

# Allen

## COMMUNITY COLLEGE



**2013 - 2014**

**Iola Campus**  
**1801 N. Cottonwood**  
**Iola, KS 66749**  
**620.365.5116**

**Burlingame Campus**  
**100 Bloomquist Dr.**  
**Burlingame, KS 66413**  
**785.654.2416**

**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. The College's statement of Affiliation status may be accessed and viewed at [www.ncahlc.org](http://www.ncahlc.org).

### **Catalog Disclaimer Statement**

This catalog is for information purposes only and does not constitute a contract. The College reserves the right to change, modify, or alter, without notice, all course and program offerings, schedules, graduation requirements, policies, tuition and fees, charges of any kind, or other 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 Allen 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 and flexible methods of delivery. 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 to eliminate obstacles for the time-bound or place-bound student. The ability to obtain an associate's degree completely on-line has greatly enhanced the college's ability to provide access to students who work or have other responsibilities.

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. Online courses have expanded our delivery to an anytime, anywhere format.

I am proud to have been a part of Allen Community College for over thirty 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

# 2013-14 ACADEMIC CALENDAR

## ***Fall 2013***

Adjunct Faculty Convocation (Burlingame)	August 10
Faculty and Instructional Staff Convocation (Iola)	August 14
Fall Semester and 1 <sup>st</sup> 8-Week Session Classes Begin	August 19
Last Day to Add/Drop 1 <sup>st</sup> 8-Week Session Classes	August 24
100% Refund Deadline for 1 <sup>st</sup> 8-Week Session Classes	August 24
Last Day to Add/Drop Full Semester Classes	September 1
100% Refund Deadline for Full Semester Classes	September 1
Labor Day (College Closed)	September 2
All College Convocation for Full-Time Employees (No Classes)	September 27
Last Day to Withdraw from 1 <sup>st</sup> 8-Week Session Classes	October 8
1 <sup>st</sup> 8-Week Session Ends	October 11
2 <sup>nd</sup> 8-Week Session Begins	October 14
Last Day to Add/Drop 2 <sup>nd</sup> 8-Week Session Classes	October 19
100% Refund Deadline for 2 <sup>nd</sup> 8-Week Session Classes	October 19
Last Day to Withdraw from Full Semester and 2 <sup>nd</sup> 8-Week Session Classes	November 26
Fall Break (College Closed)	November 27, 28, 29
Final Exams (Also December 13 in Burlingame)	December 16-19
Fall Semester and 2 <sup>nd</sup> 8-Week Session End	December 19
Offices Closed	Dec 25, 26, Jan 1
Intersession	January 6-10

## ***Spring 2014***

Adjunct Faculty Convocation (Burlingame)	January 11
Faculty and Instructional Staff Convocation (Iola)	January 15
Martin Luther King Day (College Closed)	January 20
Spring Semester and 1 <sup>st</sup> 8-Week Session Classes Begin	January 21
Last Day to Add/Drop 1 <sup>st</sup> 8-Week Session Classes	January 26
100% Refund Deadline for 1 <sup>st</sup> 8-Week Session Classes	January 26
Last Day to Add/Drop Full Semester Classes	February 3
100% Refund Deadline for Full Semester Classes	February 3
Last Day to Withdraw from 1 <sup>st</sup> 8-Week Session Classes	March 10
1 <sup>st</sup> 8-Week Session Ends	March 14
1 <sup>st</sup> 8-Week Grades Due at Noon	March 17
Spring Break	March 17-21
Spring Break Holiday (College Closed)	March 21
2 <sup>nd</sup> 8-Week Session Begins	March 24
Last Day to Add/Drop 2 <sup>nd</sup> 8-Week Session Classes	March 29
100% Refund Deadline for 2 <sup>nd</sup> 8-Week Session Classes	March 29
All College Convocation for Full-Time Employees (No Classes)	April 18
Last Day to Withdraw from Full Semester and 2 <sup>nd</sup> 8-Week Session Classes	May 6
Commencement	May 17
GED Commencement	May 19
Final Exams (Also May 16 in Burlingame)	May 19-22
Spring Semester and 2 <sup>nd</sup> 8-Week Session End	May 22
Memorial Day (College Closed)	May 26

## **Summer 2014**

1 <sup>st</sup> 4-Week and 8-Week Summer Sessions Begin	June 2
Last Day to Add/Drop 1 <sup>st</sup> 4-Week Session Classes	June 2
100% Refund Deadline for 1 <sup>st</sup> 4-Week Session Classes	June 2
Last Day to Add/Drop 8-Week Session Classes	June 7
100% Refund Deadline for 8-Week Session Classes	June 7
Last Day to Withdraw from 1 <sup>st</sup> 4-Week Session Classes	June 23
1 <sup>st</sup> 4-Week Session Ends	June 27
2 <sup>nd</sup> 4-Week Session Begins	June 30
Last Day to Add/Drop 2 <sup>nd</sup> 4-Week Session Classes	June 30
100% Refund Deadline for 2 <sup>nd</sup> 4-Week Session Classes	June 30
Independence Day (College Closed)	July 4
Last Day to Withdraw from 8-Week and 2 <sup>nd</sup> 4-Week Session Classes	July 21
2 <sup>nd</sup> 4-Week and 8-Week Summer Session End	July 25

Approved 3/7/2013



# GENERAL INFORMATION

## *Vision Statement*

The Vision of Allen Community College is to be recognized for excellence as a valuable, responsive resource to the communities we serve and as a caring institution that empowers and educates our students to embrace change, become lifelong learners, and take their place as productive citizens in the global 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 accessible, affordable educational programs to enable students to reach their academic, occupational, and personal potential.

