



**2010 - 2011**

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

**Burlingame Campus**  
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**Burlingame, KS 66413**  
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**Online Learning**  
[www.allencc.edu](http://www.allencc.edu)

### **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 Vice President for Student Affairs, 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.

ALLEN'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 ALLEN 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 and beyond 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 ALLEN. Every employee understands 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 in other areas. The growth of the campus at Burlingame has expanded facilities and services for students attending ALLEN 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 anytime, anywhere 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 ALLEN the exceptional educational institution it is today and will provide the basis for a successful future

John Masterson

President

# ALLEN COMMUNITY COLLEGE

## Calendar 2010 - 2011

### Fall 2010

Faculty and Instructional Staff In-Service	Aug. 12
Faculty Preparation Days	Aug. 13, 16
Residence Halls Open at 1:00 p.m.	Aug. 15
Student Orientation/Late Registration for Iola	Aug. 16
Classes Begin	Aug. 17
Last Day to Add Classes	Aug. 30
Labor Day ( <b>College Closed</b> )	Sept. 6
Last Day to Drop 8 Week Classes	Sept. 30
Second 8-Week Classes Begin	Oct. 11
Advising/Enrollment for Current Students -Iola ( <b>No Classes, Iola Campus</b> )	Oct. 21
Open Enrollment for New Students	Oct. 28
Last Day to Drop Classes	Nov. 29
Fall Break ( <b>College Closed</b> )	Nov. 24, 25, 26
Online Courses End	Dec. 10
Final Exams- Burlingame	Dec. 7, 8, 9, 10, 13
Final Exams- Iola	Dec. 14, 15, 16
Final Grades Due for Iola, Burlingame, and Outreach	Dec. 16
Intersession-Iola Campus	Dec. 17, 20, 21, 22, 23

### Spring 2011

Faculty and Instructional Staff In-Service	Jan. 7
Residence Halls Open at 1:00 p.m.	Jan. 9
Faculty Preparation Days	Jan. 10, 11
Student Orientation/Late Registration for Iola	Jan. 11
Classes Begin	Jan. 12
Martin Luther King Day ( <b>College Closed</b> )	Jan. 17
Last Day to Add Classes	Jan. 26
Last Day to Drop 8-Week Classes	Mar. 3
Second 8-Week Classes Begin	Mar. 14
All College In-Service for All Full-Time Employees ( <b>College Closed</b> )	Mar. 18
Spring Break	Mar. 21-25
Spring Break Holiday ( <b>College Closed</b> )	Mar. 25
Open Enrollment	Apr. 5
Last Day to Drop Classes	Apr. 28
Final Exams- Burlingame	May 10, 11, 12, 13, 16
Online Courses End	May 13
Commencement (Faculty Contract Day)	May 14
GED Graduation	May 16
Final Exams- Iola	May 13, 16, 17
Final Grades Due for Iola, Burlingame, and Outreach	May 17
Intersession –Iola Campus	May 18, 19, 20, 23, 24

## Summer 2011

Classes Begin for Iola Campus, June Session	June 6
Classes Begin for Burlingame Campus, June Session and 8-Week Session	June 6
Classes Begin for Online Classes	June 6
Final Exams for Iola Campus, June Session	June 30, July 1
Final Exams for Burlingame Campus, June Session	July 1
Independence Day Holiday/ <b>College Closed</b>	July 4
Classes Begin for Iola Campus, July Session	July 5
Final Exams for Burlingame Campus, 8-Week Session	July 28
Final Exams for Online Classes	July 29
Final Exams for Iola Campus, July Session	Aug. 1, 2

\*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. Official transcript documenting at least 24 credit hours of ESL coursework with a minimum 2.5 GPA, or
  - c. Official transcript documenting 24 credit hours of college level course work with a minimum 2.5 GPA from an American college or university, or
  - d. 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 financial 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 the Iola Campus, Dean for Online Learning, and Dean for the Burlingame Campus, 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 for Academic Affairs, and Vice President for Student Affairs 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 as of June 1, 2010 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 .....	\$18 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
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Fees ..... \$18 per credit hour  
Book Rental and Materials Fee ..... \$10 per credit hour

**International Students:**

Tuition.....\$134 per credit hour  
Fees ..... \$18 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 .....\$4,300  
Red Devil Duplexes.....\$3,600  
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 ALLEN 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 ten (10) 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, wild courses, 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 Registrar, 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 Registrars’ 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***

In keeping with Allen Community College's long-standing reputation as a teaching and learning centered institution, the College has in place a comprehensive assessment program. This program ensures quality of instruction by monitoring student learning. In an attempt to ensure program effectiveness multiple measures are used to gauge the efficacy of academic processes.

Allen Community College has implemented a student academic common syllabus -- common final assessment program. The purpose of this program is to ensure instructional excellence and to maintain the State and regional accreditation. As a part of this program all students are expected to take standardized placement exams upon enrolling and standardized exit exams upon graduating. Students will also be asked by their instructors to participate in some form of post evaluation in each class.

All instructors are required to provide their students with uniformly formatted common course syllabi, which contain Kansas Core learning outcomes or institutional common learning outcomes. All programs of study maintain a list of specified courses to track for purposes of program quality. These courses contain a list of common outcomes, which in turn are used to produce common final examinations in the various courses. In this manner the instruction process can be used not only to validate program outcomes but institutional outcomes, as well.

Allen Community College is both student-centered and learning-focused. The academic assessment process is fully implemented by the faculty and staff. In the fulfillment of its various components Allen Community College continues to take pride in its 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 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.

<b>Course</b>	<b>Min. Score</b>	<b>Test name</b>	<b>Credits</b>
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 and 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 and 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 Vice President for Student Affairs, 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 Vice President for Student Affairs and Dean for the Iola Campus. 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 the Iola Campus, and Vice President 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 Vice President 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 Vice President 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 Vice President for Student Affairs, the Dean for the Iola Campus, 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 the Iola Campus (or the Dean for 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.

<b>SSC 105</b>	<b>Mastering College Study Skills .....</b>	<b>1 hr.</b>
<b>SSC 104</b>	<b>Speed Reading .....</b>	<b>1 hr.</b>

### ***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 Lola 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 master's 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 ALLEN 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 and 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  
Operator Training

Rehabilitation Aide  
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)  
Home Health Aide

Medication Aide (CMA)

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 Vice President for Student Affairs. 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 (Vice President 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 Vice President 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 and 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**

<b>SSC103</b>	College Career Success Seminar	1 hr
	Computer Science (CIS or NET classes)	3 hrs

#### **Communications - 9 hours**

<b>COL101</b>	English Composition I	3 hrs
<b>COL102</b>	English Composition II	3 hrs



**COM101** Public Speaking 3 hrs

**Natural Sciences with Lab and Mathematics - 8 hours**

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

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

Psychology 3 hrs  
Sociology 3 hrs  
Political Science 3 hrs  
Geography 3 hrs  
Economics 3 hrs

**Fine Arts and Humanities – 9 hours**

History 3 hrs  
Literature 3 hrs  
Art, Music, Foreign Language, Religion,  
Theatre or Humanities (excluding  
performance courses) 3 hrs

**Health or Physical Education – 1 hour**

**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 hours  
Electives 16 hours  
Total hours for A.A. 64 hours

**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**

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

**Communications - 9 hours**

**COL101** English Composition I 3 hrs  
**COL102** English Composition II 3 hrs  
**COM101** Public Speaking 3 hrs

**Natural Sciences with Lab and Mathematics - 8 hours**

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

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

Psychology 3 hrs  
Sociology 3 hrs  
Political Science 3 hrs  
Geography 3 hrs  
Economics 3 hrs

**Fine Arts and Humanities – 6 hours in two of the following disciplines:**

History	3 hrs
Literature	3 hrs
Art	3 hrs
Music (excluding performance courses)	3 hrs
Foreign Language	3 hrs
Religion	3 hrs
Theatre (excluding performance courses)	3 hrs
Humanities	3 hrs

**Health or Physical Education – 1 hour****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 hours
Electives	6 hours
Total hours for A.S.	64 hours

**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 or 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 SSC103 College Career Success Seminar and one credit hour of Health or Physical Education.

**General Education**

<b>SSC103</b> College Career Success Seminar	1 hr
Computer Science (CIS or NET classes)	3 hrs

**Communications - 3 hours in one of the following disciplines:**

<b>COL101</b> English Composition I	3 hrs
<b>COL105</b> Technical Writing	3 hrs
<b>BUS118</b> Business English	3 hrs
<b>BUS261</b> Business Communications	3 hrs

**Mathematics and Science - 3 hours in one of the following disciplines:**

<b>MAT105</b> College Algebra	3 hrs
<b>BUS121</b> Business Math	3 hrs
<b>AGR215</b> Agriculture Computations	3 hrs

**Social and Behavioral Sciences - 3 hours****Fine Arts and Humanities – 3 hours**

## Health or Physical Education – 1 hour

### 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	60 hours
Total hours for A.A.S.	60 hours

### 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

<b>SSC103</b> College Career Success Seminar	1 hr
Computer Science (CIS or NET classes)	3 hrs

### Communications - 6 hours

<b>COL101</b> English Composition I	3 hrs
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#### And one of the following 3 credit hour Communications:

<b>COL102</b> English Composition II	3 hrs
<b>COL105</b> Technical Writing	3 hrs
<b>BUS261</b> Business Communications	3 hrs
<b>COM101</b> Public Speaking	3 hrs

### Natural Sciences with Lab and Mathematics - 8 hours

Principles of Biology, Introduction to Chemistry, Physical Science or higher	5 hrs
<b>MAT105</b> College Algebra or higher	3 hrs

### Social and Behavioral Sciences - 6 hours in two of the following disciplines:

Psychology	3 hrs
Sociology	3 hrs
Political Science	3 hrs
Geography	3 hrs
Economics	3 hrs

### Fine Arts and Humanities – 6 hours in two of the following disciplines:

History	3 hrs
Literature	3 hrs
Art	3 hrs
Music (excluding performance courses)	3 hrs
Foreign Language	3 hrs
Religion	3 hrs
Theatre (excluding performance courses)	3 hrs
Humanities	3 hrs

## Health or Physical Education – 1 hour

General Education and Major Field Studies	31 hours
Electives	29 hours
Total hours for A.G.S.	60 hours

## ***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 Studies (AAPS)
- 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
- 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.

## Program Degree Tracks

### ***ALLIED HEALTH***

#### ***Associate of Applied Science Degree for Pharmacy Technician***

##### *Recommended Sequence of Courses*

<b><i>Semester I</i></b>		<b>Hrs</b>
BUS261	Business Communications	3
BUS121	Business Mathematics	3
CIS100	Introduction to Computers	3
BIO102	Principles of Biology w/Lab	5
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b><i>Semester II</i></b>		
NHA237	Pharmacy Tech, Prin. And Practice	3
MED120	Medical Terminology	3
BIO257	Human Anatomy and Physiology w/Lab	5
NHA126	Critical Thinking in Nursing	1
NHA141	Drug Awareness	1
NHA214	Medical Records	1
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b><i>Semester III</i></b>		
NHA238	Intermediate Pharmacology	3
BIO115	Basic Nutrition	3
NHA239	Medical Office Accounting	3
PSY101	General Psychology	3
NHA129	Medical Insurance Coding & Billing	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b><i>Semester IV</i></b>		
NHA240	Pharmacy Calculations	2
NHA235	Long Term Care Medical Records	3
NHA236	Legal Concepts	3
	Humanities or Fine Arts Elective	3
NHA130	Natural Healing with Herbs	1
NHA152	Fitness and Nutrition: The Healthy Journey	
	To Weight Loss	1
NHA140	CPR/First Aid	1
BUS109	Career Development	<u>1</u>
	<i>Total Hours</i>	<i>15</i>

ASSOCIATE OF APPLIED SCIENCE GRAD TOTAL HOURS 60

### **Pharmacy Technician Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>	<b>Hrs</b>
NHA237 Pharmacy Tech, Prin. And Practice	3
BUS121 Business Mathematics	3
CIS100 Introduction to Computers	3
BIO102 Principles of Biology w/Lab	5
NHA236 Legal Concepts	<u>3</u>
<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>	
NHA238 Intermediate Pharmacology	3
MED120 Medical Terminology	3
BUS261 Business Communications	3
BIO257 Human Anatomy and Physiology w/Lab	5
NHA240 Pharmacy Calculations	2
<i>Total Hours</i>	<i>16</i>
<b>PHARMACY TECHNICIAN CERTIFICATE TOTAL HOURS</b>	<b>33</b>

### **Geriatric Aide Certification (CNA)**

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 75% accuracy. The state test will be given at ALLEN – Iola Campus or Burlingame Campus.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
MED102 Geriatric Aide	5
<b>GERIATRIC CERTIFICATE TOTAL HOURS</b>	<b>5</b>

### **Medication Aide Certification (CMA)**

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 ALLEN – Iola Campus or 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.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
MED103 Medication Aide	5
<b>MEDICATION AIDE CERTIFICATE TOTAL HOURS</b>	<b>5</b>

### **Medication Aide Certificate/License Update (CMA Update)**

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.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
MED106 Medication Aide Update	1
<b>MEDICATION AIDE UPDATE CERTIFICATE TOTAL HOURS</b>	<b>1</b>

### **CPR/First Aid/AED Certification**

This course is designed to prepare individuals to respond to injuries and sudden illnesses that may rise 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.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
NHA140 CPR/First Aid/AED	1
<b>CPR/FIRST AID/AED CERTIFICATE TOTAL HOURS</b>	<b>1</b>

### **Home Health Aide Certification (HHA)**

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 ALLEN – 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.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
MED108 Home Health Aide	2
<b>HOME HEALTH AIDE CERTIFICATE TOTAL HOURS</b>	<b>2</b>

### **Rehabilitation Aide Certification (RA)**

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 ALLEN.

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

<b><i>Semester Program Sequence of Courses</i></b>	<b>Hrs</b>
MED107 Rehabilitation Aide	2
<b><i>HOME HEALTH AIDE CERTIFICATE TOTAL HOURS</i></b>	<b>2</b>

### ***Nutrition Assistant Certificate***

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, and emergencies), fundamentals of good nutrition and documentation.

<b><i>Semester Program Sequence of Courses</i></b>	<b>Hrs</b>
MED111 Nutrition Assistant	1
<b><i>NUTRITION ASSISTANT CERTIFICATE TOTAL HOURS</i></b>	<b>1</b>

### ***Social Services Designee/Activities Director Certificate***

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 Social Services and Recreation Services, and 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.

<b><i>Semester Program Sequence of Courses</i></b>	<b>Hrs</b>
NHA160 Social Services Designee/Activities Director	5
<b><i>SSD/AD CERTIFICATE TOTAL HOURS</i></b>	<b>5</b>

### ***Health Care Specialist Certificate***

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.

