed.

**NHA 150      Drug Development and Clinical Research                      1 hour**

CEU Course. To gain purposeful knowledge of drug development in clinical research and its outcomes to consumer use. Understanding of FDA (Food and Drug Administration) guidelines and ICH (International Conference of Harmonization) global guidelines and processes for drug development and approvals.

**NHA 151      Activity Director’s Refresher Course                                      1 hour**

Activity programs are the “heart” of the long-term care facility. This class will refresh your current skills and assist your activity program to help residents maintain their highest level of functioning with new hands on activities and documentation ideas. We will review the new guidance to activity regulation F248 and provide suggestions to add to your program.

**NHA 152      Fitness and Nutrition:    1 hour**  
**The Healthy Journey to Weight Lose**

CEU Course. This course is designed to provide the expanded knowledge of fitness and nutrition in the human body. The course is designed to help people realize the effects that weight has on your body and what long-term side affects it has. The course also includes the ideal way to lose weight safely and effectively.

**NHA 153      In Their Language: Communicating                                      1 hour**  
**Effectively with Alzheimer’s Patients**

CEU Course. This course is a comprehensive overview of communication skills to be utilized with Alzheimer’s patients. The curriculum is based on the concepts of nursing, with elaboration on dealing with the challenge of caring for Alzheimer’s patients effectively.

**NHA 154      Diagnosis and Treatment of Mental    1 hour**  
**Disorders in Seniors**

CEU Course. This course offers an in-depth exploration of the diagnosis and treatment of mental disorders affecting seniors.

**NHA 156      The Joy of Caregiving: Stories, Strategies                                      1 hour**  
**& Solutions**

As an allied health professional you are a teacher of protocol, positioning, medication schedules or exercise programs. You are a problem solver, an idea person, who is committed to teaching your patient with a variety of tools and methods. Discover new, effective ways to motivate, instruct and become excited about the on-going changes in the world of rehabilitation. Think “out of the box”, think holistic, as you participate in this on-line course that allow interactive correspondence with the team.

**NHA 160      Activities Director/Social Services Designee                                      5 hours**

This course is an introduction to the long-term care setting and the various methods of provision of services in this setting, as well as, the regulatory process. It will include an overview of the Federal and State Regulations and the process of enforcement and survey to determine if these regulations are being met. It will also include the use of Quality Assurance System and Quality Indicators to assist the long-term care facility to identify problem areas and set up strategies for correction. It will look at the standards set in the areas of Social Services and Recreation Services, and in the areas of Resident Rights and Dignity.



**NHA 179 Introduction to Pharmacology 3 hours**

This course is a comprehensive overview of the basics of pharmacology. The curriculum is based on the concepts of pharmacology in including fundamentals, drug categories and the effects of medications on the major systems of the body.

**NHA 187 Medical High Risks 1 hour**

Students will learn concepts of medical high risk issues. The intent is to provide instruction for students seeking to be professional addiction counselors. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**NHA 189 Pharmacology 1 hour**

Students will obtain a working knowledge of pharmacology issues. The intent is to provide instruction for students seeking to be professional addiction counselors. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselor through the Behavioral Sciences Regulatory Board.

**NHA 206 Emotional Problems of Aging 1 hour**

CEU Course. Alzheimer's Disease: Examines some of the mental-health problems of elderly people and how they can learn to cope with them.

**NHA 207 Physical Therapy Orientation 2 hours**

Emphasizes the responsibility of the physical therapist consultant and restorative service aide. The course emphasizes rehabilitation, which can be aided by positioning, range of motion, transfers, mobility, and activities of daily living.

**NHA 208 Social Activities 1 hour**

SSD/AD: Emphasizes various activities which nursing home personnel can use to improve the physical, emotional, and mental states of the patients.

**NHA 209 Reality Therapy Orientation 1 hour**

Covers re-motivation of the patient and establishing a real sense of the environment. The course introduces the psychology of reality therapy.

**NHA 210 Payroll Procedures 1 hour**

Emphasizes labor records such as Social Security, withholding, Kansas Employment Commission obligation, regular time and overtime, experience rating and taxes, Kansas sales tax, property tax, and payroll taxes.

**NHA 211 Goal Setting 1 hour**

CEU Course. Time Management, Motivation, and Goal Setting: Covers the procedures used to determine, achieve, and evaluate goals. The development of short-range, intermediate, and long-range goals, both individual and group.

**NHA 212 Death and Dying 1 hour**

CEU Course. Analyzes the transitions in life when an elderly person experiences the death of a spouse.

**NHA 213 Operations Management 1 hour**

Introduces different types of ownership and management. The course covers building a supervisory team, developing a budget with participation of department supervisors, and building knowledge of census per day (staffing ratio, costs, turnover, and supplies for the operation).