Through this commitment, Allen Community College shall:

- a. Provide access to education without the limits of time, place, and distance.
- b. Enable learners to transfer college credit and successfully pursue education at other institutions.
- c. Enable students to study career/technical education certificate and degree programs or upgrade work skills that prepare them for successful employment.
- d. Enrich and encourage personal development through course offerings.
- e. Prepare students for success in college level work in reading, writing, and computational skills through developmental courses.
- f. Promote diversity within the student body, administration, faculty, and staff.
- g. Enrich the environment of students and citizens by engaging them in social, intellectual, cultural, and recreational activities.
- h. Support student success through effective advisement, counseling and other support services.
- i. Enhance the student experience by incorporating intercollegiate activities in student life.
- j. Promote economic development.
- k. Ensure campus facilities are safe, comfortable, and enhance learning.
- l. Promote a program of continuous institutional improvement that ensures quality, effectiveness, and relevance.

## *College Locations*

Allen Community College provides quality higher education and workforce development through two distinct campuses and Online Learning to approximately 5,000 students each academic year. Allen is a public two-year college under the control of a locally elected, six-member Board of Trustees and coordinated in higher education by the Kansas Board of Regents. The **Iola Campus**, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring environment. The **Burlingame Campus**, located just 25 miles south of Topeka, offers a broad range of courses scheduled to accommodate busy commuter lifestyles. **Online Learning** serves students who wish to take an online class to compliment their face-to-face courses or who wish to earn their degree from a distance. Allen's multi-county service area in the rolling Flint Hills of eastern Kansas comprises the counties of Allen, Coffey, Osage, Woodson, southern Anderson, and southern Wabaunsee, all home to approximately 49,000 people.

Iola Campus  
1801 N. Cottonwood St.  
Iola, Kansas 66749  
620.365.5116  
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Burlingame Campus  
100 Bloomquist Dr.  
Burlingame, Kansas 66413  
785.654.2416  
[www.allencc.edu](http://www.allencc.edu)

Online Learning  
[www.allencc.edu](http://www.allencc.edu)

## ***College History and NCA Affiliation***

Established in 1923 as Iola Junior College under the jurisdiction of the local Board of Education, Allen enjoys a long history of serving its communities. A full history of the people and places of Allen County Community College can be found on the College's website at [www.allencc.edu](http://www.allencc.edu). The College's affiliation with the North Central Association of Colleges and Schools began with its Candidacy for Accreditation in 1972, leading to full Accreditation in 1974. Under an act of the State Legislature in 1999, Kansas community colleges moved from organization through the State Department of Education to coordination under the Kansas Board of Regents, linking public institutions of higher education. Allen applied for participation in the Higher Learning Commission's Academic Quality Improvement Program in December of 2004 and was granted admission to AQIP in February of 2005. The year of the College's next Reaffirmation of Accreditation is 2018-2019.

## ***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 Council for Higher Education, the Kansas Association of Community College Trustees, the Southeast Kansas Higher Education System, the Heartland Alliance, the National Council for Occupational Education, the Kansas Association of School Boards, the League for Innovation, the National Institute for Career and Institutional Development, the National Association for Community College Entrepreneurship, the National Junior College Athletic Association, the Kansas Jayhawk Community College Conference, and the Iola, Humboldt, Osage City and Topeka Chambers of Commerce.

## **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 applicant 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 a complete official transcript upon graduation.
- Submit official college transcripts from each college attended.
- Submit ACT/SAT scores, or
- Arrange to take the COMPASS/ASSET placement test.
- 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 Allen's admissions 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. At this time, admissions requirements must be met. In no case will anyone graduate from Allen until full admissions requirements are met.

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

A high school student who is classified as a sophomore, junior or senior at an accredited high school or who is classified as a gifted student, 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. A high school student who has 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 applicant 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.

### **Changing Records**

Any change in a student's name, address, contact information, etc., should be reported to the administrative office so that permanent records may be changed. Students may submit changes through their myAllen portal.

## ***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. Eight-week courses are offered within the fall and spring semesters, and some four-week courses are offered within the summer session.

#### **College Credit Hour**

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

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

Sixteen (16) credit hours is the recommended course load per semester. A student is considered full-time when enrolled in 12 credit 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 credit hours with the approval of their academic advisor. Students wishing to take over 19 credit hours, up to a maximum of 22 credit hours, must obtain the approval of their academic advisor and the Vice President for Academic Affairs. 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 credit hours.

## **Advisement Process**

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

Advisors should help with questions students may have regarding the College or its programs. To change advisors at the Lola Campus, 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.

## **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**

Students enroll in credit- and grade-bearing courses. These courses count toward program and degree completion as specified by program of study 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 load.

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

Course by arrangement will be permitted with the written approval of the instructor, the appropriate Dean, and the Vice President for Academic Affairs. Students in their last term and needing the directed or independent study to graduate are eligible. Students must hold a 2.5 GPA on a 4.0 GPA scale. Students will not be permitted a course by arrangement to replace a previous course.

### **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 the course. Scholarship dollars cannot be used to pay for courses being audited. An audit student cannot displace a student taking a class for credit.

## ***Tuition and Fees***

Tuition and fees, as listed, are in effect as of June 1, 2014, and are subject to change by the Allen Community College Board of Trustees without notice. Some courses require the purchase of a book, workbook, or supplies. Payment arrangements should be made prior to the first day of class.

### **Kansas Residents**

Tuition ..... \$54.00 per Credit Hour  
Student Fees..... \$18.00 per Credit Hour  
Book Rent/Material Fees.... \$10.00 per Credit Hour\*  
TOTAL .....\$82.00 per Credit Hour

### **Non-Kansas U.S. Students**

Tuition ..... \$54.00 per Credit Hour  
Student Fees..... \$18.00 per Credit Hour  
Book Rent/Material Fees.... \$10.00 per Credit Hour\*  
TOTAL .....\$82.00 per Credit Hour

### **International Students**

Tuition ..... \$141.00 per Credit Hour  
Student Fees..... \$18.00 per Credit Hour  
Book Rent/Material Fees.... \$10.00 per Credit Hour\*  
TOTAL ..... \$169.00 per Credit Hour

### **Online Courses**

Applicable tuition/fees as above, PLUS  
Technology Fees

1 Credit Hour .....\$25.00  
2 Credit Hours ..... \$50.00  
3+ Credit Hours .....\$75.00

\*Some courses require the purchase of a paperback book or workbook.