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
MED102	Geriatric Aide (CNA) Cert. of Completion	5
MED103	Medication Aide (CMA) Cert. of Completion	5*
MED107	Rehabilitation Aide (RA) Cert. of Completion	2*
MED108	Home Health Aide (HHA) Cert. of Completion	2*
MED120	Medical Terminology	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>		
NHA140	CPR/First Aid/AED	1
NHA160	Social Services Designee/Activities Dir. (SSD/AD)	5
NHA235	Long-Term Care Medical Records	3
NHA236	Legal Concepts	3
NHA239	Medical Office Accounting	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>HEALTH CARE SPECIALIST CERTIFICATE TOTAL HOURS</b>		<b>32</b>
<i>*Prerequisite: Licensed Geriatric Aide</i>		

### **Medical Office Assistant Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CIS170	Microsoft Office	3
MED120	Medical Terminology	3
NHA247	Medical Document Transcription	3
NHA129	Medical Insurance Coding and Billing	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester II</b>		
BUS261	Business Communications	3
NHA236	Legal Concepts	3
NHA239	Medical Office Accounting	3
NHA235	Long Term Medical Records	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>MEDICAL OFFICE ASST. CERTIFICATE TOTAL HOURS</b>		<b>24</b>

### **Adult Care Home Administration Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CIS170	Microsoft Office	3
MED120	Medical Terminology	3
NHA247	Medical Document Transcription	3
NHA129	Medical Insurance Coding and Billing	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester II</b>		
BUS261	Business Communications	3
NHA179	Intro to Pharmacology	3
NHA236	Legal Concepts	3
NHA239	Medical Office Accounting	<u>3</u>
	<i>Total Hours</i>	<i>12</i>

**Semester III**

NHA205	Nursing Home Supervision	3
NHA219	Gerontology	3
NHA235	Long Term Care Medical Records	<u>3</u>
	<i>Total Hours</i>	9

*ADULT CARE HOME ADMIN. CERTIFICATE TOTAL HOURS* 33

**Emergency Medical Technician-First Responder Certificate**

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.

<b>Semester Program Sequence of Courses</b>		<b>Hrs</b>
MED131	Emergency Medical Tech-First Responder	6
<i>EMT-FIRST RESPONDER CERTIFICATE TOTAL HOURS</i>		6

**Emergency Medical Technician-Basic (EMT-B) Certificate**

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.

<b>Semester Program Sequence of Courses</b>		<b>Hrs</b>
MED141	Emergency Medical Tech-Basic (EMT-B)	12

EMT-BASIC (EMT-B) CERTIFICATE TOTAL HOURS 12

### **Emergency Medical Technician-Intermediate Certificate (EMT-1)**

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 nebulizer 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.

<b>Semester Program Sequence of Courses</b>		<b>Hrs</b>
MED141	Emergency Medical Technician-Basic (EMT-B)	12
MED142	Emergency Medical Tech-Intermediate (EMT-1)	5
<b>EMT-1 CERTIFICATE TOTAL HOURS</b>		<b>17</b>

## **BUSINESS AND TECHNOLOGY**

### **Business**

#### **Associate of Science Degree with an emphasis in Business Administration**

##### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
COL101	English Composition I	3
MAT105	College Algebra	3
BUS120	Introduction to Business	3
PSY101	General Psychology	3
SSC103	College Career Success Seminar	1
CIS100	Introduction to Computers <i>or</i>	
CIS170	Microsoft Office	<u>3</u>
<i>Total Hours</i>		<b>16</b>
<b>Semester II</b>		
COL102	English Composition II	3
BIO102	Principles of Biology	5
MAT115	Elementary Statistics	3
	Business Elective*	3
	Elective	<u>1</u>
<i>Total Hours</i>		<b>15</b>
<b>Semester III</b>		
BUS210	Financial Accounting	3
ECO207	Microeconomics	3
	Science Elective**	5
	Fine Arts or History Course Elective	3
BUS221	Business Law I	<u>3</u>
<i>Total Hours</i>		<b>17</b>
<b>Semester IV</b>		
	Business Elective*	3
BUS212	Managerial Accounting	3
ECO208	Macroeconomics	3
COM101	Public Speaking	3

HUM105	Ethics	3
	Health and Physical Education Elective***	<u>1</u>
	<i>Total Hours</i>	16

ASSOCIATE OF SCIENCE GRAD TOTAL HOURS 64

*\*Business Elective options:*

- BUS125 Personal Finance*
- BUS129 Human Relations in Business*
- BUS160 Intro to Entrepreneurship*
- BUS206 Human Resource Management*
- BUS207 Microcomputers Management*
- BUS222 Business Law II*
- BUS261 Business Communication*
- BUS275 Principles of Management*
- BUS278 Marketing*
- BUS279 Advertising*

*\*\*Choose any course with a PSC prefix, or enroll in CHE105 Introduction to Chemistry & CHE105L Introduction to Chemistry Lab.*

*\*\*\*Select any course with an HPE prefix or NHA152.*

### **Associate of Applied Science Degree in Distributive Ed/Mid-Management**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COM101	Public Speaking	3
HUM105	Ethics	3
CIS100	Introduction to Computers or	
CIS170	Microsoft Office	3
BUS120	Introduction to Business	3
BIUS121	Business Mathematics	<u>3</u>
	<i>Total Hours</i>	16
<b>Semester II</b>		
ECO207	Microeconomics	3
BUS160	Introduction to Entrepreneurship	3
BUS117	Introduction to Leadership	3
BUS125	Personal Finance	3
BUS275	Principles of Management	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	16
<b>Semester III</b>		
BUS129	Human Relations in Business	3
BUS210	Financial Accounting	3
BUS221	Business Law I	3
BUS278	Marketing	3
ECO208	Macroeconomics	<u>3</u>
	<i>Total Hours</i>	15
<b>Semester IV</b>		
BUS212	Managerial Accounting	3
BUS261	Business Communications	3
BUS206	Human Resource Management	3
	Business Elective	<u>4</u>
	<i>Total Hours</i>	13

### **Distributive Ed/Mid-Management Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
BUS120	Introduction to Business	3
BUS121	Business Mathematics	3
BUS210	Financial Accounting	3
BUS275	Principles of management	3
CIS100	Introduction to Computers <i>or</i>	
CIS170	Microsoft Office	3
	Business Elective ( <i>may be taken Semester 1 or 2</i> )	<u>3</u>
	<b>Total Hours</b>	<b>15-18</b>
<b>Semester II</b>		
BUS125	Personal Finance	3
BUS212	Managerial Accounting	3
BUS261	Business Communications	3
BUS278	Marketing	3
ECO207	Microeconomics	3
	Business Elective ( <i>may be taken Semester 1 or 2</i> )	<u>3</u>
	<b>Total Hours</b>	<b>15-18</b>
<b>DIST ED/MID-MANAGEMENT CERTIFICATE TOTAL HOURS</b>		<b>33</b>

## **Computer Science**

### **Production Media**

#### **Associate of Applied Science Degree in Production Media**

##### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
	Communication (COL101, COL105, or BUS261)	3
PRO195	Introduction to Computer Graphics	3
PRO251	Fundamentals of Web Design	3
CIS100	Introduction to Computers	3
SSC103	College Career Success Seminar	1
	Mathematics (MAT105 or BUS121)	<u>3</u>
	<b>Total Hours</b>	<b>16</b>
<b>Semester II</b>		
	Fine Arts & Humanities Elective	3
CIS115	Visual Basic I	3
PRO131	Foundations of Graphic Design	3
PRO225	Advanced Photoshop	3
PRO180	InDesign	<u>3</u>
	<b>Total Hours</b>	<b>15</b>
<b>Semester III</b>		
	Social and Behavioral Sciences Elective	3
PRO201	Dreamweaver	3
PRO129	Digital Photography	3
PRO155	HTML/Java Script	3

CIS109	Introduction to Computer Programming	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
HPE118	Health and Physical Education	1
PRO200	Macromedia Flash	3
CIS115	Visual Basic I	3
CIS170	Microsoft Office	3
	Pro Media or Computer Science Elective	3
CIS124	Web Page Development	<u>1</u>
	<i>Total Hours</i>	<i>14</i>
<b>ASSOCIATE OF APPLIED SCIENCE GRAD TOTAL HOURS</b>		<b>60</b>

### **Associate of Science Degree with an emphasis in Production Media**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
ART101	Art Appreciation	3
MAT105	College Algebra	3
CIS100	Introduction to Computers	3
PRO116	Introduction to Photoshop	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
COL102	English Composition II	3
	Social and Behavioral Sciences Elective	3
	Health and Physical Education Elective	1
PRO195	Introduction to Computer Graphics	3
PRO131	Foundations of Graphic Design	3
PRO225	Advanced Photoshop	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
	Social and Behavioral Sciences Elective	3
PRO251	Fundamentals of Web Design	3
ART120	Design I	3
PRO201	Dreamweaver	3
CIS155	HTML/Java Script	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
	Science Elective	5
PRO200	Macromedia Flash	3
CIS170	Microsoft Office	3
	Fine Arts & Humanities Elective	3
COM101	Public Speaking	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS</b>		<b>64</b>

### **Production Media Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
PRO195	Introduction to Computer Graphics	3
PRO116	Introduction to Photoshop	3

PRO129	Digital Photography	3
PRO201	Dreamweaver	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester II</b>		
PRO225	Advanced Photoshop	3
PRO180	InDesign	3
PRO131	Foundations of Graphic Design	3
PRO200	Macromedia Flash	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>PRODUCTION MEDIA CERTIFICATE TOTAL HOURS</b>		<b>24</b>

## **Web Design Certificate**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CIS100	Introduction to Computers	3
PRO201	Dreamweaver	3
CIS109	Intro to Computer Programming	3
PRO116	Introduction to Photoshop	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester II</b>		
PRO200	Macromedia Flash	3
PRO155	HTML/Java Script	3
PRO251	Fundamentals of Web Design	3
CIS115	Visual Basic	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>WEB DESIGN CERTIFICATE TOTAL HOURS</b>		<b>24</b>

## **Construction and Maintenance Technology**

### **Associate of Applied Science Degree in Construction and Maintenance Technology**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CMT101	Introductory Craft Skills	3
CMT102	Safety Orientation (OSHA 10)	1
CMT105	Carpentry Basics	4
CMT106	Floors, Walls, and Ceiling Framing	4
CMT107	Roof Framing	3
CMT108	Windows, Doors, and Stairs	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester II</b>		
CMT111	Carpentry Level II	12
CMT160	Site Layout Level I	<u>4</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
BUS121	Business Math	3
	Computer Science Elective	3
CMT120	Electrical Level I	5
HPE111	Basic First Aid-CPR	1
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>13</i>



<b>Semester IV</b>		
BUS261	Business Communications	3
CMT180	Concrete Finishing Level I	4
	History/Humanities Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	13
ASSOCIATE OF APPLIED SCIENCE GRAD TOTAL HOURS		60

### **Residential Construction Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CMT101	Introductory Craft Skills	3
CMT102	Safety Orientation (OSHA 10)	1
CMT105	Carpentry Basics	4
CMT106	Floors, Walls, and Ceiling Framing	4
CMT107	Roof Framing	3
CMT108	Windows, Doors, and Stairs	<u>3</u>
	<i>Total Hours</i>	18
<b>Semester II</b>		
CMT111	Carpentry Level II	12
CMT160	Site Layout Level I	<u>4</u>
	<i>Total Hours</i>	16
<b>Semester III</b>		
CMT120	Electrical Level I	5
CMT170	Plumbing Level I	<u>6</u>
	<i>Total Hours</i>	11
<b>Semester IV</b>		
CMT130	HVAC Level I	5
CMT180	Concrete Finishing Level I	4
CMT140	Painting Level I	<u>4</u>
	<i>Total Hours</i>	13
CERTIFICATE TOTAL HOURS		58

## **COMMUNICATION and FINE ARTS**

### **Communication**

#### **Associate of Arts Degree with an emphasis in Communication**

##### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
MAT105	College Algebra	3
COM201	Mass Communication in Society	3
	Computer Science Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	16
<b>Semester II</b>		
COL102	English Composition II	3
COM202	Reporting	3

	Social and Behavioral Science Elective	3
	Literature Elective	3
	History Elective	3
	General Elective	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester III</b>		
COM101	Public Speaking	3
THE101	Theatre Appreciation	3
	Natural Science Elective w/Lab	5
	Social and Behavioral Sciences Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
COM211	Interpersonal Communications	3
BUS279	Advertising	3
	Suggested Communication Electives	6
	General Electives	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>ASSOCIATE OF ARTS GRADUATION TOTAL HOURS</b>		<b>64</b>

*Suggested Communication Electives (depending on area of interest):*

BUS129	Human Relations in Business
BUS278	Marketing
COL115	Beginning Creative Writing
EDU201	Foundations of Education
THE210	Voice and Diction
THE231	Acting I
THE283	Introduction to the Film Medium
	Any Computer or Production Media course

***Associate of Arts Degree with an emphasis in English***

***Recommended Sequence of Courses***

<b>Semester I</b>		<b>Hrs</b>
COM101	Public Speaking	3
COL101	English Composition I	3
MAT105	College Algebra	3
SSC103	College Career Success Seminar	1
COL130	Introduction to Literature <i>or</i>	
COL211	Early American Literature <i>or</i>	
COL230	Early British Literature	3
	Computer Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
COL102	English Composition II	3
	Natural Science w/Lab	5
COL132	Poetry <i>or</i>	
COL135	Fiction <i>or</i>	
COL222	Modern American Literature <i>or</i>	
COL231	Modern British Literature	3
	History Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>

**Semester III**

COL130	Introduction to Literature <i>or</i>	
COL211	Early American Literature <i>or</i>	
COL230	Early British Literature	3
	Fine Arts and Humanities Elective	6
	Social and Behavioral Sciences Elective	3
	Health and Physical Ed Elective	1
	Any non-activity course elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

**Semester IV**

COL132	Poetry <i>or</i>	
COL135	Fiction <i>or</i>	
COL222	Modern American Literature <i>or</i>	
COL231	Modern British Literature	3
	Social and Behavioral Sciences Elective	3
	Electives drawn from A.A. requirements	<u>9</u>
	<i>Total Hours</i>	<i>15</i>

ASSOCIATE OF ARTS GRADUATION TOTAL HOURS 64

**Fine Arts****Associate of Arts Degree with an emphasis in Art***Recommended Sequence of Courses***Semester I**

		Hrs
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
MAT105	College Algebra	3
ART101	Art Appreciation	3
ART126	Drawing I	3
ART120	Design I	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

**Semester II**

COL102	English Composition II	3
	Health and Physical Education Elective	1
ART133	Painting I	3
ART216	Life Drawing	3
	Computer Science Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

**Semester III**

COM101	Public Speaking	3
PRO129	Digital Photography	3
ART135	Water Color	3
	Natural Science Elective w/Lab	5
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>

**Semester IV**

ART127	Drawing II <i>or</i>	
ART134	Painting II	3
MUS111	Music Appreciation	3
	Literature Elective	3
	Social and Behavioral Sciences Elective	3
	History Elective	<u>3</u>

<i>Total Hours</i>	<i>15</i>
<b>ASSOCIATE OF ARTS GRADUATION TOTAL HOURS</b>	<b>64</b>

*Suggested electives with advisor approval:*

ART101	Art Appreciation	3
ART127	Drawing II	3
ART134	Painting II	3
MUS111	Music Appreciation <i>or</i>	
THE101	Theatre Appreciation	3
ART135	Watercolor	3
PRO116	Introduction to Photoshop	3
PRO195	Introduction to Computer Graphics	3

***Associate of Arts Degree with an emphasis in Music***

*Recommended Sequence of Courses*

<b><i>Semester I</i></b>	<b>Hrs</b>	
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
	Social & Behavior Sciences Elective	3
MAT105	College Algebra	3
MUS101	Fundamentals of Music	3
MUS114	Applied Music I	1
MUS106	Band <i>or</i>	
MUS108	Choir	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b><i>Semester II</i></b>		
COL102	English Composition II	3
	Social & Behavior Sciences Elective	3
COM101	Public Speaking	3
	Health and Physical Ed Elective	1
MUS111	Music Appreciation	3
MUS115	Applied Music II	1
MUS140	Group Guitar for Beginners	1
MUS106	Band <i>or</i>	
MUS108	Choir	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b><i>Semester III</i></b>		
	History Elective	3
	Natural Science Elective with Lab	5
MUS102	Music Theory I	3
MUS116	Aural Skills I	1
MUS117	Keyboard Harmony I	1
MUS214	Applied Music III	1
MUS230	Special Projects in Music	1
MUS106	Band <i>or</i>	
MUS108	Choir	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b><i>Semester IV</i></b>		
	Literature Elective	3
	Social & Behavior Sciences Elective	3
	Computer Science Elective	3
MUS103	Music Theory II	3

MUS121	Aural Skills II	1
MUS118	Keyboard Harmony II	1
MUS215	Applied Music IV	1
MUS230	Special Projects in Music	1
MUS106	Band <i>or</i>	
MUS108	Choir	<u>1</u>
	<i>Total Hours</i>	<i>17</i>

ASSOCIATE OF ARTS GRADUATION TOTAL HOURS 64

In addition, each student will enroll in 1-3 credit hours of Music Ensembles each semester: Band, Choir, Jazz Band, and/or Madrigal/Jazz Singers.