- NHA 229 Nutrition and Dietary Planning 1 hour**  
Provides adult care home personnel with application of the microcomputer in dietary care planning.
- NHA 230 Philosophy and Performance Skills for Long Term Care 1 hour**  
SSD/AD: Develops the philosophy and performance skills of long-term care for residents of nursing homes.
- NHA 231 Introduction to Social Work Practice 1 hour**  
SD/AD: Introduces basic areas of social work including historical perspectives, philosophy, ethics, counseling, and social services.
- NHA 232 Alzheimer's Disease 1 hour**  
CEU Course. Discusses the disease process including detection and diagnosis. Identifies four causes of reversible dementia. Determines interventions which will decrease problem behaviors. Discusses counseling of families of Alzheimer's patients and recommends literature and support groups for them.
- NHA 233 Cancer and the Elderly 1 hour**  
CEU Course. Discusses the physical, psychosocial, and spiritual dimensions of care for the person with cancer. Assesses and describes effects of therapies on patients. Demonstrates current methods of screening and early detection.
- NHA 234 Heart Disease in the Elderly 1 hour**  
CEU Course. Discusses the complications that arise from an elevated blood pressure. Identifies concerns about environment and safety that arise when residents have heart disease. Discusses measures to decrease the symptoms of congestive heart failure. Discusses treatment modalities and complications for various forms of heart disease.
- NHA 235 Health Information Management for Long Term Care (Advanced Medical Records) 3 hours**  
This course provides the student with the knowledge and skills needed to organize a Health Information Management department under the supervision of a Credentialed Health Information Management professional in a long term care setting. Topics include medical terminology, Health Information Management professional practice standards, documentation requirements, ICD-9-CM coding, confidentiality, legal aspects and rules and regulations of Kansas licensed nursing facilities.
- NHA 236 Legal Concepts 3 hours**  
This course will provide a foundation in medical law and ethics to assist the medical office professional. Key points of law, interpretation of statutes, and ethical dilemmas will be covered. In addition, the medical office professional will recognize the need for legal advice, know how to protect the office and employees from malpractice and understand the rights of employers, employees, and patients.



**PAR 102 MICT III****6 hours**

This course covers several units of the National DOT paramedic curriculum. The course will teach a comprehensive approach to history taking as compared to traditional techniques such as the SAMPLE mnemonic. It also provides the core material necessary for conducting a comprehensive patient assessment. **Prerequisite: see AAS: Paramedic, page 63.**

**PAR 103 Medical Emergencies I****5 hours**

This course addresses the Pulmonary and Cardiology Medical Modules of the National DOT Paramedic Curriculum. Respiratory diseases are common presentations in prehospital care. Current therapeutics for bronchial asthma, chronic bronchitis, emphysema, spontaneous Pneumothorax, and hyperventilation syndromes are covered. **Prerequisite: see AAS: Paramedic, page 63**

**PAR 104 Medical Emergencies II****5 hours**

This course addresses several modules of the National DOT EMT-Paramedic Curriculum to include Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, and Toxicology. **Prerequisite: see AAS: Paramedic, page 63**

**PAR 200 Medical Emergencies III****3 hours**

This course addresses several modules of the National DOT EMT-Paramedic curriculum to include Hematological, Environmental emergencies and injections and communicable disease. Also, included are Psychiatric and Behavioral disorders. **Prerequisite: see AAS: Paramedic, page 63**

**PAR 201 Medical Emergencies IV****3 hours**

This course addresses the Gynecology, Obstetrics and Neonatology Modules of the National DOT EMT-Paramedic Curriculum. This course separates gynecological emergencies from obstetrical emergencies in an effort to provide a more detailed understanding of the anatomic structures and physiology of the female reproductive system. **Prerequisite: see AAS: Paramedic, page 63**

**PAR 202 Medical Emergencies V****3 hours**

This course addresses the Pediatric, Geriatric and Abuse and Assault module of the National DOT EMT-P Paramedic curriculum. The Pediatric section includes the priorities, assessment and treatment Protocols from the Emergency Medical services for Children project and outlines its objectives. **Prerequisite: see AAS: Paramedic, page 63**

**PAR 203 Advanced Cardiac Life Support****2 hours**

The ACLS course is designed to provide health care professionals with information regarding advanced cardiac life support according to the latest American Heart Association guidelines. **Prerequisite: see AAS: Paramedic, page 63**

**PAR 204 Clinical Applications****6 hours**

This hands on clinical experience course represents the most important components of paramedic education since this is where the student learns to synthesize cognitive and psychomotor skills. This course allows the student to integrate and reinforce the didactic and skills laboratory components of the program. **Prerequisite: see AAS: Paramedic, page 63**

**PAR 205 Field Internship****11 hours**

During this course, the MICT student will work with trained and certified MICT's on Type I vehicles and put into practice the skills and knowledge he/she gained during the previous semesters. **Prerequisite: see AAS: Paramedic, page 63**

**PLS 101 Introduction to Law Enforcement****3 hours**

Covers the history of law enforcement and the study of various types of law enforcement. Police rules and regulations, police public relations and police-community relations, tactics, courtroom testimony, and report-writing are also covered.