### **United States Resident Expenses**

Books, Fees and Tuition..... \$78.00/Credit Hour  
1 Hour course .....\$78.00  
2 Hour course ..... \$156.00  
3 Hour course ..... \$234.00  
3 Hour online course ..... \$309.00

### **Housing Costs**

Horton and Winter Hall \$4,450 for the year (includes 17 meals per week)  
Masterson Hall units \$4,400 for the year (5 meals per week)  
Red Devil Duplexes \$4,400 for the year (5 meals per week)  
Herynk Hall \$4,400 for the year (5 meals per week)  
Zahn Farm House \$3,650 for the year (no meals)

Red Devil Duplexes, Masterson Hall, and Herynk Hall offer a meal plan that 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, workbook, or supplies.

Books are distributed through the Allen Bookstore and must be returned at the completion of the semester or upon withdrawal from 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. 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.

## **CHANGES IN CLASS SCHEDULE**

### ***Drop/Add Period***

Students may drop or add full semester classes during the first 14 calendar days of the semester. Courses in 8-week sessions may be dropped or added during the first 6 calendar days of the session. Students in classes which last less than 8 weeks must drop or add by the end of the first day of class. No record of courses dropped during this period will appear on the transcript.

Students should always discuss any class schedule changes with their advisor. During the drop/add period, schedule changes may be completed through the myAllen portal or by submitting a Change of Schedule form. No class may be added after the official drop/add period without the consent of the instructor and the appropriate dean.

### **Withdrawing from Class**

After the drop/add period, a student must contact an academic advisor to withdraw from a class. A Change of Schedule form must be submitted for the withdrawal to be official. Informing the instructor, advisor, or other college official without completing the form does not meet the requirement to withdraw from a class. For a full semester or second 8-week course students may withdraw up to and including the 70th class day of the semester. For a first 8-week course students may withdraw up to and including the 35<sup>th</sup> class day of the semester. For courses lasting less than 8 weeks, students may withdraw up to and including 50% of the class meetings. A designation of "W" (withdraw) shall be entered on the student's transcript for withdrawn classes.

An instructor may withdraw a student from class if the student exceeds the limits of the class attendance or course work policy specified on the syllabus. The instructor shall submit a Change of Schedule form. The student shall be notified and may request reinstatement.

A student may be withdrawn administratively by the Business Office for non-payment of financial obligations owed to the College. The student shall be notified and may request reinstatement.

After the designated withdrawal period, no withdrawals by the student or 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. If a student simply stops attending class, he or she is not officially withdrawn.

### **Reinstatement**

If an instructor or Business Office withdraws a student, the student has the right to request reinstatement in the class. If the reinstatement is denied, the student may use the academic appeals process to appeal the withdrawal.

Upon reinstatement a fee of twenty-five (25) dollars will be assessed unless waived by the appeals process. Pending the final action on the appeal, the student is to attend all class sessions.

In the case of excessive absences, a student's application shall be acted upon by the instructor, who may reinstate the student. If the instructor does not grant the reinstatement, the student and the instructor will be given the opportunity to appear before the Reinstatement Committee. Upon reinstatement by the committee, a fee of twenty-five (25) dollars will be assessed the student. The committee will not assess this fee if the absences are deemed excusable. If the student's reasons seem inadequate or the absences indicate indifference toward the class, the reinstatement may be denied. Pending the final decision of the instructor and/or the Reinstatement Committee, the student is to attend all class sessions. Before the student is readmitted to the class, any fees that are assessed must be paid to the Business Office. If no fee is assessed, the student is automatically readmitted to class.

## ***Refund Policy***

### **Refund Procedure**

The date used to calculate a refund is the date the student officially withdraws online, in person, 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.

### **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 status as being withdrawn. Refunds should be requested from the Business Office at the time of official withdrawal.

## **FINANCIAL ASSISTANCE**

Allen Community College has financial aid programs to assist students in overcoming the economic challenges 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 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Stafford Student Loans**

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 Office of Student Financial Aid.

### **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 Office of Student Financial Aid.

### **Satisfactory Academic Progress (SAP)**

To be eligible for Title IV aid, a student must make satisfactory academic progress.

Federal regulations require that a student must be making satisfactory academic progress toward a certificate or degree to be eligible to receive federal financial aid. This progress is measured at the end of each semester according to three factors; cumulative grade point average, completion of the minimum number of credit hours, and the time frame allowed to complete a certificate or degree. These requirements are subject to change in accordance with Department of Education regulations.

A student in good standing must meet a minimum cumulative grade point average of 2.00. A full-time student must complete at least 9 credit hours each semester. A student enrolled less than full-time must complete 75% of all credit hours attempted each semester. Students not projected to complete their program within these guidelines will not be eligible for federal financial aid.

### **Return to Title IV Funds**

The Return of Title IV Funds Software provided by the Department of Education is used by Allen Community College. Students attending 60.1% of the required attendance period will not be affected by return of funds. Those not completing the required attendance or grades earning all F grades will be identified by verifying Last Date of Attendance or Withdrawal Date. Grade rosters submitted by all faculty members are required to identify last date of attendance for withdrawn or failing students. Withdrawn students are identified by a report generated weekly, on the CARS system, to identify students with a withdrawal status. Students are encouraged to obtain financial aid clearance when withdrawing from classes. The return of Title IV calculation is completed once identification is made and the applicable funds are returned. The student is notified of the return of funds. The institutional Refund Policy,

available on the website, determines proration of institutional charges and institutional withdrawal policy. The Allen Academic Calendar is on the College website. The return of Title IV Credit Balance, Unearned Funds, and Post Withdrawal Disbursements are handled by the Business Office.

## **Scholarships**

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

Allen offers three levels of academic scholarships for full-time students. Enrollments must include 12 credit hours that start at the beginning of the semester. Academic scholarships are available to Kansas resident students and non-Kansas U.S. resident students with a letter of intent. Academic scholarships for non-Kansas U.S. resident students may not exceed \$500 per semester. Scholarships are not available for Summer Sessions.

### **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 Allen prior to eligibility. Scholarships are not available for summer sessions.