### ***Associate of Arts Degree with an emphasis in Theatre***

#### *Recommended Sequence of Courses*

<b><i>Semester I</i></b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
MAT105	College Algebra	3
THE131	Acting I	3
THE251	Theatre Practicum I <i>or</i>	
THE181	Technical Practicum I	1
THE101	Theatre Appreciation	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b><i>Semester II</i></b>		
THE161	Improvisation	3
THE141	Stagecraft I	3
THE252	Theatre Practicum II <i>or</i>	
THE182	Technical Practicum II	1
	Natural Science Elective w/Lab	5
	Computer Science Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b><i>Semester III</i></b>		
COL102	English Composition II	3
COM101	Public Speaking	3
THE235	Acting II	3
THE253	Theatre Practicum III <i>or</i>	
THE183	Technical Practicum III	1
THE210	Voice and Diction	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b><i>Semester IV</i></b>		
COL130	Introduction to Literature	3
THE121	Oral Interpretation	3
	Theatre or Communication Elective	3
	History Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE OF ARTS GRADUATION TOTAL HOURS		64

*Additional Theatre/Communication Electives:*

THE254	Theatre Practicum IV	1
THE184	Technical Practicum IV	1
THE283	Introduction to the Film Medium	3
COM211	Interpersonal Communication	3
COM201	Mass Communication in Society	3

## **MATHEMATICS AND SCIENCE**

### **Agriculture**

#### **Associate of Applied Science Degree in Farm and Ranch Management**

##### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
AGR101	Agriculture Orientation	1
AGR103	Principles of Animal Science	3
COL101	English Composition I	3
SSC103	College Career Success Seminar	1
AGR201	Animal Science and Industry	1
AGR215	Agricultural Computations	3
AGR223	Entomology	<u>3</u>
	<i>Total Hours</i>	<b>15</b>
<b>Semester II</b>		
AGR206	Farm Management	3
AGR207	Marketing Agriculture Products	3
AGR203	Fundamentals of Animal Nutrition	3
CIS100	Introduction to Computers	3
AGR100	Field Studies	<u>3</u>
	<i>Total Hours</i>	<b>15</b>
<b>Semester III</b>		
AGR213	Agriculture Economics	3
AGR214	Plant Science	4
AGR216	Agriculture Technology Management	3
	Fine Arts and Humanities Elective	3
HPE118	Individual/Dual Lifetime Fitness	1
	Agriculture Elective	<u>1</u>
	<i>Total Hours</i>	<b>15</b>
<b>Semester IV</b>		
AGR224	Soil Science	4
AGR251	Agriculture Chemicals	2
	Social and Behavioral Sciences Elective	3
	Agriculture Elective	3
AGR100	Field Studies	<u>3</u>
	<i>Total Hours</i>	<b>15</b>
<b>ASSOCIATE OF APPLIED SCIENCE GRAD TOTAL HOURS</b>		<b>60</b>

#### **Associate of Science Degree with an emphasis in Agriculture and Natural Resources**

##### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1

COL101	English Composition I	3
AGR101	Agriculture Orientation	1
AGR103	Principles of Animal Science	3
MAT105	College Algebra	3
BIO102	Principles of Biology <i>or</i>	
BIO150	Biology I (cellular)	<u>5</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
AGR201	Animal Science and Industry	1
AGR203	Fundamentals of Animal Nutrition	3
COL102	English Composition II	3
CHE105	Introduction to Chemistry <i>or</i>	
CHE125	College Chemistry I	5
	Social and Behavioral Sciences Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
AGR213	Agriculture Economics	3
AGR214	Plant Science	4
	Computer Science Elective	3
	Fine Arts and Humanities Elective	3
AGR223	Entomology	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester IV</b>		
AGR224	Soil Science	4
COM101	Public Speaking	3
	Social and Behavioral Sciences Elective	3
	Fine Arts and Humanities Elective	3
AGR104	Principles of Meat Evaluation <i>or</i>	
AGR216	Agriculture Technology Management	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS		64

*Electives should be selected depending on the student's intended department of study with advice of Agriculture faculty advisors.*

### **Associate of Science Degree with an emphasis in Pre-Veterinary Medicine**

#### **Recommended Sequence of Courses**

<b>Semester I</b>		<b>Hrs</b>
CHE125	College Chemistry I	5
MAT105	College Algebra	3
COL101	English Composition I	3
AGR103	Principles of Animal Science	3
AGR201	Animal Science and Industry	1
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
CHE136	College Chemistry II	5
COL102	English Composition II	3
AGR203	Fundamentals of Animal Science	3
	Social and Behavioral Sciences Elective	3

	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester III</b>		
BIO150	Biology I (cellular)	5
CHE265	Organic Chemistry I	5
AGR213	Agriculture Economics	3
	Computer Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester IV</b>		
BIO271	Microbiology	5
COM101	Public Speaking	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS		64

### **Livestock Marketing and Management Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
AGR101	Agriculture Orientation	1
AGR103	Principles of Animal Science	3
AGR213	Agriculture Economics	3
AGR201	Animal Science and Industry	1
AGR104	Principles of Meat Evaluation	3
AGR215	Agricultural Computations	3
AGR106	Livestock Evaluation	<u>2</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
AGR203	Fundamentals of Animal Nutrition	3
AGR207	Marketing Agriculture Products	3
AGR206	Farm Management	3
AGR100	Field Studies	3
AGR260	Beef Management <i>or</i>	
AGR270	Swine Management	3
	Agriculture Elective	<u>2</u>
	<i>Total Hours</i>	<i>17</i>
CERTIFICATE TOTAL HOURS		33

### **Livestock and Meat Evaluation Certificate**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
AGR101	Agriculture Orientation	1
AGR103	Principles of Animal Science	3
AGR213	Agriculture Economics	3
AGR201	Animal Science and Industry	1
AGR104	Principles of Meat Evaluation	3
AGR215	Agricultural Computations	3
AGR106	Livestock Evaluation	<u>2</u>
	<i>Total Hours</i>	<i>16</i>



**Semester II**

AGR203	Fundamentals of Animal Nutrition	3
AGR290	Meat Science	3
AGR202	Advanced Livestock Science	2
AGR210	Oral Reasons	3
	Agriculture Elective	3
AGR100	Field Studies	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
	<i>CERTIFICATE TOTAL HOURS</i>	<i>33</i>

**Mathematics****Associate of Science Degree with an emphasis in Mathematics***Recommended Sequence of Courses***Semester I**

		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
MAT123	Cal w/Analytic Geometry I	5
	Social and Behavioral Sciences Elective	3
	Computer Science Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>

**Semester II**

MAT125	Cal w/Analytic Geometry II	5
COL102	English Composition II	3
	Natural Science Elective with Lab	5
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

**Semester III**

MAT225	Cal w/Analytic Geometry III	3
COM101	Public Speaking	3
	Natural Science Elective with Lab	5
	Fine Arts and Humanities Elective	3
	Other Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>

**Semester IV**

MAT115	Statistics	3
	Science Elective	5
	Fine Arts and Humanities Elective	3
	Computer Programming Elective	3
	Other Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>

**ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS**      **64**

*Suggested electives with advisor approval:*

MAT120	Pre-Calculus	3
MAT106	Plane Trigonometry	3
MAT105	College Algebra	3
CIS115	Visual Basic I <i>or</i>	
CIS109	Intro to Computer Programming	3

## Physical and Life Sciences

### **Associate of Science Degree with an emphasis in Biology**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
BIO150	Biology I (cellular)	5
CHE125	College Chemistry I	5
COL101	English Composition I	3
MAT105	College Algebra	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>		
BIO210	Biology II (organismal)	5
CHE136	College Chemistry II	5
COL102	English Composition II	3
	Fine Arts and Humanities Elective	3
	Elective*	1
	<i>Total Hours</i>	<i>17</i>
<b>Semester III</b>		
BIO257	Human Anatomy and Physiology	5
BIO258	Advanced Human A and P Lab	1
	Social and Behavioral Sciences Elective	3
	Computer Science Elective	3
	Elective*	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
BIO271	Microbiology	5
COM101	Public Speaking	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>

ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS      64

\* Elective-elective hours for the Associate of Science degree must be taken from one of the following areas: Sciences, Mathematics, Business, Allied Health, or Agriculture.

### **Associate of Science Degree with an emphasis in Chemistry**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CHE125	College Chemistry I	5
MAT123	Cal w/Analytic Geometry I	5
COL101	English Composition I	3
	Social and Behavioral Sciences Elective	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>		
CHE136	College Chemistry II	5
MAT125	Cal w/Analytic Geometry II	5
COL102	English Composition II	3
	Fine Arts and Humanities Elective	3
	Health and Physical Education Elective	<u>1</u>

	<i>Total Hours</i>	<i>17</i>
<b>Semester III</b>		
CHE265	Organic Chemistry I*	5
PSC204	Engineering Physics I*	5
COM101	Public Speaking	3
	Computer Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester IV</b>		
CHE295	Organic Chemistry II	5
PSC205	Engineering Physics II	5
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS		66

### **Associate of Science Degree with an emphasis in Pre-Medicine**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
BIO150	Biology I	5
CHE125	College Chemistry I	5
COL101	English Composition I	3
	Social and Behavioral Sciences Elective	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>		
BIO210	Biology II	5
CHE136	College Chemistry II	5
COL102	English Composition II	3
	Fine Arts and Humanities Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester III</b>		
CHE265	Organic Chemistry I	5
MAT123	Cal w/Analytic Geometry I	5
COM101	Public Speaking	3
	Computer Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester IV</b>		
CHE295	Organic Chemistry II	5
BIO271	Microbiology	5
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS		66

### **Associate of Science Degree with an emphasis in Pre-Nursing**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
BIO102	Principles of Biology or	

BIO150	Biology I	5
COL101	English Composition I	3
MAT105	College Algebra	3
PSY101	General Psychology	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester II</b>		
BIO115	Basic Nutrition	3
CHE125	College Chemistry I	5
COL102	English Composition II	3
PSY263	Developmental Psychology	3
	Health/Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
BIO257	Human Anatomy and Physiology	5
COM101	Public Speaking	3
	Fine Arts and Humanities Elective	3
	Computer Science Elective	3
	Elective*	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
BIO271	Microbiology	5
COM211	Interpersonal Communications	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	3
	Elective*	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS		64
*Elective-elective hours for the Associate of Science degree must be taken from the following areas: Sciences, Mathematics, Business, Allied Health, or Agriculture.		

## **Associate of Science Degree with an emphasis in Physics/Pre-Engineering**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CHE125	College Chemistry I	5
MAT123	Calculus with Analytic Geometry I	5
COL101	English Composition I	3
	Social and Behavioral Sciences Elective	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>		
CHE136	College Chemistry II	5
MAT125	Calculus with Analytic Geometry II	5
COL102	English Composition II	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
PSC204	Engineering Physics I	5
MAT225	Calculus with Analytic Geometry III	5
COM101	Public Speaking	3
ECO207	Microeconomics	<u>3</u>

	<i>Total Hours</i>	16
<b>Semester IV</b>		
PSC205	Engineering Physics II	5
	Computer Science Elective	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	3
	Health/Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	15
ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS		64

## **SOCIAL AND BEHAVIORAL SCIENCES**

### **Addictions and Prevention Studies**

#### ***Associate of Science with an emphasis in Addiction and Prevention Studies***

##### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
PSY101	General Psychology	3
APS101	Substance Abuse Awareness	3
APS102	Introduction to Counseling	3
APS103	Group Counseling	<u>3</u>
	<i>Total Hours</i>	16
<b>Semester II</b>		
CIS100	Introduction to Computers	3
COL102	English Composition II	3
MAT105	College Algebra	3
APS104	Addiction Counseling	3
APS106	Ethics/Confidentiality	3
APS108	Medical High Risk Issues	<u>3</u>
	<i>Total Hours</i>	18
<b>Semester III</b>		
COM101	Public Speaking	3
APS105	Multicultural Aspects	3
APS107	Pharmacology in Addiction Counseling	3
APS109	Family and Addictions	3
APS221	Dual Diagnosis	3
HPE111	Basic First Aid-CPR	<u>1</u>
	<i>Total Hours</i>	16
<b>Semester IV</b>		
HIS109	American History from 1865	3
BIO102	Principles of Biology w/Lab	5
MUS111	Music Appreciation	3
SOC102	Sociology	<u>3</u>
	<i>Total Hours</i>	14
ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS		64

#### ***Associate of Applied Science in Addictions and Prevention Studies***

##### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
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SSC103	College Career Success Seminar	1
COL101	English Composition I	3
PSY101	General Psychology	3
APS101	Substance Abuse Awareness	3
APS102	Introduction to Counseling	3
APS103	Intro to Group Counseling	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
CIS100	Introduction to Computers	3
BUS121	Business Mathematics	3
APS104	Addiction Counseling	3
APS106	Ethics/Confidentiality	3
APS108	Medical High Risk Issues	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
MUS111	Music Appreciation	3
APS105	Multicultural Aspects	3
APS107	Pharmacology in Addiction and Prevention	3
APS109	Family and Addictions	3
SOC102	Sociology	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
APS221	Dual Diagnosis	3
SOC121	Marriage and Family Relations	3
SOC205	Contemporary Social Problems	3
APS110	Field Practicum in Addiction and Prevention	3
HPE111	Basic First Aid-CPR	1
PSY162	Death and Dying	<u>1</u>
	<i>Total Hours</i>	<i>14</i>
<b>ASSOCIATE OF APPLIED SCIENCE GRAD TOTAL HOURS</b>		<b>60</b>

## **Addictions Counseling Certificate**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
APS101	Substance Abuse Awareness	3
APS102	Introduction to Counseling	3
APS103	Intro to Group Counseling	3
APS104	Addiction Counseling	3
APS106	Ethics/Confidentiality	3
APS108	Medical High Risk Issues	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester II</b>		
APS105	Multicultural Aspects of Counseling	3
APS107	Pharmacology in Addiction Counseling	3
APS109	Family and Addictions	3
APS221	Dual Diagnosis	3
APS110	Field Practicum in Addiction and Prevention	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>APS COUNSELING CERTIFICATE TOTAL HOURS</b>		<b>33</b>

*To meet eligibility requirements of the Kansas Association of Addiction Professionals certification, students must complete the above 33 credit hours and have already completed a degree in a related field of study.*