**PLS 151 Traffic Investigation**

**3 hours**

Covers the three phases of traffic control: engineering, education, and enforcement. Problems of traffic direction and regulations with special emphasis on safety and the basics of traffic-accident reporting are studied.

**PLS 202 Interviewing and Report Narrative**

**3 hours**

A presentation of useful and practical techniques for police officers to employ in daily contacts with all people to enable them to gain the most truthful information pertaining to the successful completion of their job. Interview techniques introduce new officers casually to citizens they meet in their daily routine and continue through all phases up to and including detective questioning of suspects.

**PLS 221 Criminal Law**

**3 hours**

This course covers the Kansas Criminal Statutes, Criminal Procedure, Sentencing law, Juvenile offenders' code, and serious traffic offenses.

**PLS 230 Basic Fingerprinting Techniques**

**3 hours**

This course establishes baseline guides in determining the proper identification of fingerprints, code sequences, and search procedures. Introduction of techniques for developing and recovering latent and patent fingerprints, using current methods used by law enforcement agencies.

**PLS 231 Issues in Law Enforcement**

**3 hours**

This course is designed to provide information and training for law enforcement professionals that will assist them in dealing with a number of problems frequently faced, and some only infrequently encountered, that are not the standard fare of classes dealing with criminal justice.

**PLS 240 Introduction to Criminal Investigation**

**3 hours**

Covers the investigative method, note taking, crime scene, interviewing information sources, burglary, homicide, assault, sex offenses, larceny, narcotics, and suspect identification.

**PLS 242 Introduction to Criminology**

**3 hours**

To provide a broad overview of the different theories related to the nature and extent of crime and the causes and prevention of criminality. The course will enable the student to gain an overview of the entire justice process, legal concepts, justice perspectives, and treatment programs for known criminals.

**PLS 270 Narcotics Enforcement**

**3 hours**

Covers the various forms of illegal drugs and the identification of these drugs. This course also covers case initiation and handling of evidence, developing and handling informants, surveillance operations, gathering intelligence, covert operations, and state and federal laws.

**PLS 271 Police Experience**

**3 hours**

Includes assisting a local police department for a minimum of six hours per week. One hour a week will be spent in the classroom discussing various aspects of police work.

**POL 111 American Government**

**3 hours**

Attends to the Constitutional principles and organization of the national government with emphasis on the political process and citizens' participation.

**POL 130 State and Local Government**

**3 hours**

Reviews state, county, municipal, and special district governments, surveying the various systems now used in the United States.

**POL 131 Internship in State Government 3 hours**

This course includes supervised field work in state-level government and duties specified by supervisor including public relations, issue research, correspondence, and policy discussions. Also includes attendance at committee hearings and research.

**PRO116 Introduction to Photoshop 3 hours**

The course is designed to introduce the essential tools and techniques necessary to help students develop a proficiency in creating and manipulating digital images utilizing Adobe PhotoShop CS.

**PRO 129 Digital Photography 3 hours**

Graphic Design Photography is a study of current electronic imaging processes related to photography. Digital cameras will be used to capture images. Adobe Photoshop software and computers will be the digital darkroom.

**PRO131 Foundations of Graphic Design 3 hours**

This course is designed to acquaint the student with the various aspects of the graphic design field. Topics include the ways in which visual messages are used in society, the skills needed by a graphic designer and the potential areas of specialization and employment. This class will have guest speakers from the field of graphic design. Emphasis will be on assisting the student to make an informed decision about graphic design as a career.

**PRO 155 HTML/JavaScript 3 hours**

Introduces students to web page construction using HTML and JavaScript. Topics include the use of HTML code to create web pages of various formats and appearance. Also covered is the creation and editing of computer graphics plus the application of JavaScript in web pages to control page behavior and create active events.

**PRO 180 Adobe InDesign 3 hours**

The course is designed to introduce the most important topics of Adobe InDesign CS3 to create polished, professional-looking layouts. Students will learn how to get started with InDesign; work with text; set up a document; work with frames and colors; place and link graphics; create graphics; work with transparency, tools, and tables; create books, tables of contents and indexes; and work with advanced techniques, as well as prepare, package, and export documents.

**PRO 195 Introduction to Computer Graphics 3 hours**

The course provides a broad overview of the basic concepts of computer graphics. Both 2<sup>nd</sup> raster graphics and 3<sup>rd</sup> graphics will be covered. Topics from raster graphics include color theory, tone reproduction, quantization, dithering and halftoning, basic signal processing and sampling, aliasing and antialiasing, algorithms, and scan conversion of lines and polygons. Topics from 3<sup>rd</sup> graphics include projective geometry, representations of curves and surfaces, modeling and viewing transformations, hidden surface removal algorithms, reflection models and illumination algorithms. In addition, the general features of graphics hardware and system architectures will be covered.