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

### **Early Start Scholarship**

Early start scholarships for summer sessions are available to first-time students needing two or more courses in 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 for the following fall semester.***

### **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 Training, 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/activity 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 higher 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 Allen Community College full-time students. A 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. A social security number and proper documentation must be obtained before the student may begin working.

## **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 designated as a Military friendly college. The Registrar, who is Allen’s veteran’s representative, can answer questions; 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.

# **ACADEMIC POLICIES AND PROCEDURES**

## ***General Education Outcomes***

Allen Community College 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 Allen, 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 Allen 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 offered at the College are established so that any student completing the requirements will have taken a combination of courses resulting in each of these general education outcomes being attained.

## ***Academic Assessment***

In keeping with Allen Community College’s long-standing reputation as a teaching and learning centered institution, Allen 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.

All instructors provide their students with course syllabi which contain Kansas Core learning outcomes or institutional common learning outcomes. Allen Community College is both student-centered and learning-focused. The academic assessment process is fully implemented by the faculty and staff.

## ***Attendance***

Attendance and engagement in college course work is required. No student is entitled to absences. Absence from class is regulated on the principle that all students must do the full work of the class. Any absence represents an academic loss and will naturally jeopardize a student’s grades and the possibility of passing the course. The responsibility for class and laboratory attendance is entirely upon the student.

The student will be given the opportunity to make up the work and tests missed when the absence is due to a college activity, verified illness, personal or family crisis. Students should notify the instructor ahead of time if an absence is required. Excessive absence is defined by the instructor.

## ***Academic Placement***

### **Placement**

All first-time students not having an ACT score less than 3 years old 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. 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 should be made by the student with the Student Success Center in Iola or the Academic Success Center in Burlingame. Iola Campus students may call 620-365-5116, ext. 255. Burlingame students may call 785-654-2416, ext. 227. If the appointment cannot be kept, the student should call to reschedule.

### **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.

Questions concerning the college placement policy may be directed to the Dean for the Iola Campus, Dean for the Burlingame Campus, or the Dean for the Online Learning.

### **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 career and technical colleges. 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 Allen. Sixteen of the last 28 credits applied toward graduation must be taken at Allen.

## ***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 in 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 in 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 in 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 serves as an open test center for the CLEP exams. After taking the tests, individuals should allow six weeks for results to reach the College.

Allen 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	College 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.

## **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 incomplete 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.

### **Grade Point Average-Semester**

Grade point average (GPA) is determined by dividing the number of grade points earned in a semester by the number of credit hours attempted (excluding W’s, P’s and I’s).

### **Grade Point Average-Cumulative**

Cumulative grade point average (GPA) is determined by dividing the number of grade points earned in all of the student’s college courses by the number of credit hours attempted (excluding W’s, P’s and I’s). If the student has repeated a course, only the most recent grade and grade points will be used in calculating GPA.

### **Grade Reports**

Grades are available online through the myAllen portal as soon as they are posted by instructors. No grade reports are mailed.

## ***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 Allen 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 the College 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 released after all obligations are met.

### **Transcript Requests**

To have an official copy of the student's Allen 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, on the myAllen portal, and on Allen's 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 any time to inform a student of his or her status in a class. The Early Student Progress Report (ESP) will be available through campus email, and follow-up will be provided through Student Services. Suggestions and resources may be recommended to help improve the student's 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. Courses taken on a Pass/Fail basis will not count toward the 12 credit hours.

## ***Academic Probation***

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 13 hours to enable the student to more readily make up academic deficiencies.



## ***Academic Appeals***

Students are provided with a Student Handbook through the college website 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 information from these sources.

If a student receives a grade that he or she feels is unfair and not in compliance with guidelines in the above listed sources 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, Dean for the Burlingame Campus or Dean for Online Learning. 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, Vice President for Student Affairs and with the appropriate Dean.

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, Dean for the Burlingame Campus or Dean for Online Learning, 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***

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 course by arrangement or advanced placement tests are permitted for repeat of a credit course. Some activity/participation courses may be taken for credit more than one time.

## ***Academic Forgiveness Policy***

Allen Community College's Academic Forgiveness Policy allows students returning to the College 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 appropriate Dean, 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 the College'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. Any deviation from the published exam schedule will require the approval of the instructor and the appropriate dean.

Allen has established Study Days during the week of final examinations each semester. During this period, there will be no college sponsored extra-curricular activities except as may be scheduled for state, regional, district and national competition.

## **GRADUATION**

### ***Degree Check***

Student progress toward a degree should be checked prior to completion of 48 credit hours. For certificate programs, progress should be checked prior to the completion of each semester. However, students should contact their academic advisor to review their progress toward a degree each semester.

### ***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 are available on the myAllen portal. 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**

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

Allen Community College has a well-organized program of advising and counseling 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 academic goals and interests with the advisor's field of expertise. Students who have not declared a major are assigned to professional advisors who specialize in assisting undecided students. The following are Allen's academic advising goals:

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

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

## **Development of Suitable Education Plans**

- Select appropriate courses/experiences.
- Interpret institutional requirements.

## ***Counseling***

Personal and social adjustment counseling is provided by a professional counselor located in the Student Success Center on the Iola Campus and is available to students on a walk-in basis. Services for students who have a disability are coordinated through the Director of Guidance in Iola or the Director of Outreach Student Services in Burlingame.

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

Information and assessments are available to help students make career decisions. Academic advisors can assist students with these information and assessment resources.

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

College Career Success Seminar is a one-credit-hour course designed to focus on 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 a 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. Allen'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.

## **STUDENT SUPPORT**

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

The Yavorn Student Success Center (formerly the Yavorn Instructional Resource Center (IRC), has been serving Allen Community College and the 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 through Adult Basic Education or General Educational Development, and developmental courses in English, reading, mathematics, or study skills.
- Supplemental—to support the traditional classroom curriculum by providing reinforcement through peer tutoring services and makeup testing.
- Enrichment—to provide academic challenges beyond the classroom requirements through interest inventories, career assessment, or additional materials related to college courses.

### ***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 academic advisors. Individual or small group tutoring is available.