## Criminal Justice

### **Associate of Arts with an emphasis in Criminal Justice Studies**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CJS100	Intro to Criminal Justice	3
COL101	English Composition I	3
CIS100	Introduction Computers	3
MAT105	College Algebra	3
PSY101	General Psychology	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
CJS101	Intro to Law Enforcement	3
COL102	English Composition II	3
SOC102	Intro to Sociology	3
	Fine Arts/Humanities Elective	3
	Health/Physical Education Elective	1
	History Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
COM101	Public Speaking	3
CJS221	Criminal Law	3
CJS240	Intro to Criminal Justice	3
SOC110	Juvenile Delinquency	3
	Fine Arts and Humanities Electives	<u>6</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester IV</b>		
COL130	Intro to Literature	3
	Natural Science Elective	5
	Social and Behavior Sciences Elective	3
	Criminal Justice Elective	<u>3</u>
	<i>Total Hours</i>	<i>14</i>
<b>ASSOCIATE OF ARTS GRADUATION TOTAL HOURS</b>		<b>64</b>

### **Associate of Applied Science in Criminal Justice Studies**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CJS100	Introduction to Criminal Justice	3
CJS221	Criminal Law	3
COL105	Technical Writing <i>or</i>	
BUS261	Business Communications	3
BUS121	Business Math <i>or</i>	
MAT105	College Algebra	3
SSC103	College Career Success Seminar	1
HPE111	Basic First Aid-CPR	<u>1</u>
	<i>Total Hours</i>	<i>14</i>
<b>Semester II</b>		
CJS101	Intro to Law Enforcement	3
CJS240	Intro to Criminal Investigation	3
PSY101	General Psychology	3
SOC110	Juvenile Delinquency	3

CJS243	Criminal Behavior	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
CJS102	Introduction to Corrections	3
PSY230	Abnormal Psychology	3
CJS242	Introduction to Criminology	3
CJS233	Crime Victims	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
CJS220	Criminal Justice Agency Administration	3
CIS100	Introduction to Computers	3
CJS235	Forensic Anthropology	3
CJS270	Narcotics Enforcement	3
CJS271	Criminal Justice Practicum	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>AAS GRADUATION TOTAL HOURS</b>		<b>60</b>

### ***Criminal Justice Studies-Corrections Certificate***

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CJS100	Introduction to Criminal Justice	3
CJS221	Criminal Law	3
COL105	Technical Writing	3
SOC110	Juvenile Delinquency	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester II</b>		
CJS102	Introduction to Corrections	3
CJS240	Intro to Criminal Investigation	3
CJS242	Introduction to Criminology	3
CIS100	Introduction to Computers	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester III</b>		
CJS220	Criminal Justice Agency Administration	3
CJS233	Criminal Victims	3
CJS243	Criminal Behavior	3
COM111	Interpersonal Communications	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>CORRECTIONS CERTIFICATE TOTAL HOURS</b>		<b>36</b>

### ***Criminal Justice Studies-Law Enforcement Certificate***

<b>Semester I</b>		<b>Hrs</b>
CJS100	Introduction to Criminal Justice	3
CJS221	Criminal Law	3
COL105	Technical Writing	3
SOC110	Juvenile Delinquency	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester II</b>		
CJS101	Introduction to Law Enforcement	3
CJS151	Traffic Investigation	3
CJS202	Interviewing and Report Narrative	3



CIS100	Introduction to Computers	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>Semester III</b>		
CJS220	Criminal Justice Agency Administration	3
CJS240	Intro to Criminal Investigation	3
CJS270	Narcotics Enforcement	3
CJS271	Criminal Justice Practicum	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>LAW ENFORCEMENT CERTIFICATE TOTAL HOURS</b>		<b>36</b>

## Early Childhood Education

### **Associate of Applied Science in Early Childhood Education**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
CIS100	Introduction to Computers	3
ECE101	Early Childhood Growth and Development	3
ECE102	Principles of Early Childhood Education	3
ECE103	Child Health, Safety, and Nutrition	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
BUS121	Business Math	3
ECE104	Creative Experiences	3
ECE105	Observing and Interacting w/Young Children	3
ECE106	Multicultural Education of Children	3
ECE205	Early Childhood Curriculum	3
HPE121	First Aid and Safety	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
COL237	Children's Literature	3
ECE107	Child Play & Games	3*
ECE201	Infant and Toddler Education and Care <i>or</i>	
ECE202	Preschool Education and Care	3
ECE204	Developing Language and Literacy in Early Childhood	3
ECE212	Exceptionalities in Young Children	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
SOC102	Sociology	3
ECE207	Early Childhood Program Administration	3*
ECE209	Current topics in Child Care and Guidance	3
ECE210	Developing Math & Science in Early Childhood	3
ECE215	Practicum (in a childcare setting)	<u>3</u>
	<i>Total Hours</i>	<i>13</i>
<b>ASSOCIATE OF APPLIED SCIENCE GRAD TOTAL HOURS</b>		<b>60</b>

*\*Suggested Electives*

### **Associate of Science with an emphasis in Early Childhood Education**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
	Computer Science (CIS/PRO/NET)	3
COL101	English Composition I	3
PSY101	General Psychology	3
BIO102	Principles of Biology w/Lab	5
ECE101	Early Childhood Growth and Development	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester II</b>		
COL102	English Composition II	3
MAT105	College Algebra <i>or</i> College level Calculus course	3
PSY263	Developmental Psychology	3
SOC102	Sociology	3
ECO208	Macroeconomics	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
COM101	Public Speaking	3
	Physical Science Elective	5
SOC121	Marriage and Family	3
ECE102	Principles of Early Childhood	3
	ECE Elective (201, 202, or 212)	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
HPE111	Basic First Aid-CPR	1
	Humanities or Fine Arts Elective	3
ECE105	Observing and Interacting w/Young Children	3
EDU202	Observation and Participation	1
MAT115	Elementary Statistics	3
	Literature Elective	<u>3</u>
	<i>Total Hours</i>	<i>14</i>
<b>ASSOCIATE OF SCIENCE GRADUATION TOTAL HOURS</b>		<b>64</b>

## Health and Physical Education

### ***Associate of Arts with an emphasis in Health and Physical Education- Sports Coaching***

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
COL101	English Composition I	3
HPE101	Introduction to Physical Education	3
HPE121	First Aid and Safety	3
	Social and Behavioral Sciences Elective	3
	Computer Science Elective	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
COL102	English Composition II	3
MAT105	College Algebra	3
HPE105	Personal Hygiene and Community Health	3
HPE134	Care and Prevention of Athletic Injuries	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>

<b>Semester III</b>		
COM101	Public Speaking	3
HPE115	Basic Nutrition	3
HPE132	Physical Fitness Education for Life	3
	History Elective	3
	Literature Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester IV</b>		
	Natural Science Elective with Lab	5
HPE126	Physical Education in Elementary Schools	3
HPE141	Introduction to Coaching	3
	Social and Behavioral Sciences Elective	3
	Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE OF ARTS GRADUATION TOTAL HOURS		64

### **Associate of Arts with an emphasis in Health and Physical Education, Sports Medicine/Athletic Training**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
COL101	English Composition I	3
BIO102	Principles of Biology	5
HPE101	Introduction to Physical Education	3
HPE121	First Aid and Safety	3
HPE134	Care and Prevention of Athletic Injuries	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester II</b>		
COL102	English Composition II	3
MAT105	College Algebra	3
HPE234	Intro to Rehabilitation and Modalities	3
	Computer Science Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
COM101	Public Speaking	3
HPE105	Personal Hygiene and Community Health	3
	History Elective	3
	Literature Elective	3
	Social and Behavioral Sciences Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester IV</b>		
HPE115	Basic Nutrition	3
HPE132	Physical Fitness Education for Life	3
HPE298	Athletic Training Practicum I	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>

## History/Political Science

### *Associate of Arts with an emphasis in History or Political Science*

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SOC102	Sociology	3
HIS108	American History to 1865	3
COL101	English Composition I	3
COM101	Public Speaking	3
SSC103	College Career Success Seminar	1
ART101	Art Appreciation	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
MAT105	College Algebra	3
HIS109	American History from 1865	3
COL102	English Composition II	3
PSY101	General Psychology	3
	Literature Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
HIS121	History of Western Civilization I	3
POL111	American Government	3
ECO207	Microeconomics <i>or</i>	
ECO208	Macroeconomics	3
	Natural Science Elective with Lab	5
	Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
GEO104	Principles of Geography	3
HIS122	History of Western Civilization III	3
	History or Political Science Elective	3
CIS100	Intro to Computers	3
	Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE OF ARTS GRADUATION TOTAL HOURS		64

## Psychology

### *Associate of Arts with an emphasis in Psychology*

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
PSY101	General Psychology	3
MAT105	College Algebra	3
COL101	English Composition I	3
SOC102	Sociology	3
CIS100	Introduction to Computers	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		

COL102	English Composition II	3
	History Elective	3
	Psychology Elective	3
	Fine Arts and Humanities Elective	3
	Sociology Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
COM101	Public Speaking	3
	Social and Behavioral Sciences Elective ( <i>Economics, Political Science, or Geography</i> )	3
	Psychology Elective	3
	Social and Behavioral Sciences or Fine Arts and Humanities Electives	<u>9</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester IV</b>		
COL130	Introduction to Literature	3
	Psychology Elective	3
	Natural Science with Lab	5
	Social and Behavioral Sciences or Fine Arts and Humanities Electives	<u>3</u>
	<i>Total Hours</i>	<i>14</i>
<b>ASSOCIATE OF ARTS GRADUATION TOTAL HOURS</b>		<b>64</b>

## Sociology

### **Associate of Arts with an emphasis in Sociology/Anthropology**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SOC102	Sociology	3
PSY101	General Psychology	3
COL101	English Composition I	3
MAT105	College Algebra	3
COM101	Public Speaking	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
SOC111	Cultural Anthropology	3
COL102	English Composition II	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences Elective	3
	History Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
SOC121	Marriage and Family Relations	3
PSY263	Developmental Psychology	3
	Social and Behavioral Sciences Elective	3
	Natural Science with Lab	5
	Literature Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
SOC205	Contemporary Social Problems	3

SOC110	Juvenile Delinquency	3
	Economics or Political Science Elective	3
	Social and Behavioral Sciences Elective	3
	Computer Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<i>ASSOCIATE OF ARTS GRADUATION TOTAL HOURS</i>		<i>64</i>

# COURSE DESCRIPTIONS

## ***Addiction and Prevention Studies***

### **APS101 Substance Abuse Awareness for Addiction Counselors**

#### **3 credit hours**

This course presents in-depth, communities-based coverage with a holistic, bio-psycho-social-spiritual perspective of the effects of chemical dependence on health, families, and communities. 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 Counselors through the Behavioral Sciences Regulatory Board.

### **APS102 Introduction to Counseling**

#### **3 credit hours**

This course presents basic communication and counseling skills for one on one interaction between the counselor and the client. The course allows experiential learning. The course is designed to assist the student in preparing for the minimum standards for SRS/Addiction and Prevention Services counselor credentials and the requirements for Registered and Other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

### **APS103 Introduction to Group Counseling**

#### **3 credit 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 skills. 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 Counselors through the Behavioral Sciences Regulatory Board.

### **APS104 Addictions Services**

#### **3 credit 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 the student seeking to be a professional addiction counselor. 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 Counselors through the Behavioral Sciences Regulatory Board. *Prerequisite: APS101 or consent of instructor.*

### **APS105 Multicultural Aspects of Counseling**

#### **3 credit hours**

This course will explore using basic counseling strategies in multicultural situations. It will allow the student to have an understanding of client differences: cultural, ethnic, racial, gender, sexual orientation, disability, socioeconomic, and individual. Integrating multicultural and lifespan considerations is crucial to counseling effectiveness and the course will look at ways to practice these issues. The intent is to provide instruction for the student seeking to be a professional addiction counselor. 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 Counselors through the Behavioral Sciences Regulatory Board.

**APS106 Ethics/Confidentiality in Addiction Counseling****3 credit hours**

This course presents basic concepts about client ethics and confidentiality issues. The intent is to provide instruction for the 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.

**APS107 Pharmacology for Addiction Professionals****3 credit hours**

This course will acquaint the student with a working knowledge of pharmacology issues. The intent is to provide instruction for the student seeking to be a 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.

**APS108 Medical High Risk Issues in Addiction Counseling****3 credit hours**

The course will acquaint the student with the knowledge of medical problems resulting from the use of chemical substances. Content will include area involving: sexually transmitted diseases, Hepatitis, liver diseases, and other chronic and infectious diseases. The intent is to provide instruction for 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.

**APS109 Family and Addictions****3 credit hours**

The student will learn characteristics, cultural factors, support issues, confidentiality issues, and facilitation of discussions concerning family involvement in addictions counseling. 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.

**APS110 Field Practicum I (200 hours)****3 credit hours**

This is 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 the student will have met prerequisite competencies in addictions studies and supporting topics to the extent that the student 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 Counselors through the Behavioral Sciences Regulatory Board.

*Prerequisites: APS101, APS102, APS103, APS104, APS105, APS106, APS107, APS108, APS109, APS221 or consent of instructor.*

**APS130 Introduction to Prevention and Practice****3 credit 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 o 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.

### **APS131 Prevention and Development**

#### **3 credit 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.

### **APS132 Foundations of Prevention Theory, Application, and Ethics**

#### **3 credit 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.

### **APS133 Dynamics of Multicultural Aspects of Substance Abuse Prevention**

#### **3 credit 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.

### **APS134 Prevention for Pre-Natal, Pregnancy, and Early Childhood Dynamics in Prevention**

#### **3 credit 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: APS130.*

### **APS135 Prevention Issues in Pre-Adolescent and Adolescent Development**

#### **3 credit 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.

**APS136 Prevention and Addiction Issues in the Adult Population****3 credit 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.

**APS137 Prevention Dynamics the Elderly Population****3 credit hours**

This course explores the needs of the elderly populations and considerations in substances 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.

**APS138 Prevention Program Planning and Evaluation****3 credit hours**

This course examines the pre-planning 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.

**APS139 Practicum in Prevention Studies (200 clock hours)****3 credit 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: APS130-138, or the consent of instructor.*

**APS221 Dual Diagnosis****3 credit 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: APS101 and PSY101 or consent of instructor.*

## ***Agriculture***

### **AGR100 Field Studies**

#### **3-6 credit hours**

This course 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 report of activities and skilled learned. For students in the Agriculture program only.

### **AGR 101 Agricultural Orientation**

#### **1 credit hour**

The course covers the objectives, organizations, and procedures relative to the ACC Agriculture program. It includes the historical development and projected trends of modern agriculture in the United States and the relationship of basic sciences to professional agriculture.

### **AGR 103 Principles of Animal Science**

#### **3 credit hours**

This course 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 credit hours**

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.

### **AGR 106 Livestock Evaluation**

#### **2 credit hours**

A study of the basic fundamentals involved in the use and selection of livestock. The class involves animal structure correlated to carcass quality and desirability; including breeding stock, major breeds, and terminology. This course is required for all students trying out for the livestock judging team.

### **AGR 201 Animal Science and Industry**

#### **1 credit hour**

This course provides students with the opportunity to recognize breed, age, and sex classifications in livestock. Students will also develop an understanding of the interdependence of all segments of the industry.