**PRO 200 Macromedia Flash 3 hours**

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. Flash CS3 Professional users will discover how to use the core features of this rich program to create vector animations. You'll learn to import bitmaps, sounds, and video to make Flash projects more engaging, and you'll add interactivity and dynamic content using ActionScript 3.0 scripting and components. Plus, you'll learn about the new features in Flash CS3, including the more advanced drawing tools, the new ActionScript debugger, improved QuickTime exports, and the stand-alone video encoder.

**PRO 201 Dreamweaver MX****3 hours**

Students will develop the skills needed to create a Web site for personal or professional use. Students will use html and Dreamweaver to create a project of their own. Design considerations will include navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current scripting/programming languages and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; creating and manipulating graphics; and incorporating style sheets, JavaScript, or Java Applets. Each student will create, publish, and manage a Web site dealing with a topic of global/international interest.

**PRO 225 Adobe Photoshop: Advanced****3 hours**

This course delves further into the power of Photoshop. Students will learn to create textures and patterns, and use layer blend modes, channels and paths. Students will learn to leverage the power of Photoshop with presets and automation. Use slicing to turn a web mock-up into HTML and images. Even learn to create animations. Exercises are realistic, web-specific applications of Photoshop. **Prerequisites: Photoshop PRO 116**

**PRO 251 Fundamentals of Web Design****3 hours**

Introduction to Web Design course focusing on the overall web site production processes particular emphasis on design elements involving layout, navigation and interactivity.

**PSC 105 Introduction to Oceanography****5 hours**

Introduction to Oceanography is designed as an introductory class in ocean studies. Topics that will be investigated include exploring the role of large water bodies in Earth systems, large water body life forms, and annual weather summaries, learning investigations keyed to ocean currents, and coastal processes.

**PSC 151 Physical Science****3 hours**

Deals with motion, force, energy, chemistry, and other topics. Designed for the non-science major. **Prerequisite: see mandatory placement policy on page 22**

**PSC 152 Physical Science Lab****2 hours**

Includes Labs on Topics of **PSC 151. Completion or concurrent enrollment in PSC 151 required.**

**PSC 154 Physical Geology****5 hours**

This course provides a basic introduction to the earth science area, and more particularly to physical geology. It is intended to meet the general education requirement for a laboratory science or to provide a first course for those interested in majors in the earth sciences or some areas of engineering.

**PSC 180 Descriptive Astronomy****3 hours**

The purpose of this course is to introduce the student to the science of astronomy. It will touch on physical laws and properties of the Universe, but no extensive math background is required beyond a basic understanding of algebra and trigonometry. The focus will be on rational thinking rather than on preparing students for a career in astronomy. Astronomy will simply be the tool used to help develop those thinking skills. The student will learn to observe the Universe around us and understand what those observations imply about the Universe. **Prerequisite: MAT 105 or currently enrolled.**



**PSC 181 Descriptive Astronomy Lab 2 hours**

The purpose of this course is to supplement **PSC180, Descriptive Astronomy**. This course will introduce the student to real-world applications and principles of astronomy, and will give them experience in writing both formal lab reports and informal observing logs. **Completion or concurrent enrollment in PSC 180 required.**

**PSC 200 Special Topics in Science 3 hours**

Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics to supplement normal classroom instruction will be offered.

**PSC 201 Statics 3 hours**

Includes forces and force systems as applied to engineering problems, friction, center of gravity, and moments of inertia. **Prerequisite: MAT 225 and PSC 204.**

**PSC 204 Engineering Physics I 5 hours**

Includes the study of mechanics and heat. Lecture three days, laboratory two days. **Prerequisite: see mandatory placement policy on page 22 and MAT 123.**

**PSC 205 Engineering Physics II 5 hours**

This course emphasizes light, sound and electricity Three class periods and two laboratory periods per week. **Prerequisite: PSC 204 with "C" or better.**

**PSC 210 Atmospheric Science 5 hours**

This course is designed as an introductory class in atmospheric science. Topics that will be investigated include exploring weather maps, satellite/radar imagery, daily weather summaries, and learning investigations keyed to the day's weather.

**PSY 101 General Psychology 3 hours**

This course is designed to introduce the student to the study of human behavior. Upon completion of this course, the student will have attained a better understanding of psychology as a science and how it relates to affects and cognitive processes. **Prerequisite for all psychology courses except PSY 160 and PSY 122.**

**PSY 122 Career Development 1 hour**

Develops the student's awareness of their abilities and aptitudes and how these relate to their work world. The course covers all of the current resources and information about career development. Career development is designed for the individual student.