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

Allen Community 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 provided at both the Iola Campus and 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 provided on both the Iola Campus and 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 Writing Center serves students with any assignment that involves writing. It is located on the Iola Campus in the Student Success Center and on the Burlingame Campus in the Academic Success Center. The Writing Center's Online Writing Lab is available for students who wish assistance with their writing via the internet. Visit the Writing Center link on the Allen website, [www.allencc.edu](http://www.allencc.edu) by clicking on "Current Students", clicking on "Student Services", and clicking on "Writing Center". For information, contact the Writing Center Director at 620-365-5116 ext. 303 or [symes@allencc.edu](mailto:symes@allencc.edu).

## **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**

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 online 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, in Online Learning, and at outreach sites throughout the service area may access library resources through the College website.

## **EMAIL**

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 through the myAllen portal, <http://my.allenc.edu/ics>. **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, Allen 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 coordinates residence hall and student involvement. The bookstore offers students a selection of supplies and Allen Community College clothing. Students interested in eating meals in the dining hall may inquire about purchasing meals from the Director of Foodservice.

## **ALLEN COMMUNITY COLLEGE BOOKSTORE**

Rental textbooks, workbooks, and supplies are obtained through the college bookstore. On the Iola Campus, the bookstore is located in the Student Center and is open each class day. A wide selection of merchandise, including Allen apparel is also available. On the Burlingame Campus, the book counter is located in Student Services and is open each class day. Students may also access bookstore services through the College website.

## **STUDENT LIFE**

Student activities at Allen Community College complete the college experience. With a Director of Student Life on the Iola Campus 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 purpose of the Office of Student Life is to get students involved in social activities.

### **PARKING**

Cars can be driven and parked on Allen's campuses without being registered with the college. All drivers are required to observe state laws, as well as local parking policies. City police will issue tickets for parking infractions.

### **Health Matters**

Students with illnesses may wish to continue to engage in as many of the normal pursuits as their condition allows. As long as these students are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves or others, College staff should be sensitive to their condition and ensure they are treated consistently with other students.

There are no facilities for treatment of injuries or illness at the College. There are also no medical personnel on duty. Students are encouraged to maintain proper health insurance and seek appropriate medical attention when necessary.

## **Physical Fitness Facilities**

In Iola, Allen Community College provides facilities for the promotion of physical fitness among the student body, staff, and community. A fitness trail is maintained on the campus and may be used by all citizens in the area. An activities building is also available for use by students and the community. It can be used for walking, jogging, weight lifting, and games as designated times daily. Tennis courts and an all-weather track are also available for physical activity. The College encourages healthful living for all students, employees, and area citizens.

# **STUDENT ACTIVITIES AND ORGANIZATIONS**

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

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

AEC is patterned after the College Bowl competition. During the spring semester, the team competes against community colleges throughout the state.

### **Art**

The Fine Arts Department is open to every student, regardless of major. The art program provides a foundation for careers in fine art as well as commercial art. Students are provided with creative visual thinking, art concepts, and technical skills that are essential for entry into art related fields. Art activity scholarships are available to interested students by interview and portfolio review.

### **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. Allen 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 Community College Band performs concerts and tours to local schools. 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. Music activity scholarships are available to interested students by audition and interview.

### **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 Community College Choir is a performing group that sings a wide variety of music. The ensemble performs in a variety of settings and sings in concerts, at festivals, and on tours. Music activity scholarships are available to interested students by audition and interview.

### **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.

## **Newspaper**

The Allen Flame is an online publication with stories originated, written and produced by students. Everyone is welcome to participate in the News Practicum course, whose members make up the Flame's staff. Newspaper activity scholarships are available to interested students by article review and interview.

## **Student Ambassadors**

The ambassadors are a select group of students who represent Allen 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 program 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 the Iola 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 Community College Yearbook provides journalistic opportunities for any student interested in photography, writing, graphics, and computer desktop publishing. Yearbook activity scholarships are available to interested students by portfolio and interview.

## ***Student/Athlete Activity Policy***

The following policy relates to all students who represent Allen 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.
- The Board of Trustees does not permit a student to represent the college in any athletic event or official activity if that student has been convicted of a felony or a class A or B misdemeanor, with the exception of 8-0262 (a) Driving while suspended, first conviction, and 40-3104 (g) (1) No proof of vehicle insurance, and is currently under legal probation.

## ***Student Organizations***

### **Aggie Club (Iola Campus)**

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 (Iola Campus)**

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

### **Lighten Up! Improv Troupe (Iola Campus)**

This improvisational comedy troupe performs popular short-form sketch comedy and games using audience suggestions. To be considered for the troupe, students need to take the Improvisation class THE161.

### **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 Allen 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.

### **Intramural Activities (Iola Campus)**

Intramural activities are offered for recreational, social, and physiological well being of all students. Both individual and team sports are offered in men's, women's and coed leagues. All students are encouraged to become involved in these activities.

## **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. Rooms in Horton and Winter Halls are designed for two students and each room shares a bath with an adjoining room. Masterson Hall is a four person apartment style residence hall that includes a living room, small kitchen, two bedrooms and a large bathroom. Students living in Horton and Winter Halls are required to be on a 17 meal per week meal plan, while students in Masterson Hall are required to be on a 5 meal per week 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.

Allen also offers individual apartment living for students. The Red Devil Duplexes are furnished with refrigerator, stove, bed, desk, and dresser. Each apartment houses 2-4 roommates. Students residing in the Duplexes are allowed to bring additional living room furniture. Students living the Duplexes are required to participate in a 5 meal per week meal plan.

The latest edition to residential housing is the Herynk Hall. This residence hall houses 24 students on three floors. The rooms are furnished with a refrigerator, stove, bed, desk, couch, chair, and dresser. Students residing in the Herynk Hall are required to participate in a 5 meal per week meal plan.

The Zahn Scholarship House, located on the College 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.



# SEVERE WEATHER

## Iola Campus

A tornado watch indicates that conditions are favorable for the development of severe thunderstorms, large hail, heavy rains, damaging winds, and tornadoes. A tornado warning indicates that a tornado is developing and people in the warning area should seek shelter immediately.