### **AGR 202 Advanced Livestock Evaluation**

#### **2 credit hours**

This course provides the advanced study of the basic fundamentals of evaluating livestock on the hoof and on the rail. Theory, practice, format, and the development of oral communications skills are included in this course. This 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 credit hours**

This course 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 206 Farm Management****3 credit hours**

This course will cover the principles and practices involved in managing an agriculture production business. Emphasis is on decision making, financial analysis, business structures, risk management, and planning and managing resources.

**AGR 207 Marketing Agriculture Products****3 credit hours**

This course 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 credit hours**

This course 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 210 Oral Reasons****3 credit hours**

This course provides the opportunity to apply livestock terminology while discussing the strengths and weaknesses of the livestock. The course will give the student the opportunity to enhance verbal communication skills, interpersonal skills, and develop confidence for social functions. The student will demonstrate the ability to speak a set of oral reasons for a livestock class.

**AGR 213 Agricultural Economics****3 credit hours**

This course 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 credit hours**

This course examines the principles of production, classification, structure, physiology, ecology, and reproduction as well as the usage, preservation, and storage of economic plants.

**AGR 215 Agriculture Computations****3 credit hours**

This course covers basic mathematics applications for business and agriculture.

**AGR 216 Agriculture Technology Management****3 credit 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****1-3 credit hours**

Topics of interest to the student will be developed. These topics will be established by the student's needs or requirements. Area of specific need will be pursued and supplementary instructional material will be offered.

**AGR 223 Agricultural Entomology****3 credit hours**

This course 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 credit hours**

This course includes the basic chemical, physical, and biological properties of soils as well as its information, fertility, and usage. *Prerequisite: Chemistry.*

**AGR 251 Beef Management****3 credit hours**

Studies pesticides and herbicides used in insect and weed control. The course emphasizes common weed and insect pest and characteristics of pesticides, their safe use, and calibration of equipment.

**AGR 260 Beef Management****3 credit hours**

This course covers all phases of the beef cattle industry: practical application 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 270 Swine Management****3 credit hours**

This course covers the application of basic principles to the economic 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 credit 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.

**Allied Health****MED102 Geriatric Aide (CNA)****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 75% accuracy. The state test will be given at the ACC – Iola Campus or ACC – Burlingame Campus.

**MED103 Medication Aide (CMA)****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. *Prerequisite: MED102.*

**MED106 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.

**MED107 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. *Prerequisite: MED102.*

**MED108 Home Health Aide****2 credit hours**

This course is designed to prepare individuals to respond to injuries and sudden illnesses that may rise 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.

**MED111 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.

**MED120 Medical Terminology****3 credit hours**

This course is designed to provide the basics needed for building vocabulary. This course emphasizes the building of medical words from prefixes, suffixes, word roots, and combining forms. Also includes an overview of the body systems.

### **MED131 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.

### **MED141 Emergency Medical Technician-Basic (EMT-B)**

#### **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.

### **NHA129 Medical Insurance Coding and Billing**

#### **3 credit 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.

### **NHA130 Natural Healing with Herbs**

#### **1 credit hour**

This course is designed to give students a look at herbal use in today's society. Students will review traditions and use of herbs, along with how they are used in today's society. Also students will learn about safety in use of herbal medication/remedies and identify the bad herbs.

**NHA140 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 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.

**NHA160 Social Services Designee/Activities Director (SSD/AD)****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.

**NHA179 Introduction to Pharmacology****3 credit hours**

This course is an introduction to pharmacology, including terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined. A general understanding of the actions and reasons for use of various groups of pharmacologic agents is introduced. Medications are discussed according to major drug classifications and body systems.

**NHA205 Nursing Home Supervision****3 credit hours**

This course, an overview of the long-term, health care industry, includes a survey of the history and philosophy of nursing facility administration. The course provides an introduction to and application of regulatory standards. Specializations within the long-term health care industry are discussed.

**NHA219 Gerontology****3 credit hours**

This course is designed as an introduction to the aging process and the relationship of the elderly to society. The biological, psychological, social and economic aspects of aging are examined. Students will explore societal factors affecting resources available to the elderly and possible roles they might fill as family members or professionals caring for the elderly.

**NHA235 Long-Term Care Medical Records****3 credit hours**

This course provides the student with the knowledge and skills needed to organize a Health Information Management document under the supervision of a Credentialed Health Information Management professional in a long term care setting. Topics include, Health Information Management professional practice standards, documentation requirements, confidentiality, legal aspects, Medicare benefits and rules and regulations of Kansas licensed nursing facilities.

**NHA236 Legal Concepts****3 credit 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.

### **NHA237 Pharmacology Technician: Principles and Practice**

#### **3 credit hours**

This course provides an overview of the pharmacy practice as it relates to pharmacy technicians. Key points include history of law and ethics, abbreviations, routes or administration, filling prescriptions, over the counter medications, and the differences in the role of a pharmacist and pharmacy technician. A brief overview of each body system along with the medications used to treat common conditions that afflict these systems. The major drug classifications will be discussed along with vitamins and minerals. A brief review of microbiology and chemistry will be included throughout this course. Career information including pharmacy organizations and forecast regarding career opportunities will be included.

### **NHA238 Intermediate Pharmacology**

#### **3 credit hours**

This course will provide a focused approach to the concepts of pharmacology and the pathophysiology of the body systems. The pathophysiology approach clearly places the drugs in context with how they are used therapeutically. Pharmacology is organized according to the body systems and the diseases that affect them. This approach provides the student with a clear view of the connection between pharmacology and pathophysiology, and the content learned in the medical surgical nursing courses.

### **NHA239 Medical Office Accounting**

#### **3 credit hours**

This course is a comprehensive overview of basic on-line accounting. The curriculum is based on the concepts of accounting along with practical application utilizing the Medisoft system.

### **NHA240 Pharmacology Calculations**

#### **3 credit hours**

Pharmacy calculations offer a clear and concise method for calculating drug dosage. This course is directed for the student or professional who feels uncomfortable with medication mathematics. This course also responds to the changes in the health care field and includes the introduction of new drugs, replacement of outdated drugs, and new and refined methods of administering medications. The importance of avoiding medication errors is highlighted by the incorporation of applied critical thinking skills based on patient care situations.

### **NHA247 Medical Document Transcription**

#### **3 credit hours**

This course is a beginning medical transcription course designed to provide students with a working knowledge of the transcription of medical reports. Related medical terminology and appropriate formats for transcribing the reports will be covered. In addition, specialized rules of grammar and punctuation peculiar to dictated medical reports will be highlighted.

## **Art**

### **ART101 Art Appreciation**

#### **3 credit 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.

**ART103 Fundamentals of Art**

**3 credit hours**

This course 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.

**ART120 Design I**

**3 credit hours**

This course 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.

**ART126 Drawing I**

**3 credit hours**

Develops the fundamentals of freehand drawing. Emphasis is placed on elements of design, and principles of art in drawing experiences. Learning to see analytically is stressed.

**ART127 Drawing II**

**3 credit hours**

Continues ART126 with further emphasis on expression and the creative manipulation of pictorial space.  
*Prerequisite: ART126.*

**ART133 Painting I**

**3 credit hours**

Techniques in oil. Emphasis is placed on color theory, design, and techniques needed to achieve them. Introduces students to basic oil painting. Old masters layering technique is introduced. Color is emphasized.

**ART134 Painting II**

**3 credit hours**

Continues ART133 with emphasis on painting of student's choice. *Prerequisite: ART133.*

**ART135 Watercolor**

**3 credit hours**

Basic techniques for painting in watercolor; includes both studio and outdoor painting.

**ART162 Photographic Composition**

**3 credit hours**

An introductory course with emphasis on the use of Photoshop's practical application and fundamental skills in image manipulation will be stressed.

**ART216 Life Drawing**

**3 credit hours**

Teaches students to draw from life. Subject matter will include the human form. Materials will vary.

**ART226 Drawing III**

**3 credit hours**

Continues ART127 with further development of drawing capabilities. *Prerequisite: ART127.*

**ART227 Drawing IV**

**3 credit hours**

Advanced drawing following ART226. *Prerequisite: ART226.*

**ART233 Painting III****3 credit hours**

Covers additional work in color theory and personal direction and style. Emphasizes formal structuring in painting. *Prerequisite: ART134.*

**ART234 Painting IV****3 credit hours**

Provides guidance to develop a personal style. An individual show may also be encouraged. *Prerequisite: ART233.*

***Biology*****BIO102 Principles of Biology****5 credit hours**

An integrated lecture and laboratory course designed for non-biology majors seeking to learn basic biological concepts. The course 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.

**BIO103 Environmental Science****3 credit hours**

An integrated course designed for non-biology majors seeking to learn about the environment. The course covers current environmental conditions, issues and problems. Students will study different types of ecosystems, the use and availability of natural resources, population dynamics and environmental risks. Students will also explore environmental issues such as global warming, acid rain, extinction of species, alternative energy sources, and green conservation concepts. *Co-requisite: BIO104*

**BIO104 Environmental Science Lab****2 credit hours**

A laboratory course designed for non-biology majors seeking to learn about the environment. This course covers the lab procedures that will introduce the student to nature and the environment. Students will learn how to classify and identify various organisms including: insects, wildlife, trees and plants. Students will also be able to evaluate the properties of soil, water and waste. In addition the student will gain an understanding of the population issues and energy concern's facing the environment. *Co-requisite: BIO103.*

**BIO115 Basic Nutrition****3 credit hours**

A lecture course designed for both biology and non-biology majors. This course covers the relationship of nutrition as related to food and the ability of the body to utilize it. Students will learn about the relationship of nutrition at various life stages including pregnancy, infancy, adulthood, and geriatric aging.

**BIO150 Biology I (Cellular)****5 credit 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.

**BIO210 Biology II (Organismal)****5 credit hours**

An integrated lecture and laboratory course for biology, pre-medicine, pre-physician's assistant, and pre-veterinary students. The course covers the morphology, physiology, behavior, taxonomy, evolution, and ecology of the Domains Bacteria, Eukarya, and Archaea. *Prerequisite: BIO150.*

**BIO257 Human Anatomy and Physiology****5 credit hours**

An integrated lecture and laboratory course for biology, pre-nursing, pre-medicine, and pre-physical therapy students. This course covers the macroscopic and microscopic structures and functions of the cells, tissues, organs, and organ systems of the human body. *Prerequisite: BIO150.*

**BIO258 Advanced Human Anatomy and Physiology Laboratory****1 credit hour**

A laboratory course for biology, pre-nursing, pre-medicine and pre-physical therapy students. This course 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. *Prerequisite: BIO257 or concurrent in BIO257.*

**BIO271 Microbiology****5 credit hours**

An integrated lecture and laboratory course for biology, pre-medicine, pre-physician's assistant, and pre-veterinary students. The course covers the morphology, anatomy, physiology, growth, cultivation, and classification of microorganisms with an emphasis on their relationship with humans. *Prerequisite: BIO150.*

**BIO280 Biotechnology****5 credit hours**

An integrated lecture and laboratory course for pre-medicine, pre-veterinary and criminal justice students. This course will provide an introduction to biotechnology and its application in a variety of medicine, and science disciplines. Students will learn about GLP, GMP, solution chemistry, spectroscopy, basic microbiology techniques, DNA and protein purification/separation techniques, recombinant DNA technology, and bacterial transformation. Students will master basic laboratory operating procedures, record-keeping, and safe and proper use of equipment. *Prerequisite: BIO150.*

***Business*****BUS 111 Accounting I****3 credit hours**

This course 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 credit hours**

This course 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 117 Introduction to Leadership****3 credit 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 credit hours**

Introduction to Business is a general business course open to all students. It includes a brief history of business, social responsibilities of business, economic environment, organization, management, marketing, finance, unions, and government regulations. Emphasis is placed on the changing social/economic environment.

**BUS 121 Business Mathematics****3 credit hours**

This course provides students with a review of the fundamental mathematical problems involved in business. Special attention is given to interest, consumer credit, discounts, payroll procedures, depreciation, taxes, and related problems.

**BUS 125 Personal Finance****3 credit hours**

This course is designed for both business and non-business students 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 credit hours**

This course 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 designed for the student who wishes to get ahead in his/her career and to get along with co-workers, subordinates, and supervisors. The course covers morale, personality traits, leadership, employee/employer relations, and the communication processes.

**BUS 149 Leadership Behavior****3 credit hours**

The purpose of this interdisciplinary course is to introduce the student to the practical application of leadership, teamwork, strategic plans and leadership behavior. Course activities will emphasize practical experience through class interaction and community interaction projects. *Prerequisites: BUS117 Introduction to Leadership or approval of instructor.*

**BUS 160 Introduction to Entrepreneurship****3 credit hours**

This course covers the fundamentals required to understand the management of a small business and the considerations that must be made in forming a new business. Topics covered in this course include startup options, capital acquisition, facilities planning, human resource management, financial management, and business plan development.

**BUS 173 Management Seminar I****1-3 credit hours**

This course provides students with an integration of professional and academic experience through internships with employers.

**BUS 174 Management Seminar II****1-3 credit hours**

This course provides students with an integration of professional and academic experience through internships with employers. *Prerequisite: BUS 173.*

**BUS 200 Special Topics in Business****3 credit hours**

This course covers specific areas of business necessary or desired to meet the particular needs not included in other courses. The course title will be amended to include the special topic covered when the course is offered. Course may be repeated if topic is different.

**BUS 205 Supervisory Management****3 credit hours**

This course will introduce and describe the first-line supervisor's managerial functions in the organization. The thrust of this study will be first level management and the link that supervisors provide between workers and management.

**BUS 206 Human Resource Management****3 credit hours**

This course provides a survey of personnel policies, including selection, placement, training, and promotion of employees. Course activities will emphasize recent trends in employment practices of business enterprises with special emphasis placed on training, and retraining programs designed to adapt workers to technological change.

**BUS 207 Microcomputer Accounting Applications****3 credit hours**

This course enables the student to apply accounting principles through the use of microcomputers. Topics include inputting and processing accounting information with general ledger and spreadsheet software.

**BUS 210 Financial Accounting****3 credit hours**

This course explores the process of constructing accrual basis financial statements according to Generally Accepted Accounting Principles for use by internal and external parties. Topics covered include the accounting cycle, asset and inventory valuation, accounting treatment for current liabilities, corporate equity financing, and financial statement analysis. *Prerequisites: Completion or enrollment in MAT 020 Intermediate Algebra.*

**BUS 212 Managerial Accounting****3 credit hours**

This course 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 210 Financial Accounting.*

**BUS 221 Business Law I****3 credit hours**

This course 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 credit hours**

This course 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 Business Law I.*

**BUS 261 Business Communications****3 hours**

This course is designed to provide students with the understanding of communications in business and to 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.

**BUS 275 Principles of Management****3 credit hours**

This course is 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 278 Marketing****3 credit hours**

This course is an 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 credit hours**

This course 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.

**ECO 207 Microeconomics****3 credit hours**

This course introduces the student to the principles of economics and then examines the major concepts of microeconomics from an analytical standpoint. The course begins with an examination of basic economic principles, including supply and demand and a look at the major economic systems. Additional topics covered in this class include the economic theory of households and firms, the determination of equilibrium prices in various product markets, efficient allocation of resources, and distribution of income. The effects of microeconomic decisions on public policy will also be discussed. Agriculture students may take AGR 213 instead.

**ECO 208 Macroeconomics****3 credit hours**

This course introduces the student to the major concepts of macroeconomics from an analytical standpoint. Topics covered include determination of national income, employment issues, stabilization policies, monetary policy, fiscal policy, and the problems of economic growth and development. The economics of international trade and related issues will also be discussed.