**PSY 160 Psychology of Adjustment 3 hours**

This course is designed to study the processes involved in the adjustment of individuals to their personal and social environments. Special emphasis will be placed upon developing an understanding of the skills associated with stress management, interpersonal relations, and the nature and achievement of adult maturity and psychological well-being.

**PSY 162 Death and Dying 1 hour**

This course is designed to, and will acquaint the student with the stages of grief involved with death and dying. The intent is to provide instruction for students seeking to be professional counselors, ministers, teachers, and morticians, those employed in medical professions, corrections or mentors in their communities.

**PSY 230      Abnormal Psychology**

**3 hours**

This course is designed to provide the learner with the tools required to intellectually and subjectively defining the characteristics, classifications, and qualifications associated with atypical behavior patterns. **Prerequisite: PSY 101.**

**PSY 263      Developmental Psychology**

**3 hours**

This course aims to study human development from birth through adulthood across the four domains of physical, social, cognitive, and emotional growth. The course is designed to provide an understanding of growth patterns and behavior consistent with age. This information can be used to deal more effectively with people in our environments and across a variety of settings. **Prerequisite: PSY 101.**

**PSY 264      Psychology of Human Sexuality**

**3 hours**

This course is designed to study the various aspects of human sexuality. The course provides practical information needed for everyday living and dealing with psychological problems. In addition, the course strives for helping the student feel more comfortable with thinking and talking about sexuality and to familiarize students with methods used in research on sexual behavior. **Prerequisite: PSY 101.**

**PSY 275      Social Psychology**

**3 hours**

Deals with problems of human relations, group dynamics, and the social psychological development of an individual. **Prerequisite: PSY 101 and SOC 102.**

**SOC 102      Sociology**

**3 hours**

This course is designed to give students a general background for understanding the nature and development of social institutions. In addition, the course covers the various aspects of culture and society.

**SOC 110      Juvenile Delinquency**

**3 hours**

This course provides an analysis of detention procedures, disposition, custody, and treatment of juvenile offenders throughout the United States with a specific interest in area systems. The origin and development of juvenile agencies, organization functions and jurisdiction of juvenile courts also will be studied.

**SOC 111      Cultural Anthropology**

**3 hours**

Focuses on the nature and processes of cultural change and the variation in the rates of change that have resulted in the development of humankind.

**SOC 121      Marriage and Family Relations**

**3 hours**

Considers the effects of family interaction upon individual development. Consideration of premarital, marital, and parent-child relationships.

**SOC 205      Contemporary Social Problems**

**3 hours**

An extensive study of major current social problems and a sociological analysis of the deviant individual and deviant social groups. Such forms of deviant conduct as criminal behavior, mental disorders, suicide, alcohol abuse, and drug addiction are studied. The course will emphasize the development of a general sociological orientation to various kinds of deviant behavior.

**SSC 103      College/Career Success Seminar**

**1 hour**

The course includes academic and social adjustments to college, clarification of individual education objectives and goals, and development of self-understanding. The course also covers the requirements for achieving specific vocational goals.

**SSC 104      Speed Reading****1 hour**

Speed Reading is designed to provide students with practice in increasing their reading speed. The course will consist of timed reading exercises designed to increase speed while maintaining high reading comprehension. In addition, computer programs focusing on appropriate eye movement and skimming/scanning techniques will be utilized.

**SSC 105      Mastering College Study Skills****1 hour**

Study Skills is designed to provide the student with concepts and skills to help improve the effectiveness of their study habits. Specific topics include: textbook reading, note taking, test taking strategies, and time management. This course is offered in a contracted study format

**THE 161      Improvisation****3 hours**

An introductory course in the fundamentals of improvisational acting for the theater.

**THE 171      Costume Practicum I****3 hours**

Students gain practical experience working in the costume shop to costume stage productions. The course provides students hands-on experience in costume design, acquisition and construction for the theatre department's productions. Students are required to work a minimum of 24 hours in the costume shop plus production week.

**THE 172      Costume Practicum II****3 hours**

Students gain practical experience working in the costume shop to costume stage productions. The course provides students hands-on experience in costume design, acquisition and construction for the theatre department's productions. Students are required to work a minimum of 24 hours in the costume shop plus production week. Prerequisite: Instructor's Consent.

**THE 173      Costume Practicum III****3 hours**

Students gain practical experience working in the costume shop to costume stage productions. The course provides students hands-on experience in costume design, acquisition and construction for the theatre department's productions. Students are required to work a minimum of 24 hours in the costume shop plus production week. Prerequisite: Instructor's Consent.

**THE 174      Costume Practicum IV****3 hours**

Students gain practical experience working in the costume shop to costume stage productions. The course provides students hands-on experience in costume design, acquisition and construction for the theatre department's productions. Students are required to work a minimum of 24 hours in the costume shop plus production week. Prerequisite: Instructor's Consent.