Main Academic Building: Students and personnel should take shelter in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Activities Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Technology Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Student Center: Students and personnel should go to one of the above locations in the main building of the Horton Hall.

Horton and Winter Residence Halls: Students in both residence halls should go to the ground floor hallways of Horton Hall.

Masterson Hall: Students should go to the Main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Red Devil Duplex: Students should go to the Main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Herynk Hall: Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

Zahn House: Students should go to the underground tornado shelter located between the north barn and the Zahn House.

Outdoors in a car or truck: Those who do not have time to reach one of the above locations should leave their vehicles, lie flat in a ditch or low place, and protect their heads.

## Burlingame Campus

Students at the Burlingame Campus shall go to the high school via the college's southwest exit (south out of the commons area). Go through the hallway to the basement of the gymnasium.

In the event classes are canceled, the college will notify WIBW 580AM, WIBW 94.5FM, and KMAJ 107.7. Television notices will be posted on WIBW channel 13 and KSNT channel 27. An announcement will be placed on the campus phone system in the event of cancellation.

# STUDENT ACCOMMODATIONS

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 students.

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

- 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 onsite 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 design and implement strength, flexibility, and cardiovascular programs to meet the specific tasks and workplace demands of industries.

Representatives of business, industry, and government are invited to contact the Dean of the Iola Campus at 620-365-5116, ext. 306 or the Dean of the Burlingame Campus at 785-654-2416, ext. 202 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.

## 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 Allen:

Rehabilitation Aide  
Social Services Designee/Activity Director

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:

Certified Nurse Aide  
Home Health Aide  
Medication Aide

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

Emergency Medical Technician.

## ARTICULATION AGREEMENTS

Allen Community College has developed articulation and 2+2 agreements with 4-year colleges and universities in the region. Through these agreements, students may complete a two-year degree program at Allen and transfer seamlessly into a four-year degree program at the college or university. Institutions with whom Allen has developed articulation and 2+2 agreements include:

- Baker University
- Fort Hays State University
- Kansas State University
- Newman University
- Pittsburg State University
- Southwestern College
- Wichita State University

Please visit the Allen Community College website at [www.allencc.edu](http://www.allencc.edu) for information on specific articulation and 2+2 agreements and links to college and university websites with more details.

## CONCURRENT ENROLLMENT PROGRAM

Allen Community College and area unified school districts have been educational partners for many years, with Concurrent Enrollment Program classes offered to high school students at most area high schools. Allen's concurrent post-secondary educational opportunities are available to high school sophomores, juniors and seniors who are motivated and prepared for college-level courses. The concurrent enrollment program enables many high school students to earn both college and high school credit. This program follows Kansas legislative guidelines, which require an agreement between a high school and Allen. The high school principal's approval is also required before the high school student can participate in the concurrent enrollment program. Allen actively partners with Burlingame, Burlington, Crest, Humboldt, Iola, 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, instructors and students may contact the Dean of the Burlingame Campus at 785-654-2416 ext. 202.

# COMMUNITY SERVICES PROGRAMS

## Physical Fitness Facilities (Iola Campus)

Allen Community College has made a commitment to provide facilities to promote fitness and encourage healthful living among its students and community. 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)

Allen provides a lifelong learning program for mature citizens, the Scarlet and Black Club. This program is for those 60 or older who have lived in the College service area six months prior to enrollment in an Allen 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. Contact the Admissions Office for more information: 620-365-5116 ext. 268.

## 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. Allen provides students exceptional access to computers on both the Iola and Burlingame Campuses. On the Iola Campus, there are two labs with twenty computer stations, a math/science computer lab, an agriculture computer lab, thirteen 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.

# INSTITUTIONAL POLICIES

## *Access to Student Information (FERPA)*

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, or other concerned party.

Students at Allen should be aware of legal rights under the Family Rights and Privacy Act of 1974, more commonly called the Buckley Amendment. By the knowledge and the exercise of these rights, students may be certain that the college is providing fair and accurate information from their records only to persons with a legitimate need and right to know and that students have free access to their own records.

Students have the right to inspect and review all their records that meet the definition of "educational records." Students may request an interpretation of what this information means and a copy of these records at their expense.

Under no condition shall a student be required to waive his or her rights under the act before receiving financial aid, services, or any benefits of the College.

Student records are maintained in several offices on the campus. Requests for review of records must be made through the Registrar's Office. The only circumstance under which the College will deny such access to records is if in the judgment of the President, Chief Academic Officer, or Vice President of Student Affairs, access to the records would endanger the safety or well-being of a student.

A student may challenge any information contained in his or her educational records that he or she believes to be inaccurate, misleading, or inappropriate. This does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. A student may also insert a statement in his or her records to support a given point of view. Every effort should be made to resolve the problem through informal procedure with the person in the department responsible for such records. If the problem cannot be resolved to the satisfaction of both parties, the student may request in writing a hearing of the case from the Chief Academic Officer. Students may request assistance from the President of the College and the Department of Health, Education, and Welfare.

The College, in the interest of students' rights of privacy and record maintenance, will encourage destruction of any records which no longer serve any useful purpose. No record will be destroyed until after the student has reviewed such information should he or she choose to exercise the right guaranteed under the Act.

Questions regarding the provisions of the Family Rights and Privacy Act of 1974 should be directed to the Registrar, the Vice President for Academic Affairs, or the Vice President for Student Affairs, or a complaint may be filed with the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 400 Maryland Avenue SW, Washington D.C., 20202-5920.

## ***Conduct***

A student whose conduct is detrimental to Allen Community 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 college activities or classes, nor may he/she have access to any college 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.

## ***Discipline Appeal Process***

### **The Student**

The Student Handbook is provided on the College website. Student residents are also provided a Residence Hall Handbook. These handbooks set forth the guidelines, rules, and regulations of the College. If a violation of these rules, regulations, occurs that results in disciplinary action by a College official, the student may appeal the College official's decision regarding the punishment to the Vice President of Student Affairs.