***Chemistry*****CHE105 Introduction to Chemistry****5 credit hours**

An integrated lecture and laboratory course designed for non-chemistry majors seeking basic chemistry concepts. This course includes the science of the composition and structure of matter, including the study of the changes that matter undergoes. Also, study of fundamental principles and theories of chemistry and an introduction to organic chemistry and biochemistry will be an integral component to this course.

**CHE125 College Chemistry I****5 credit hours**

An integrated lecture and laboratory course for students planning to take additional courses in chemistry or as chemistry major. This course covers the fundamental concepts of chemistry as they apply to the science of the composition and structure of matter and the changes that matter undergoes. The major areas include the study of elements, compounds, the physical states, calculations, chemical reactions, and nomenclature. *Prerequisite: enrollment in or completion of MAT105, or qualifying ACT or CAMPASS Math score.*

**CHE136 College Chemistry II****5 credit hours**

An integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study began in CHE125, with the areas of focus on Kinetics, Solution and reaction equilibria, Acids and Bases, Thermodynamics, Electrochemistry, Nuclear Chemistry, Organic Chemistry, and Biochemistry. *Prerequisite: CHE125.*

**CHE265 Organic Chemistry I****5 credit hours**

An integrated lecture and laboratory course for chemistry and pre-Health Science students. This covers the nomenclature, structures, and reactions of hydrocarbons, alcohols, and alkyl halides. Also, the stereochemistry and conformations of hydrocarbons, alcohols, and alkyl halides will be studied. *Prerequisite: CHE125 and CHE136, or transfer from 1<sup>st</sup> year chemistry course.*

**CHE295 Organic Chemistry II****5 credit hours**

An integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study began in CHE265, with areas of focus on the nomenclature, structures, and reaction of the following: Aromatic hydrocarbons, Alcohols, Carbonyl compounds, Carboxyl compounds, Nitrogen-based organic compounds, and a study of Biochemistry. *Prerequisite: CHE265.*

***Communication*****COM101 Public Speaking****3 credit hours**

This course is an introductory course on the basic principles of effective public communication with emphasis on instruction and experience in research, organization, preparation and delivery of speeches in a variety of contexts and situations. Methods of effective listening, speaker evaluation and group communication are also studied.

**COM201 Mass Communication in Society****3 credit 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.

**COM202 Reporting****3 credit hours**

The study and practice of gathering information and writing for various mass media. *Prerequisites: COL101 (grade "c" or above), COM20, or Instructor consent.*

**COM211 Interpersonal Communication****3 credit 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.

***Computer Science*****CIS 100 Introduction to Computers****3 credit hours**

This course covers the essentials of computer capabilities. The course will develop computer literacy and assist students in developing an awareness of various software programs and computer capabilities.



**CIS 109 Introduction to Computer Programming****3 credit hours**

This introductory level course covers programming principles, methodology, style, design, structures, data types, and logic.

**CIS 115 Visual Basic I****3 credit hours**

This course is the study of programming principles, methodology, style, and the Visual Basic programming language to include structures, flow charting, data types, and syntax. Emphasis is placed on software development, analysis, design, documentation, writing, and execution of computer programs using Visual Basic with application in mathematics, business, and sciences.

**CIS 120 Windows****1 credit hour**

This course is the study and practical application of the fundamentals of the latest Windows operating system. Topics include Windows features, general layout, launching programs, shortcuts, housekeeping, routine file maintenance, installing hardware, and using various Windows tools and utilities.

**CIS 122 Internet Basics****1 credit hour**

This course is the study and practical application of various features of Internet access. Topics include email, newsgroups, Telnet, FTP, net searches, and browsing the World Wide Web.

**CIS 124 Web Page Development****1 credit hour**

This course is the study of web page design and construction. Topics include design principles, document structure, and standard HTML to include syntax, document tags, linking, images, forms, frames, and some JAVA script.

**CIS 126 Microsoft PowerPoint****3 credit hours**

This course provides students with the opportunity to learn presentation software for employment purposes or home use and to turn ideas into professional, compelling presentations.

**CIS 128 Microsoft Access****3 credit hours**

This course covers various levels of Microsoft Access including principles, procedures, concepts, and commands used with Microsoft Access.

**CIS 130 Microsoft Excel****3 credit hours**

This course covers various levels of Microsoft Excel including principles, procedures, concepts, and commands used with Microsoft Excel.

**CIS 145 Programming for the Internet****1 credit hour**

This course is 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 170 Microsoft Office****3 credit hours**

This course is 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 credit hours**

This course is the study and practical application of Microsoft Word software as it applies to home or office word processing purposes.

**CIS 178 Advanced Word****3 credit hours**

This 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 182 Advanced Excel****3 credit hours**

This course is 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 credit hours**

This course provides advanced coverage of Microsoft Access including SQL, advanced query, report design, macros, and module design application.

**CIS 190 Introduction to Multimedia****3 credit hours**

This course provides an overview of how interactive multimedia is developed and distributed. The class also explores 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 is provided. The class also discusses the impact that new technologies have on industry, the classroom, and the home.

**CIS 197 Multimedia Graphics****3 credit hours**

This course is a continuation of Introduction to Computer Graphics for students interested in producing graphics for multimedia and animation. The course includes an introduction to basic concepts dealing with image manipulation, web graphics, 3D modeling, and basic animation and basic multimedia authoring. Prerequisite: PRO 195.

**CIS 210 Front Page 2003****3 credit 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. Recommended: Computer literacy, keyboarding skills, and Adobe Photoshop.

**CIS 230 C++ Programming I****3 credit hours**

This course 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.

**NET 101 Computer Repair-Core Hardware****3 credit hours**

This course is designed to provide hands on skills in the area of computer troubleshooting and repair in accordance with the Comp-TIA A+ certification operating systems objectives.

**NET 102 Computer Repair-Operating Systems****3 credit hours**

This course is designed to provide hands on skills in the area of computer troubleshooting and repair in accordance with the Comp-TIA A+ certification operating systems objectives. Recommended: NET 101.

***Construction and Maintenance Technology*****CMT 101 Introductory Craft Skills****3 credit hours**

This course will provide students with an overview of safety procedures at the workplace, explain the application of basic mathematical functions to the construction trade, introduction and proper usage of hand tools and power tools common to the trade, familiarizes students in reading and understanding basic blueprint terms, components, and symbols. This course will also provide students with the techniques for communicating effectively with co-workers and supervisors, and provide with information regarding critical thinking, problem solving, effective relationship skills, and familiarize students with key workplace issues.

**CMT 102 Safety Orientation (OSHA 10)****1 credit hour**

This course includes the 10 clock hour OSHA Construction Certification which will provide students with the best practices for some of the most common and hazardous situations on the job site. *Prerequisites: CMT 101 and provide evidence of satisfactory drug test results from test taken within 45 days prior to 1<sup>st</sup> day of class, and Physical Fitness test to include bending and stooping, range of motion, carry 40# up and down ladder.*

**CMT 103 Field Safety****3 credit hours**

This course provides the necessary safety task training to all field personnel and is designed for all individuals completing or overseeing a specific task from craftsman, crew leader, safety supervisor, to superintendent. *Prerequisites: CMT 101.*

**CMT 105 Carpentry Basics****4 credit hours**

This course will provide the student with an orientation to the carpentry trade by exploring various building materials, hand and power tools, reading of plans and elevations. Successful completions of CMT 105 ~ CMT 108 classes will prepare the student to take the national test are required to obtain the NCCER Level I Carpentry certification. *Prerequisites: CMT101 and CMT102. Student must pass workplace fitness and drug screening requirements.*

## **CMT 106 Floors, Walls, and Ceiling Framing**

### **4 credit hours**

This course will provide the student with fundamentals of the carpentry trade by exploring floor systems, wall and ceiling framing. Successful completions of CMT 105 ~ CMT 108 will prepare the student to take the national test are required to obtain the NCCER Level I Carpentry certification. *Prerequisites: CMT101, CMT102, and CMT 105. Student must pass workplace fitness and drug screening requirements.*

## **CMT 107 Roof Framing**

### **3 credit hours**

This course will provide the student with the fundamentals of carpentry trade by exploring types of roofs, calculations, trusses, and materials use in roof framing. Successful completions of CMT 105 ~ CMT 108 will prepare the student to take the national test are required to obtain the NCCER Level I Carpentry certification. *Prerequisites: CMT101, CMT102, CMT 105, and CMT 106. Student must pass workplace fitness and drug screening requirements.*

## **CMT 108 Windows, Doors and Stairs**

### **3 credit hours**

This course will provide the student with the fundamentals of the carpentry trade by exploring windows, and exterior doors and basic stair layout. Successful completions of CMT 105 ~ CMT 108 will prepare the student to take the national test are required to obtain the NCCER Level I Carpentry certification. *Prerequisites: CMT101, CMT102, CMT 105, CMT 106, and CMT 107. Student must pass workplace fitness and drug screening requirements.*

## **CMT 111 Carpentry Framing and Finishing Level II**

### **12 credit hours**

This carpentry course will familiarize the student with commercial drawings, roofing applications, thermal and moisture protection, exterior finishing, cold-formed steel framing, drywall installation and finishing, doors and door hardware, suspended ceilings, window, door floor and ceiling trim, and cabinet installation and fabrication. Successful completion of CMT 111 will prepare the student to for the national NCCER Level II Carpentry certification. *Prerequisites: CMT108.*

## **CMT 120 Electrical Level**

### **5 credit hours**

This introductory electrical course will familiarize the student with terminology and basic electrical knowledge necessary for the field including an orientation to the electrical trade, electrical safety, introduction to electrical circuits, electrical theory, introduction to the national electric code®, device boxes, hand bending, raceways and fittings, conductors and cables, basic electrical construction drawings, residential electrical services, and electrical test equipment. Successful completion of CMT 120 will prepare the student to for the national NCCER Level I Electrical certification. *Prerequisites: CMT101 and CMT 102. Student must pass workplace fitness and drug screening requirements.*

## **CMT 130 HVAC Level I**

### **5 credit hours**

This introductory course will familiarize the student with terminology and basic HVAC knowledge necessary for the field including an introduction to HVAC, trade mathematics, and copper and plastic piping practices, as well as ferrous metals, basic electricity, introduction to heating and cooling, and air distribution systems. Successful completion of CMT 130 prepares a student for the national NCCER Level I HVAC certification. *Prerequisites: CMT101 and CMT 102. Student must pass workplace fitness and drug screening requirements.*

## **CMT 140 Painting Commercial and Residential Level I**

### **4 credit hours**

This introductory course will familiarize the student with terminology and basic painting knowledge necessary for the field including careers in the painting trade, Safety, ladders, scaffolds, lifts and fall protection, identifying surface/substrate materials and conditions, protecting adjacent surfaces, basic surface preparation, sealants and repair/fillers, introduction to paints and coatings, and brushing and rolling paints and coats. Successful completion of CMT 140 prepares a student for the national NCCER Painting Commercial and Residential Level I certification.

*Prerequisites: CMT101 and CMT 102. Student must pass workplace fitness and drug screening requirements.*

## **CMT 150 Pipefitting Level I**

### **4 credit hours**

This introductory course will familiarize the student with terminology and basic pipefitting knowledge necessary for the field including orientation to the trade, pipefitting hand and power tools, oxyfuel cutting, ladders and scaffolds, and motorized equipment. Successful completion of CMT 150 prepares a student for the national NCCER Level I pipefitting certification.

*Prerequisites: CMT101 and CMT 102. Student must pass workplace fitness and drug screening requirements.*

## **CMT 160 Site Layout Level I**

### **4 credit hours**

This introductory course will familiarize the student with terminology and basic site layout knowledge necessary for the field including introduction to site layout, surveying math, survey equipment use and care one, and blue print reading for surveyors. Successful completion of CMT 160 prepares a student for the national NCCER Level I site layout certification.

*Prerequisites: CMT101 and CMT 102; student must pass workplace fitness and drug screening requirements.*

## **CMT 170 Plumbing Level I**

### **6 credit hours**

This introductory course will familiarize the student with terminology and basic plumbing knowledge necessary for the field including introduction to the plumbing profession, plumbing safety, plumbing tools, introduction to plumbing math and drawings, (plastic, copper, cast-iron, carbon steel pipe) and fittings, corrugated stainless steel tubing, fixtures and faucets, introduction to drain, waste, and vent (DWV) systems, and an introduction to water distribution systems. Successful completion of CMT 170 prepares a student for the national NCCER Level I plumbing certification.

*Prerequisites: CMT101 and CMT 102; student must pass workplace fitness and drug screening requirements.*

## **CMT 180 Concrete Finishing Level I**

### **4 credit hours**

This course provides an introduction to the methods and procedures used in concrete finishing. Introduces terms of the trade and equipment used to place, finish, and cure concrete. This course will familiarize the student with safety requirements, properties and troubleshooting and ways to reduce or eliminate problems. Successful completion of CMT 180 prepares a student for the national NCCER Level I Concrete Finishing certification.

*Prerequisites: CMT101 and CMT 102; student must pass workplace fitness and drug screening requirements.*

## ***Criminal Justice***

### **CJS100 Introduction to Criminal Justice**

#### **3 credit 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.

**CJS101 Introduction to Law Enforcement****3 credit hours**

This course 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.

**CJS102 Introduction to Corrections****3 credit hours**

This course is an overview of the corrections field, addressing the disposition of criminal offenders. Topics include the history of corrections, probation and parole, jails and prisons, special populations, the death penalty, the role of correctional personnel, and recidivism.

**CJS151 Traffic Investigation****3 credit hours**

This course covers the three phases of traffic control: engineering, education, and enforcement. Topics include the challenges of traffic direction, traffic regulations, traffic safety, and the basics of traffic accident reporting.

**CJS202 Interviewing and Report Narrative****3 credit hours**

This course covers practical and useful techniques for interviewing to gain accurate information in criminal justice situations. Topics include interviewing techniques in various phases of investigation and report narrative structures. Activities include interviewing practice and report narrative writing.

**CJS220 Criminal Justice Agency Administration****3 credit hours**

This course provides students with an overview of the motivational and management theories involved in criminal justice agency administration, including current trends and fiscal accountability. Exploration and application of creative thought processes, leadership and teamwork, self-motivation and responsibility, will be emphasized. Prerequisite: CJS100 Introduction to Criminal Justice.

**CJS221 Criminal Law****3 credit hours**

This course examines the basic tenets from which criminal law is derived. Topics include the history, scope and nature of laws, parties to crime, classification of offenses, capacity to commit crime, and defenses to criminal acts. Emphasis is placed on the law as a formal method of behavior control and how the law seeks to fulfill that role. Kansas criminal statutes will also be addressed.

**CJS230 Basic Fingerprinting Techniques****3 credit hours**

This course establishes guidelines in determining the proper taking, gathering, and identification of fingerprints, including code sequences and search procedures. Techniques will be examined for developing and recovering latent and patent fingerprints using current law enforcement methods.

**CJS231 Issues on Criminal Justice****3 credit hours**

This course provides students with information and training that will assist them with frequently- and infrequently-faced challenges in the criminal justice field. Topics covered will vary by course offering.

**CJS233 Crime Victims****3 credit hours**

This course examines the field of victimology, and its role as a field of study within criminal justice. Special attention will be paid to various crimes' impacts on victims and trends in the criminal justice system's responses.

**CJS235 Forensic Anthropology****3 credit hours**

This course will familiarize students with the field of forensic anthropology. Topics include the history, fundamentals, and methodologies of this medical-legal field of criminal justice studies.