**THE 181      Technical Theatre Practicum I****3 hours**

Students gain practical experience working in technical theatre. The course provides hands-on experience in elements of set, lighting or sound design and/or scenic construction for the theatre department productions. Students are required to work a minimum of 24 shop hours to complete the practicum.

**THE 182      Technical Theatre Practicum II****3 hours**

Students gain practical experience working in technical theatre. The course provides hands-on experience in elements of set, lighting or sound design and/or scenic construction for the theatre department productions. Students are required to work a minimum of 24 shop hours to complete the practicum. **Prerequisite: Instructor Consent.**



**THE 254      Theatre Practicum IV**

**1 hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. **Prerequisite: Instructor consent.**

**THE 283      Introduction to the Film Medium**

**3 hours**

A survey course introducing students to the elements of filmmaking and critical genre throughout film history. Students gain an understanding of the communicative transaction between film and filmmaker as they learn to read the structures of cinematic language through film analysis.

**WDP 100      Keyboarding**

**1 hour**

Keyboarding is a general course for the student who has not had keyboarding or has not previously acquired minimum keyboarding skills. A general mastery of the keyboard and correct keying techniques, as applied to personal and business uses, will be emphasized. Instruction is on a microcomputer.

**WDP 101      Document Formatting**

**2 hours**

Document Formatting is a continuance of keyboarding instruction. Letters, simple tabulation, centering, manuscripts, and employment documents will be covered. The course will emphasize keyboarding skills, but general knowledge of fundamental English grammar will be covered. Instruction is on a microcomputer. **Prerequisite: WDP 100 or Instructor consent.**

**WDP 102      Document Productions**

**3 hours**

Documentation Production is a continuation of Keyboarding/Document Formatting. Further development of accuracy and speed will be emphasized. Business letter styles, tabulation problems, completion of forms, manuscripts, and business reports will be covered. The course will emphasize production skills, but general knowledge of fundamental English grammar will be presented. **Prerequisite: BUS 101, one unit of high-school typing, or instructor consent.**

## **Personnel**

### ***Board Of Trustees***

***(Term expires)***

**Spencer Ambler**

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**Iola (2010)**

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**Iola (2010)**

**Jenny Spillman**

**Moran (2010)**

**Jim Talkington**

**Iola (2010)**

### ***Administration***

**John Masterson**

**President**

B.S.E., and M.S., Emporia State University

**Jon Marshall**

**Vice President for Academic Affairs**

A.A., St. Louis Community College; B.A., M.A., and M.F.A., University of Missouri-St. Louis

**Bob Reavis**

**Outreach Education - Burlingame**

B.S. and M.S., Pittsburg State University

**Joyce Taylor-Fields**

**Dean for Instruction**

B.S., Pittsburg State University; M.S., California State University, Hayward, Ca.

**Steve Troxel**

**Vice President for Finance and Operations**

A.A., Allen Community College; B.S. and B.A., Pittsburg State University;  
Certified Public Accountant

**Randy Weber**

**Dean for Student Affairs/Athletic Director**

A.S., Barton County Community College; B.S.E. and M.S.E., University of Kansas

### ***Faculty***

**Terry Callender**

**Biological Sciences Instructor - Burlingame**

B.S.E., Emporia State University; M.S., Kansas State University

**Roger D. Campbell**

**Health/Physical Education/Fitness Instructor**

B.S. and M.Ed., Northeastern Oklahoma State University; M.S.S.,  
United States Sports Academy

**Anna Catterson**

**Computer Science Instructor**

B.S. and M.S., Emporia State University

**Doug Desmarteau** **Head Men's and Women's Soccer Coach**  
 B.S., Kansas State University

**William Dodd** **Sociology Instructor**  
 M.A., San Diego University

**Steve Dodson** **Social Sciences Instructor - Burlingame**  
 B.S., Washburn University; M.A., Emporia State University

**Sondra Dubowsky** **Biological Sciences Instructor/Activity Sponsor**  
 B.S. and B.A., Southwestern College; M.S., Emporia State University

**Debra Erikson** **Biological Sciences Instructor**  
 B.S. and M.S., Emporia State University

**Todd Francis** **Chemistry Instructor/Academic Challenge Team Coach**  
 B.A., Central College (Iowa); M.S., University of Nebraska-Lincoln

**Julie Gifford** **English Instructor - Burlingame**  
 B.M.E., Pittsburg State University; M.A., Emporia State University

**Steven R. Greenwall** **Art Instructor**  
 B.A., Brigham Young University; M.F.A., Utah State University

**Erik Griffith** **English Instructor**  
 B.S. and M.A., Emporia State University

**Michael Hayes** **Business/Computer Science Instructor**  
**Head Men's Basketball and Head Golf Coach**  
 B.S. and M.S., University of Missouri-St. Louis