Upon receipt of the statement of disciplinary action from a College official, if the student does not concur he/she shall appeal in writing to the Vice President of Student Affairs within 24 hours. This appeal shall set forth the alleged violation and the student's account of it. It shall include the student's interpretation of the College official's decision. And specifically state why the student feels the action taken by the College official was incorrect or inappropriate. This appeal shall be delivered to the Vice President of Student Affairs.

### **The Vice President of Student Affairs**

Upon receipt of the appeal by the student, the Vice President of Student Affairs shall confer with the student, the College official, and others who may act as witnesses or provide pertinent information regarding the incident. The Vice President of Student Affairs shall assess the violation and make a decision regarding disciplinary action, if any. Since it is impossible to develop guidelines to fit all conceivable situations, the Vice President of Student Affairs is given broad authority to use subjective evaluation of disciplinary action necessary when no clearly defined guidelines are available or if the Vice President of Student Affairs feels minor deviations from written guidelines are in the best interest of the student, the College, and others who may be concerned. The Vice President of Student Affairs shall advise the student in writing of the student's appellant rights and procedures.

If the student feels that he/she has been treated unfairly by the Vice President of Student Affairs, the student may appeal to the Student Appeals Committee. Upon receipt of the statement of disciplinary action from the Vice President of Student Affairs, the student shall appeal in writing to the Student Appeals Committee within 24 hours. This appeal shall set forth the alleged violation and the student's account of it. It shall include the student's interpretation of the College official's decision, and specifically state why the student feels the action taken by the College official was incorrect or too harsh. This appeal shall be delivered to the Vice President of Student Affairs. Upon receipt of written appeal, the Vice President of Student Affairs shall immediately notify the Student Appeals Committee and the President of the college. The Vice President of Student Affairs shall provide sufficient copies of all statements, letters, and the appeal of the student to all members of the Student Appeals Committee.

## **The Student Appeals Committee**

The committee is a standing committee and consists of three members of the faculty and the President of the Student Senate. This committee shall be appointed annually by the President and sit for hearings for the academic year. When the written appeal and accompanying papers are received from the Vice President of Student Affairs, the student shall be notified within 24 hours as to the time and place of the hearing.

The committee shall ask the Vice President of Student Affairs for a written account of the alleged offense and the action taken. The committee may call upon the student, the Vice President of Student Affairs, and others for information to assist the committee in its deliberations. The student shall be able to be present throughout the hearing and question any and all witnesses brought before the committee. The student shall not be present after the committee begins executive session to consider the evidence. The student may bring counsel or any advisor he/she wishes to the hearing, but at the student's expense. Student's counsel/advisor may only confer with the student and may not question the witness or the committee.

The committee's function is to determine if:

- (a) The allegation is correct.
- (b) The student is guilty.
- (c) The student had an adequate opportunity to present his/her position to the Vice President of Student Affairs.
- (d) The Vice President of Student Affairs was fair, equitable, and just in his/her decision.
- (e) The student's rights were protected.

If the committee discovers new information during the course of the hearing that was not available to the Vice President of Student Affairs, the information shall be made available to the Vice President of Student Affairs to give an opportunity to re-evaluate his/her position.

If the committee does not agree with the findings or disciplinary action, and the Vice President of Student Affairs and the committee cannot mutually agree upon the action to be taken, then the matter shall be referred to the President of the College for review and assistance in a resolution.

A written response of the findings shall be delivered to the student from the chairperson of the committee within 24 hours after the deliberations have been completed by the committee. If the student genuinely feels that he/she has been unfairly treated by the committee, then the student may appeal in writing directly to the President within 24 hours upon receipt of the committee's ruling.

## **The President**

The President shall review all unresolved issues between the committee and the Vice President of Student Affairs and render a decision. The President shall also receive any written appeal by a student in response to committee action. Within a reasonable period of time, not greater than 72 hours, the President shall:

- (a) Review all information relevant to the appeal;
- (b) Interview any individuals necessary to assist in resolving the appeal; and
- (c) Issue a written decision to the student, the committee chairperson and the Vice President of Student Affairs.

The student shall be advised that he/she may also appeal to the Board of Trustees.

## **The Board of Trustees**

A student who genuinely feels he/she has received unfair treatment may appeal in writing to the Board of Trustees in the same manner as to the Student Appeals Committee. The Board shall respond within 72 hours if at all possible.

The Vice President of Student Affairs and committee shall make their findings and decisions available to the Board in writing upon the Board's request. The Board may call upon the student, Vice President of Student Affairs, Committee Chairperson, or others when the Board feels they may provide insight to the matter.

The function of the Board in this capacity shall be to determine whether or not the committee's decision and action was fair and just. The Board shall advise the student and his/her parent(s) or guardian(s) of its decision in writing within 24 hours if possible. A copy shall be sent to the Vice President of Student Affairs and committee. If a decision

cannot be made within 24 hours the Board shall advise the student of a time when a decision will be given. In all cases it shall act quickly as is administratively efficient and effective.

When the Board's decision is made it shall be final and the student who finds it necessary to pursue the matter must do so outside the realm of the college administrative structure.

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

It is the intent of the Board of Trustees and Allen Community 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.

### ***Tobacco***

Tobacco may be used by persons of legal age outside College buildings. No smoking is allowed outside college-owned buildings within a minimum of a ten foot radius of any doorway, open window, or intake leading into such buildings. The possession of tobacco or tobacco products by a person of legal age is not a violation of this policy, only the use of tobacco inside College buildings, including student housing, or vehicles.

### ***Injuries on College Property***

If a student or guest should be injured on College property or while involved in a college-related activity, the following procedures are proper:

1. The welfare of the injured person should be the first priority.
2. Common sense should be the guide in dealing with the injury and/or injured person.
3. Proper medical attention should be obtained at the earliest possible time.
4. The administration should be notified as soon as proper medical attention has been given.
5. A written report describing the incident should be filed with the administration.

A student or guest injured on College property or while involved in a college related activity shall be responsible for his or her own medical expenses. No member of the College faculty or staff is authorized to assume liability for such expenses on the part of the College.