**CJS240 Introduction to Criminal Investigation****3 credit hours**

This course covers the investigative method, note taking, interviewing information sources, and crime scene evaluation. Topics include the investigation of burglary, homicide, assault, sex offenses, larceny, narcotics, and suspect identification.

**CJS242 Introduction to Criminology****3 credit hours**

This course provides a broad overview of the different theories related to the nature and extent of crime, including the causes and prevention of criminality. Students will gain an overview of the justice process, legal concepts, justice perspectives, and treatment programs for known criminals.

**CJS243 Criminal Behavior****3 credit hours**

This course addresses, from a psychological perspective, the contributions of various factors toward criminal behavior. Biological, personality, learning situations, and other viewpoints will be explored. Different types of crime and their typical offenders will be examined. Prerequisite: PSY101 General Psychology.

**CJS270 Narcotics Enforcement****3 credit hours**

This course covers the various forms of illegal drugs and the identification of illegal drugs. Topics include case initiation and the handling of evidence, developing and handling informants, surveillance operations, intelligence gathering, covert operations, and state and federal laws.

**CJS271 Criminal Justice Practicum****3 credit hours**

This course, aligned with local police departments and criminal justice agencies, provides students with practicum experiences in various aspects of police and criminal justice work. Class discussion will assist students in processing varied learning experiences.

***Early Childhood Education*****ECE101 Early Childhood Growth and Development****3 credit hours**

The student will study the physical, mental, social and emotional development of the child from birth to eight years. The student will gain understanding in the interrelationship of growth and behavior and the influence of a child's cultural environment on the child's development.

**ECE102 Principles of Early Childhood Education****3 credit hours**

The student will study the history, principles, philosophy and best practices in early education and child care. The student will be exposed to a variety of early childhood program models as well. The student will be able to apply developmentally appropriate practices in working with young children and their families as well as in related early childhood education courses.

**ECE103 Child Health, Safety, and Nutrition****3 credit hours**

The student will study the basic health, nutrition, and safety management practices for all young children. Students will also learn the state regulations for health and nutrition in child care and preschool programs.

**ECE104 Creative Experiences for Young Children****3 credit hours**

The student will learn how to construct and maintain an environment that fosters aesthetic sensitivity and creativity. The student will learn how to select and construct materials, activities and experiences to encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies and health and safety curriculum areas. Students will learn to use the Kansas Early Learning Standards when selecting and implementing activities for the young child. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator. Concurrent enrollment with ECE 205 is recommended.*

**ECE105 Observation and Interacting with Young Children****3 credit hours**

The student will learn how to assess the young child by learning how to observe the young child in a variety of settings. The student will apply observation techniques to set goal based on the child's needs and then how to interact with the child to achieve those goals. *Prerequisite: ECE 101 or by consent of ECE coordinator.*

**ECE106 Multicultural Education of Young Children****3 credit hours**

The student will confirm and celebrate the young child's cultural heritage. The student will understand the importance of understanding, sharing and validating cultural roots. The student will explore the student's own cultural heritage and analyze the impact that heritage may have on the approach to the early childhood education curriculum.

**ECE107 Child Play and Games****3 credit hours**

The student will understand the importance of play attitudes and environments in the young child's development. The student will learn how to incorporate movement with an emphasis on encouraging children to explore, imagine, invent and express feelings. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE201 Infant and Toddler Education and Care****3 credit hours**

The student will study infant and toddler development in-depth. The student will demonstrate application of development knowledge by planning developmentally appropriate activities for infants and toddlers. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE202 Preschool Education and Care****3 credit hours**

The student will apply the development of preschoolers in building and implementing a preschool program that supports social and emotional development. The student will learn to establish positive and productive relationships with families. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE203 Building Family and Community Relationships****3 credit hours**

The student will explore characteristics of effective parenting and how to best support and inform families in regards to the young child's needs. Problem prevention and resolution, nurturing self-esteem, and building a collaborative relationship between professionals and families will be examined.



**ECE204 Developing Language and Literacy in Early Childhood****3 credit hours**

The student will understand the foundation of early language and literacy as well as examine techniques for facilitating early language and literacy development in children from birth to age eight. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE205 Early Childhood Curriculum****3 credit hours**

The student will explore methods of curriculum planning based on activity areas and appropriate themes. Students will become proficient in using the Kansas Early Learning Standards to guide program planning in a variety of child care settings. The student will integrate early childhood principles such as Piaget's cognitive concepts and developmentally appropriate practices. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE206 Profession Development/Leadership****3 credit hours**

The student will develop leadership and collaboration skills. The student will practice conflict resolution strategies and other human resource management strategies. The student will also develop skills related to parent and community involvement.

**ECE207 Early Childhood Program Administration****3 credit hours**

The student will focus on administrative skills including policy development, needs assessment, and fiscal planning and management. The student will become proficient in licensing and accreditation standards and processes. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE208 Foundation for Foster Parent Education****3 credit hours**

The student will study the unique problems in providing foster care and constructive discipline techniques. The student will gain a deep understanding in the social and psychological development of children and moral development in the adolescent years.

**ECE209 Current Topics in Early Childhood Education****3 credit hours**

The student will explore current trends, research, and policies in early childhood education. The specific description and outcomes will be revised as each section is offered. Topics will be based on national standards, research, policy, and interest as identified by the Early Childhood Education Advisory Board, ECE students, and collaborating agencies.

**ECE210 Developing Math and Science in Early Childhood****3 credit hours**

The student will explore how to facilitate early math and science skills in young children. Both formal and informal instructional strategies will be learned. The student will become familiar with current research regarding foundational math and science skill development in the young child. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE212 Exceptionalities and the Young Child****3 credit hours**

The student will become familiar with IDEA and the different disability categories. The student will become knowledgeable of the spectrum of services and early interventions to qualifying children. *Prerequisite: ECE 101 and 102 or by consent of ECE coordinator.*

**ECE215 Practicum in Early Childhood Education****3 credit hours**

The student will be responsible for preparing, implementing, and evaluation activities for children in either a child care, preschool, or early elementary setting. A minimum of 135 on-site hours is required for the semester.

*Prerequisite: by permission of ECE coordinator.*

***English and Literature*****COL010 Fundamental English****3 credit hours**

Developmental Education-COL010 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 COL011, Pre-Composition. *Prerequisite: see placement policy on page 22.*

**COL011 Pre-Composition****3 credit hours**

Developmental Education-COL011 does not apply toward graduation requirements. Pre-Composition is a preparatory course, emphasizing the writing processes that will be utilized in COL101 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: COL010 or see placement policy on page 22.*

**COL012 Reading Fundamentals****3 credit hours**

Developmental Education-COL012 does not apply toward graduation requirements. Reading Fundamentals is designed to prepare students for academic and vocational reading at the college level. Those skills stressed include basic reading and comprehension skills, vocabulary development skills and basic strategies for understanding college material. *Prerequisite: see placement policy page 22.*

**COL013 Intermediate Reading****3 credit hours**

Developmental Education-COL013 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, and skills designed to help individual read and understand college course work better. *Prerequisite: COL012 or see placement policy page 22.*

**COL020 Fundamental English Review****2 credit hours**

Developmental Education-COL020 does not apply toward graduation requirements. Fundamental English Review is designed to assist in preparing students for COL011, Pre-Composition. The review will provide lessons on basic skills in grammar, punctuation, capitalization, spelling, and sentence writing.

**COL021 Pre-Composition Review****2 credit hours**

Developmental Education-COL021 does not apply toward graduation requirements. Pre-Composition Review is a preparatory course emphasizing the writing processes that will be utilized in English Composition I. The review course will progress from lessons on sentence structure and short pieces of writing to the development of essay-writing skills. An emphasis will be placed on focus, organization, and clarity in writing, and proper usage of Standard Edited English.

**COL101 English Composition I****3 credit 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 placement policy on page 22.*

**COL 102 English Composition II****3 credit 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.*

**COL105 Technical Writing****3 credit hours**

Technical Writing introduces students to principles and skills vital to effective written communication in a professional environment. The course covers the following writing situations: mechanism description, set of instructions, letter of proposal, technical definition, set of standards and specifications, and technical report. Resume writing and professional correspondence are also addressed. *This course does not satisfy the requirements for COL101 or COL102.*

**COL115 Beginning Creative Writing****3 credit hours**

Beginning Creative Writing familiarizes the student with the process of writing for publication. Emphasis is placed upon the writing of poetry, short story, and/or drama.

**COL130 Introduction to Literature****3 credit hours**

Introduction to Literature reviews and studies the major genres of literature: fiction, poetry and drama. Representative selections are read, discussed, and analyzed. Literary criticism is introduced via theme, mood, characterization, style, tone, language, and other related elements. *Prerequisite: see placement policy on page 22.*

**COL132 Poetry****3 credit 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 placement policy on page 22.*

**COL135 Fiction****3 credit hours**

Fiction familiarizes the student with short works of fiction from classics to contemporary offerings. Fiction also discusses how to read a story, point of view, character, setting, and themes, as well as writing about literature, including the critical approaches to literature. *Prerequisite: see placement policy on page 22.*

**COL211 Early American Literature****3 credit 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 placement policy on page 2.*

**COL222 Modern American Literature****3 credit 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 placement policy on page 2.*

**COL230 Early British Literature****3 credit hours**

Early British Literature surveys English literature from the early Middle Ages to the late eighteenth century. The course 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 placement policy on page 2.*

**COL231 Modern British Literature****3 credit hours**

Modern British Literature surveys English literature from the Romantic period in the late eighteenth and early nineteenth centuries to the present. The course 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 placement policy on page 22.*

**COL237 Children's Literature****3 credit hours**

Children's Literature is a preparation course for the elementary school teacher. The course focuses on the history, tradition and current trends of children's literature, development of an appreciation and understanding of children's literature in all genres, selection and evaluation of quality books for children, and development of creative techniques for teaching literature. *Prerequisite: see placement policy on page 2.*

***Health and Physical Education*****HPE101 Introduction to Physical Education****3 credit hours**

This course introduces concepts of physical education including principles, objectives, methods, subject matter, and materials. The history and development of physical education is emphasized.

**HPE105 Personal Hygiene and Community Health****3 credit 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.

**HPE115 Basic Nutrition****3 credit 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.

**HPE116 Lifetime Group Activities (Team)****1 credit hour**

This course will help students acquire skills in selected lifetime activities, which will enable them to continue those healthful activities throughout their life.

**HPE117 Individual/Dual Lifetime Activities (Games)****1 credit hour**

This course will expose the student to several programs for aiding the individual in becoming physically fit through lifetime activities.

**HPE118 Individual/Dual Lifetime Activities (Fitness)****1 credit 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.

**HPE119 Lifetime Group Activities (Dance)****1 credit hour**

This course will provide exposure to several lifetime dance activities.

**HPE120 Lifetime Activities (Outdoor Recreation)****1 credit hour**

Various forms of outdoor recreational activities will be offered to enhance the student's ability to participate in alternative lifetime fitness activities.

**HPE121 First Aid and Safety****3 credit hours**

This course is 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.

**HPE126 Physical Education in Elementary Schools****3 credit 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 section of games or play activities for different groups and conditions.

**HPE127 Fundamentals of Softball****3 credit hours**

This course is designed to develop coaching techniques from individual to team fundamentals. Emphasis is on offensive and defensive situations.

**HPE131 Weights and Conditioning****1 credit hour**

This course is designed to offer the student instruction and performance opportunities in exercise activities, specifically resistance and cardiovascular training. Techniques and safety will be addressed for all exercises performed. Each student should use this class to achieve specific physical fitness goals.

**HPE132 Physical Fitness Education for Life****3 credit 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.

**HPE134 Care and Prevention of Athletic Injuries****3 credit hours**

This course 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.

**HPE141 Introduction to Coaching****3 credit 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.

**HPE142 Introduction to Individual Sports****3 credit 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.

**HPE143 Introduction to Team Sports****3 credit 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.

**HPE151 Theory of Muscular Conditioning Training****3 credit 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.

**HPE200 Special Topics in Physical Education****1 credit 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.

**HPE201 Rules and Officiating I****3 credit hours**

This course teaches the skills necessary to supervise baseball, track, and field activities through classroom instruction, schedules and organization, laboratory work, and officiating.

**HPE202 Rules and Officiating II****2 credit hours**

This course teaches the skills necessary to supervise baseball, track, and field activities through classroom instruction, schedules and organization, laboratory work, and officiating.

**HPE211 Fundamentals of Baseball****3 credit 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.

**HPE221 Introduction to Soccer****3 credit hours**

This course familiarizes the student with basic skills, theory, and philosophy of soccer. Both individual skills and team play are emphasized.

**HPE231 Fundamentals of Basketball****3 credit hours**

This course 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.

**HPE234 Introduction to Rehabilitation and Modalities****3 credit hours**

This course introduces the student 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. This is recommended for students interested in athletic training, physical therapy, or pre-chiropractic.

*Prerequisite: HPR134.*

**HPE241 Theory and Practice of Coaching Basketball****3 credit hours**

This course is designed to meet departmental standards for certification requirements. The course provides insight on the scientific approach to coaching basketball to all students.

**HPE251 Fundamentals of Track and Field****2 credit hours**

This course 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.*

**HPE261 Fundamentals of Volleyball****2 credit hours**

This course 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.

**HPE298 Athletic Training Practicum I****3 credit hours**

This course is designed for students intending to continue their education in athletic training or physical therapy or those interested in pre-chiropractic or pre-medicine. 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. *Prerequisite: HPE134, BIO102, completion or concurrent in BIO257 and HPE234, and instructor's permission.*

**HPE299 Personal Fitness Trainer Education****5 credit 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.

## ***History/Political Science***

### **GEO104 Principles of Geography**

#### **3 credit hours**

This course examines the earth 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 world regions dealt with include: Anglo-America, Latin American, Europe, Russia, Middle East, Asia, Africa, and the Pacific World.

### **HIS108 American History to 1865**

#### **3 credit hours**

This course provides a survey of American History from the colonial period through the Civil War.

### **HIS109 American History from 1865**

#### **3 credit hours**

This course provides a survey of American History from the end of the Civil War up to the present.

### **HIS121 Western Civilization I**

#### **3 credit hours**

This course provides a survey of Western Civilization from the prehistoric era through the Renaissance.

### **HIS122 Western Civilization II**

#### **3 credit hours**

This course provides a survey of Western Civilization from the Renaissance to the present.

### **HIS171 Reporting Local History**

#### **1-3 credit hours**

This course enables 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.

### **HIS210 The American Civil War**

#### **3 credit 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.

### **HIS225 The American West**

#### **3 credit hours**

This course is a regional study of the American West with emphasis on the Great Plains. An overview of the American frontier from the age of discovery to 1890 is provided and the study of the Plains Indians and the range cattle industry included.

### **HIS226 Kansas History**

#### **3 credit hours**

This course is a study of Kansas historical development from the prehistoric age to the present. The course includes agricultural developments as well as political studies.

### **HIS231 World Since 1914**

#### **3 credit hours**

This course provides 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.



**HIS250 Latin American History****3 credit 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.

**POL130 State and Local Government****3 credit hours**

This course reviews state, county, municipal, and special district governments, surveying the various systems used in the United States.