**Bradley Herndon** **Music Instructor/Activity Sponsor**  
 Dodge CC; B.A. Bethany College; M.M. Ft. Hays St. University

**Michael Higgins** **Computer Science Instructor - Burlingame**  
 B.S. and M.S., Pittsburg State University

**Doug Joseph** **Mathematics Instructor - Burlingame**  
 B.S.E.T and M.S., Pittsburg State University

**Ed Lammers** **Instrumental Music Instructor/Activity Sponsor**  
 M.S., University of Colorado

**Regena Lance** **Business/Computer Science Instructor**  
 A.A., Allen Community College; B.S., Pittsburg State University; M.S. Walden University

**Sharon Lawless** **Computer Science Instructor - Burlingame**  
 B.S., University of Oklahoma-Columbia; M.S., Kansas State University

**Tracy Lee** **English Instructor**  
A.A., Allen Community College; B.S.E., Pittsburg State University;  
M.A., Fort Hays State University

**Stacey Lhuillier** **Business Instructor**  
A.A. Johnson County Community College; B.B.A., MBA., Pittsburg State University

**Karen McKarnin** **Mathematics Instructor**  
A.A., Allen Community College; B.S. and M.S., Pittsburg State University;  
M.S., Kansas State University

**Dr. Susan McKinnis** **English Instructor**  
B.A., Sterling College; M.A., Emporia State University; Ph.D., University of Oklahoma

**Anthony Piazza** **Communications & Theatre Instructor/Activity Sponsor**  
B.A., University of California-Santa Barbara; M.A., San Diego State University

**Terri Piazza** **Communications & Theatre Instructor/Assistant Activity Sponsor**  
B.F.A., Southwest Missouri State University; M.A., Pittsburg State University

**Terry Powelson** **Agriculture Instructor**  
A.A., Allen Community College; B.S. and M.S., Kansas State University

**Walt Regehr** **Mathematics Instructor**  
A.A., Allen Community College; B.A., Wichita State University; M.S.M.,  
Troy State University (Alabama)

**Phil Reilly** **Agriculture Instructor/Meats Judging Coach**  
A.A., Coffeyville Community College, B.S. and M.S., Kansas State University

**Christina Sewell** **English Instructor**  
B.A., Ottawa University; M.A. Missouri State University

**Melanie Smith** **Mathematics Instructor**  
A.S. Allen Community College; B.S. Emporia State University;  
M.S., University of Illinois

**Steve Sodergren** **Mathematics Instructor - Burlingame**  
B.S. and M.S., Emporia State University

**Leslie Thomas** **Physical Sciences Instructor**  
A.A., Allen Community College; B.S., University of Kansas;  
M.S., Pittsburg State University

**Jonathan Wells** **History Instructor**  
B.A.; M.A., University of Tulsa

**Amy Whitcomb** **Psychology Instructor**  
M.S., Western Illinois University



**Ed Wilkerson** **Health/Physical/Fitness Instructor**  
B.A., University of Northern Colorado; M.S., Central Missouri State

**Staff**

**Cindy Adams** **Director of Development**  
A.S., Allen Community College; B.S., Friends University

**Richard Allison** **Director of Outreach Development - Burlingame**  
A.A. and B.B.A., Washburn University

**Jamie Amerine** **Assistant Softball Coach**  
A.A. Cowley County Community College; B.S., University of South Carolina

**Steven Anderson** **Director of Library**  
B.A., Western State College of Colorado; M.L.S., Emporia State University

**Anne Baer** **Director of Outreach Student Services-Burlingame**  
M.S., Friends University

**Regena Bailey-Aye** **Online Course Coordinator- Burlingame**  
B.A., Baker University; M.A., Emporia State University

**Robert Barclay** **Director of Campus Services**  
A.S., Garden City Community College; B.S., M.S., and Ed.S., Pittsburg State University

**Don Bauer** **Director of Physical Plant Operations**  
A.A., Allen Community College; B.S., Pittsburg State University

**Seth Beason** **Assistant Baseball Coach/ Asst. Residence Hall Director**  
A.A., Allen Community College

**Richard Bevard** **Custodian and Maintenance/Evening**  
A.A. Allen Community College; B.S. Pittsburg State University

**Rebecca Bilderback** **Director of Admissions/Marketing**  
B.S., Emporia State University

**Ryan Bilderback** **Title III Coordinator/Director of Adult Education**  
B.S., Emporia State University

**Connie Bonczkowski** **Custodian - Burlingame**  
A.A.S., Allen Community College

**Tom Campbell** **Computer Support Technician**  
A.A. Allen Community College; B.S. University of Kansas

**Donna Cason** **Bookstore Supervisor**

**Melissa Chandler** **Developmental Specialist**  
A.A., Allen Community College; B.S., Emporia State University

**Frankie Chapman** **Administrative Assistant to the Dean for Student Services/  
Athletic Director**  
A.A.S., Allen Community College

**Vivian Copsey** **Adult Education Coordinator**

**Mindy Covey** **Assistant Cheer Dance Coach/Assistant Hall Director/Admissions**  
B.S., Pittsburg State University

**James Creason** **Custodian and Maintenance**

**Ashley Croisant** **Academic Advisor**  
B.S., Kansas State University

**Jeff Cox** **Developmental Specialist - Burlingame**  
B.A. and M.A., University of North Dakota

**Sherry Culler** **Custodian and Maintenance**

**Karen Culver** **Adult Education Instructor**  
A.A., Allen Community College; B.S., Pittsburg State University

**Jo Cuppy** **Adult Education Instructor Workforce**  
A.A., Allen Community College; B.A., University of Kansas

**Vicki Curry** **Director of Financial Aid**  
A.A., Allen Community College; B.S., Friends University

**Dean Dexter** **EMICT Program Instructor/Coordinator**  
B.S., Friends University

**Doug Dunlap** **Director of Management Information Systems**  
B.S., Wichita State University

**Sara Ellis** **Administrative Assistant to the Director of Development/  
Administrative Assistant**

**Clinton Fletcher** **Head Men's and Women's Cross Country/Track &  
Field Coach/Fitness Director**  
B.S., University of Mississippi

**Nancy Ford** **Coordinator of Public Relations**  
B.S. Emporia State University



**Jonelle D. Leslie** Custodian

**Ann Lindbloom** Assistant Online Coordinator  
B. S. Emporia State University

**Marsha Lord** Custodian

**Jeremy McGinnis** Assistant Men's and Women's Soccer Coach/  
Assistant Hall Director  
A.G.A., Allen Community College

**Dr. Valis McLean** Director of Guidance/Head Baseball Coach  
A.S., Dodge City Community College; B.S., Fort Hays State University; M.S. and  
Ph.D., Kansas State University

**Trista McVey** Administrative Receptionist/Secretary

**Kimberly Murry** Business Office Assistant  
A.A., Allen Community College

**Laura Neeley** Admin. Assistant to the Dean for Outreach – Burg.

**Jeff Nemecek** Livestock Judging Coach/Agriculture Careers Awareness Specialist/  
Farm Manager  
A.S. Connors State College; B.A. Kansas State University

**Roberta Nickell** Director of Accounting  
A.A., Allen Community College

**Ruth Owens-Jurgens** Addictions & Prevention Studies Specialist - Burlingame  
B.S. and M.S., Emporia State University

**Anwar Perry** Assistant Men's Basketball Coach/Masterson Hall Director  
B.S. Kentucky Wesleyan College

**Jessica Peters** Head Volleyball Coach/Admissions Counselor  
A.S. Allen Community College; Business Administration Avila University, K.C.MO

**Nicole Peters** Assistant Director of Financial Aid

**Teresa Rice** Administrative Assistant to the Dean For Outreach Education –  
Burlingame  
A.S., Allen Community College

**Russell Ryman** Maintenance Technician  
HVAC Climate Control Institute Certified

<b>Nichole Schlesener</b> A.S. Allen Community College	<b>Receptionist/Bookstore Clerk-Burlingame</b>
<b>Melissa Sellman</b>	<b>Administrative Assistant to Admissions</b>
<b>April Sherry</b>	<b>Evening Office Assistant/Custodian –Burlingame</b>
<b>Denice Stahl</b>	<b>Administrative Assistant to the V.P. for Academic Affairs</b>
<b>William Swinney</b> B.S., M.S., Kansas State University	<b>Career/Academic Advisor/Job Placement Coordinator – Burlingame</b>
<b>Bruce Symes</b> B.S. Kansas State University, Manhattan	<b>Director of Writing Center</b>
<b>Ivan Trester</b>	<b>Maintenance Assistant</b>
<b>Ed Wilkerson</b> B.A., University of Northern Colorado; MS Central Missouri State	<b>Head Softball Coach/Athletic Trainer</b>
<b>Danny Williams</b> A.S., Allen Community College	<b>Groundskeeper/Maintenance</b>
<b>Alice Williamson</b> A.A., Allen Community College; B.S., Friends University	<b>Library Technician</b>
<b>Vacant</b>	<b>Assistant Volleyball Coach/Student Services</b>
<b>Vacant</b>	<b>Academic Advisor/International Student Advisor/PDSO – Burg.</b>
<b>Vacant</b>	<b>Assistant Women’s Basketball Coach/Student Support Services/Assistant Residence Hall Director</b>
<b>Vacant</b>	<b>Administrative Assistant to the Dean for Student Services/ Athletic Director</b>
<b>Vacant</b>	<b>Administrative Assistant: Concurrent Enrollment-Burlingame</b>
<b>Vacant</b>	<b>Administrative Cheer/Dance Coach/Admissions Counselor</b>