**Mathematics****MAT014 Beginning Mathematics****3 credit hours**

Development Education-MAT0140 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 MAT015 Beginning Algebra. *Prerequisite: see mandatory placement policy on page 22.*

**MAT015 Elementary Algebra****3 credit hours**

Developmental Education-MAT015 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 MAT020 Intermediate Algebra. *Prerequisite: MAT014 or see mandatory placement policy on page 22.*

**MAT020 Intermediate Algebra****3 credit hours**

Developmental Education-MAT020 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: MAT015 or see mandatory placement police on page 22.*

**MAT105 College Algebra****3 credit hours**

Covers the same topics as MAT020 plus logarithms, sequences, series, determinants and matrices. *Prerequisite: MAT020 or see mandatory placement on page 22.*

**MAT106 Plane Trigonometry****3 credit 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. *Prerequisite: Two years of high school algebra. The course may be accompanied by MAT105.*

**MAT115 Elementary Statistics****3 credit 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: MAT105 or higher.*

**MAT120 Pre-Calculus****3 credit hours**

Includes the study of algebraic, transcendental, and trigonometric functions. The course also includes a general background in analytic geometry and linear algebra. *Prerequisites: MAT105 with "C" or better or instructor consent.*

**MAT123 Calculus with Analytic Geometry I****5 credit hours**

Introduces analytic geometry, functions, limits and continuity, derivatives, and applications. *Prerequisite: MAT105 and 106 or 120 or their high school equivalents with a "C" or better or the recommended ACT of 24 or higher.*

**MAT125 Calculus with Analytic Geometry II****5 credit 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: MAT123 with a "C" or better.*

**MAT225 Calculus with Analytic Geometry III****5 credit hours**

Amplifies the study of multivariable calculus with infinite series and vectors. Includes partial differentiation and multiple integration with applications. *Prerequisite: MAT125 with a "C" or better.*

**Music****MUS101 Fundamentals of Music****3 credit hours**

This course includes basic skills in music reading: clefs, meters, rhythm patterns, scales, keys, intervals, chords, basic transposition, and keyboard harmony. A basic course in music designed for the elementary classroom teacher, for the music major as a prerequisite of Music Theory 102, and the non-music major who desires to have knowledge of music fundamentals. Students displaying adequate competencies may apply to test out of this course.

**MUS102 Music Theory I****3 credit hours**

Presents and explores melodic, rhythmic, and harmonic practices found in functional harmony by relating and integrating written and aural skills. The course includes traditional usage and analysis of diatonicism. These include textures, scales, intervals, modes, triads, cadence types, and non-harmonic types. *Prerequisite: Consent of instructor. Co-requisite: MUS116 and MUS117.*

**MUS103 Music Theory II****3 credit hours**

Continues where Music Theory I left off, extending into the study of seventh chords, leading tone chords, modulations to closely related keys, and small formal structures. Much of the semester is spent mastering the concepts of harmonic progression and written in eighteenth century chorale style. *Prerequisite: MUS102. Co-requisite: MUS118 and MUS121.*

**MUS104 Madrigal Singers****1 credit hour**

The purpose of this course is to prepare and perform representative works of choral excellence. The works will be primarily music of Renaissance madrigals and 20<sup>th</sup> Century jazz compositions. *Prerequisite: Consent of instructor.*

**MUS105 Pep Band****1 credit hour**

This course offers preparation of band literature for performance at athletic and school events. Reading of musical notation is required.

**MUS106 Band****1 credit hour**

The purpose of this course is to prepare and perform representative works of instrumental excellence. This course is a requirement for all instrumental music majors.

**MUS108 Choir****1 credit hour**

Requires preparation and performance of representative works of choral excellence. The course is required of all vocal music majors.

**MUS110 Jazz Band****1 credit hour**

The purpose of this course is to prepare and perform representative works of Jazz and Contemporary instrumental literature. The works will be primarily focus on 20<sup>th</sup> Century jazz compositions. The study of jazz history and improvisation would be essential to the preparation of the music. *Prerequisite: Consent of instructor.*

**MUS 111 Music Appreciation****3 credit hours**

Introduces the history and development of music in western civilization. The class 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.

**MUS112 Music Practicum I****1 credit hour**

This course provides practical and creative projects in various areas of Musical Theatre, 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.

**MUS114 Applied Music I****1 credit 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 only.*

**MUS115 Applied Music II****1 credit 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 only.*

**MUS116 Aural Skills I****1 credit hour**

Introduces the study of aural theory. Develops basic skills in sight-singing and ear training. Includes rhythmic, melodic, and harmonic dictation. *Co-requisite: MUS102 and MUS117.*

**MUS117 Keyboard Harmony I****1 credit 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: MUS102 and MUS116.*

**MUS118 Keyboard Harmony II****1 credit 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: MUS103 and MUS121.*

**MUS121 Aural Skills II****1 credit hour**

Continues the study of aural theory. The class 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: MUS103 and MUS118.*

**MUS140 Group Guitar for Beginners****1 credit hour**

Beginning guitar instruction to cover the fundamentals of guitar playing to include basic chords, basic finger picking and strumming styles, and basic music reading, both traditional and tablature.

**MUS214 Applied Music III****1 credit 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 only.*

**MUS215 Applied Music IV****1 credit 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 only.*

**MUS224 Music Practicum II****1 credit hour**

This course provides practical and creative projects in various areas of Musical Theatre, 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.

**MUS230 Special Projects in Music****1-3 credit hours**

Specialized workshops or classes designed to help students, teachers, and the community with musical needs.

***Production Media*****PRO116 Introduction to Photoshop****3 credit hours**

This 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 credit 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 credit 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 credit hours**

This course 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 credit 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 credit 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 halftoning, basic signal processing and sampling, aliasing and antialiasing, 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.

**PRO 200 Macromedia Flash****3 credit hours**

This course focuses on the production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Flash CS3 Professional users will learn to import bitmaps, sounds, and video to make Flash projects more engaging. New features in Flash CS3, including the more advanced drawing tools, the new ActionScript debugger, improved QuickTime exports, and the stand-alone video encoder will be covered.

**PRO 201 Dreamweaver MX****3 credit hours**

In this course 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 credit 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 credit hours**

This course focuses on the overall web site production processes particular emphasis on design elements involving layout, navigation and interactivity.

***Psychology*****PSY101 General Psychology****3 credit 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.

**PSY160 Psychology of Adjustment****3 credit 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.

**PSY162 Death and Dying****1 credit hour**

This course is designed to acquaint the student with the stages of grief involved with death and dying.

**PSY230 Abnormal Psychology****3 credit 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: PSY101.*

**PSY263 Developmental Psychology****3 credit 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: PSY101.*

**PSY264 Psychology of Human Sexuality****3 credit 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: PSY101.*

**PSY275 Social Psychology****3 credit hours**

This course studies issues of human relations, group dynamics, and the social psychological development of an individual. *Prerequisite: PSY101 and SOC102.*

***Sociology*****SOC102 Sociology****3 credit hours**

This course provides 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.

**SOC110 Juvenile Delinquency****3 credit 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.

**SOC111 Cultural Anthropology****3 credit hours**

This course 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.

**SOC121 Marriage and Family Relations****3 credit hours**

This course considers the effects of family interaction upon individual development. Additional topics include the consideration of premarital, marital, and parent-child relationships.

**SOC205 Contemporary Social Problems****3 credit hours**

This course provides an extensive study of major current social problems and a sociological analysis of 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.

***Theatre*****THE101 Theatre Appreciation****3 credit hours**

An introductory course in the study of theatre including a survey of the history and the different elements that makes up theatre such as acting, directing, playwriting, scenic design and theatre architecture.

**THE121 Oral Interpretation****3 credit 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.

**THE131 Acting I****3 credit hours**

Introduces the student to basic acting technique with emphasis upon playing actions, completing objectives and using the imagination. Preparatory vocal and physical work will also be studied and applied.

**THE141 Stagecraft I****3 credit hours**

This course covers theories and techniques of scene design, set construction, lighting and sound for the theatre. Students will apply their skills in class projects as well as department productions.

**THE181 Technical Theatre Practicum I****1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*

**THE182 Technical Theatre Practicum II****1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*

**THE183 Technical Theatre Practicum III****1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*

**THE184 Technical Theatre Practicum IV****1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*

**THE210 Voice and Diction****3 credit hours**

This course covers the fundamentals of voice development including production of sound and vocal control, acquiring correct articulation and pronunciation skills, enhancing vocal expressiveness, and learning and applying the American Phonetic Alphabet.

**THE235 Acting II****3 credit hours**

Continues the work begun in THE231 Beginning Acting. Students will expand their skills by working on more complex contemporary scene and monologue work as well as material from different periods and styles. Attention will be paid to more detailed character study and scene analysis. *Prerequisite: THE231.*

**THE242 Stagecraft II****3 credit hours**

Stagecraft II is a more in-depth application of lighting, sound, scenic design, and construction theory and techniques for the theatre. The student will assume responsibility for a major design and production facet of a college theatre production as well as creating a complete design scheme for a full-length play of the student's choosing.

**THE251 Theatre Practicum I****1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*



**THE252 Theatre Practicum II**

**1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*

**THE253 Theatre Practicum III**

**1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*

**THE254 Theatre Practicum IV**

**1 credit hour**

Provides practical and creative projects in various areas of theatre, including performance, design, technical crew work, and stage management. *Prerequisite: Instructor consent.*

**THE283 Introduction to the Film Medium**

**3 credit hours**

This is 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.

## Personnel

### Board of Trustees

Spencer Ambler	Iola (2010)
Neal Barclay	Iola (2012)
Larry Manes	Moran (2010)
Harvey Rogers	Iola (2012)
Jenny Spillman	Moran (2012)
Jim Talkington	Iola (2010)

### Administration

John Masterson, President

BSE	Emporia State University
MS	Emporia State University

Jon Marshall, Vice President for Academic Affairs

AA	St. Louis Community College
BA	University of Missouri-St. Louis
MA	University of Missouri-St. Louis
MFA	University of Missouri-St. Louis

Randy Weber, Vice President for Student Affairs/Athletic Director

AS	Barton County Community College
BSE	University of Kansas
MSE	University of Kansas
Ed D	Baker University

Bob Reavis, Dean for the Burlingame Campus

BS	Pittsburg State University
MS	Pittsburg State University

AnDrea Hendrix, Dean for the Iola Campus

BS	University of Toledo
MS	University of Toledo

Regena Aye, Dean for Online Learning -Burlingame

BA	Baker University
MA	Emporia State University

Steve Troxel, Vice President for Finance and Operations

AA	Allen Community College
BS	Pittsburg State University
BA	Pittsburg State University
Certified Public Accountant	

## 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  
B.A., and M.A., San Diego State University

Steve Dodson, Social Sciences Instructor - Burlingame  
B.S., Washburn University; M.A., 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

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 Golf Coach  
B.S., and M.S., University of Missouri-St. Louis

Dr. Fred Heismeyer, Psychology Instructor  
B.S., West Virginia University; M.S., Emporia State University; Ed.D., University of Arkansas

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

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., and M.B.A., 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

Erin O'Keefe, English Instructor-Burlingame

B.A., Emporia State University; M.A., Emporia State University

Anthony Piazza, Communications and Theatre Instructor/Activity Sponsor

B.A., University of California - Santa Barbara; M.A., San Diego State University

Terri Piazza, Communications and Theatre Instructor

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

Travis Robb, Biological Sciences Instructor

M.S., Pittsburg 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

Michelle Summers, Director of Vocal Music/Activity Sponsor

A.A.O.T., Lane Community College; B.A. and Licensure, University of Oregon

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., and M.A., University of Tulsa

Ed Wilkerson, Health/Physical Education/Fitness Instructor/Head Softball Coach

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; M.S., Pittsburg State University

Richard Allison, Director of Outreach Program 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  
B.S., and M.S., Friends University

Christa Baird, Assistant Track and Field Coach  
B.A., Adams State College - Alamosa

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/ Assistant Residence Hall Director  
A.A., Allen Community College

Rebecca Bilderback, Director of Admissions/Marketing  
B.S., Emporia State University; M.S., Kansas State University

Ryan Bilderback, Director of Adult Education/Director of External Development  
B.S., Emporia State University

Jerry Block, Custodial and Maintenance Evening

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

Frankie Chapman, Administrative Assistant to the V.P. for Student Affairs/Athletic Director  
A.A.S., Allen Community College

Mindy Covey, Assistant Cheer Dance Coach/Assistant Hall Director/Admissions  
B.S., Pittsburg State University

Jeff Cox, Developmental Specialist - Burlingame  
B.A., and M.A., University of North Dakota

James Creason, Custodian and Maintenance

Ashley Croisant, Academic Advisor  
B.S., Kansas State University

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

Christy Cutshaw, Developmental Specialist  
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Nicci Denny, Online Learning Coordinator  
A.A., Neosho Community College; B.S. Emporia State University; M.B. University of Phoenix

Doug Dunlap, Director of Information Technology  
B.S., Wichita State University

Sara Ellis, Administrative Assistant to the Director of Development/Administrative Assistant

Whitney Falkenstein, Assistant Volleyball Coach/Student Services

Clinton Fletcher, Head Men's and Women's Cross Country/Track and Field Coach/Fitness Director  
B.S., University of Mississippi

Nancy Ford, Coordinator of Public Relations  
B.S., Emporia State University

Regina Fosberg, Administrative Assistant/Bookkeeper-Burlingame Campus

Christine Freelove, Administrative Assistant to the Dean for the Iola Campus  
A.A.S., Colby Community College

Charles Frisco, Assistant Soccer Coach/Student Services/Residence Hall Director  
B.A., Wichita State University; M.A., Wichita State University

Nicholas Gonzalez, Custodial and Maintenance

Erin Harrison, Bookstore Assistant  
A.A., Allen Community College

Bobbie Haviland, Registrar  
A.A., Allen Community College; B.G.S., and M.S., Pittsburg State University

April Henry, Admissions Counselor-Burlingame  
B.B.A., Washburn University

Lynn Heskett, Director of Allied Health-Burlingame

Marcus Hicks, Head Women's Basketball Coach  
B.A., Wichita State University; M.A., Webster University-St. Louis

Jill Hoffman, Library Technician  
A.A., Allen Community College

Andrea Holly, Athletic Trainer  
M.S., University of Arkansas

Marvin Irely, Construction and Maintenance Technology Specialist  
B.S.E., and M.S., Emporia State University

Mary Jackson, Campus Services Technician

Jeffery Joynt, Adjunct Faculty and Workforce Training Coordinator  
M.S.A., Central Michigan University

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B.A., St. Mary College; M.L.S., Fort Hays State University

James Kelly, Adult Education Instructor-Burlingame  
A.A.S., Saint Philips College - San Antonio; B.S., Southern Illinois University – Carbondale;  
M.S. Ed., City University - Bellevue

Jordan Knowles, Assistant Women’s Soccer Coach/Assistant Residence Hall Director/Student Services

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A.A.S., Allen Community College

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B.S., Emporia State University

Marsha Lord, Custodian

Peggy Manning, Evening Office Assistant/Custodian – Burlingame  
Insurance of America Associates; B-Street Academy – Kansas Cosmetologist License

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A.S., Connors State College; B.A., Kansas State University

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A.A.S., Allen Community College

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HVAC Climate Control Institute Certified

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April Sherry, Administrative Assistant: Concurrent Enrollment –Burlingame

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William Swinney, Career/Academic Advisor/Job Placement Coordinator – Burlingame  
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B.S., Kansas State University – Manhattan

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Stephanie Vest, Custodian

Danny Williams, Groundskeeper/Maintenance  
A.S., Allen Community College

Alice Williamson, Library Technician  
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