### ***Insurance***

The College does not assume responsibility for loss or damage to personal property belonging to a student, nor does the College carry insurance to cover the loss or damage to students' belongings. Further, the College does not maintain insurance to cover personal injury to students other than athletes and cheerleaders while involved in their sport. Students are highly encouraged to maintain insurance to cover injury, illness, prescriptions, personal injury, and property loss and/or damage.

## ***Sexual Harassment***

Sexual harassment will not be tolerated in the College. Sexual harassment of employees or students by Board members, administrators, professional and support personnel, students, vendors, and any others having business or other contact with the college is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. 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 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 of Allen's 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. The use of Allen's Internet 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 Allen's 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***

Allen Community College 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 Allen's 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

## ***Non-Discrimination Policy***

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, religion, color, national origin, or handicap in admissions, educational programs, and activities. The final responsibility for ensuring equal opportunity rests with the Board of Trustees and the President of the College. The responsibility for implementation of policy is assigned to the Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer (Vice President for Student Affairs) to provide leadership that is necessary for attainment of the goals and objectives of the program.

To ensure compliance with the policy for nondiscrimination, periodic review and modification of policies and procedures shall be conducted, and forms and time lines designed to provide the information will be developed. A student's violation of this policy of nondiscrimination may result in disciplinary action up to and including termination of employment.

During the spring semester each year, the Affirmative Action Officer shall be responsible for coordinating a review of all admissions, counseling, testing, recruiting, employment materials, policies, procedures, and forms to ensure compliance with Title VI, Title IX, Section 504, and ADA. The President shall be responsible for ensuring that recommendations receive due consideration and for taking actions necessary to ensure equal opportunity.

## **DEGREES, OCCUPATIONAL CERTIFICATES, TRANSFER AGREEMENT AND ARTICULATION GUIDE**

### ***Degrees***

#### **Associate in Arts Degree (A.A.)**

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

#### **General Education**

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

#### **Communications - 9 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 - 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
Anthropology	3 hrs

#### **Fine Arts and Humanities – 9 hours**

History	3 hrs
Literature	3 hrs
Art, Music, Foreign Language, 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 in Arts degree.

General Education and Major Field Studies	48 hours
Electives	16 hours
Total hours for Associate in Arts	64 hours

## Associate in Science Degree (A.S.)

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
Anthropology	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
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 Associate in Science	64 hours

## Associate in Applied Science Degree (A.A.S.)

The Associate in 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 in 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. Courses listed are for consideration. Requirements can also be met by other courses in the respective area.

### General Education

Included in the 17 credit hours of general education course requirements are:

SSC103	College Career Success Seminar	1 hr
	Computer Science (CIS or NET classes)	3 hrs
	Health and Physical Education	1 hour

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

COL101	English Composition I	3 hrs
COL105	Technical Writing	3 hrs
BUS118	Business English	3 hrs
BUS261	Business Communications	3 hrs

### Social and Behavioral Sciences - 3 hours in any of the following courses:

Economics  
Political Science  
Sociology  
Psychology  
Geography  
Anthropology

### Fine Arts and Humanities – 3 hours in any of the following courses:

History  
Art  
Humanities  
Theatre  
Literature  
Spanish  
Music

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

MAT105	College Algebra	3 hrs
BUS121	Business Math	3 hrs
AGR215	Agriculture Computations	3 hrs

### 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 Associate in Applied Science 60 hours

### **Associate in General Studies Degree (A.G.S.)**

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

#### **General Education**

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

#### **Communications - 6 hours**

COL101	English Composition I	3 hrs
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#### **And one of the following 3 credit hour Communications:**

COL102	English Composition II	3 hrs
COL105	Technical Writing	3 hrs
BUS261	Business Communications	3 hrs
COM101	Public Speaking	3 hrs

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

	Principles of Biology, Introduction to Chemistry, Physical Science or higher	5 hrs
MAT105	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
Anthropology	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 Associate in General Studies	60 hours

## ***Career Certificates***

Career and Technical Education 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.

Career and Technical Education certificates offered at Allen include:

- Addictions Counseling
- Adult Care Home Administration
- Business Management
- Certified Nurse Aide
- Computer and Networking Support Technician
- CPR/First Aid/AED
- Criminal Justice Studies Corrections
- Criminal Justice Studies Law Enforcement
- Early Childhood Education
- Emergency Medical Technician
- Health Care Specialist
- Home Health Aide
- Livestock Marketing and Management
- Meat or Livestock Evaluation
- Medical Office Assistant
- Medication Aide
- Medication Aide Update
- Pharmacy Technician
- Production Media
- Rehabilitative Aide
- Social Services Designee/ Activities Director
- Web Design

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 in Arts or Associate in 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 in Arts or Associate in 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 in Arts and Associate in Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.

- Transfer students accepted for admission at Kansas Regents universities with the Associate in Arts or Associate in 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

### ***Associate in 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 in Addiction and Prevention	3
APS102	Introduction to Counseling	3
APS103	Introduction to Group Counseling	3
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
CIS100	Introduction to Computers	3
COL102	English Composition II	3
MAT105	College Algebra	3
APS104	Addiction Services	3
APS106	Ethics/Confidentiality in Addiction and Prevention	3
APS108	Medical High Risks Issues in Addiction and Prevention	3
	<i>Total Hours</i>	<i>18</i>
<b>Semester III</b>		
COM101	Public Speaking	3
APS105	Multicultural Aspects of Counseling	3
APS107	Pharmacology in Addiction and Prevention	3
APS109	Family and Addictions	3
APS221	Dual Diagnosis	3
HPE111	Basic First Aid-CPR	1
	<i>Total Hours</i>	<i>16</i>
<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
<b>ASSOCIATE IN SCIENCE GRADUATION TOTAL</b>		<b>64</b>

To meet eligibility requirements of the Kansas Association of Addiction Professionals certification, students will also complete APS110 Field Practicum I in Addiction and Prevention (3 credit hours).

### **Associate in Applied Science in Addictions 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 in Addiction and Prevention	3
APS102	Introduction to Counseling	3
APS103	Introduction to Group Counseling	<u>3</u>
	<i>Total Hours</i>	16
<b>Semester II</b>		
CIS100	Introduction to Computers	3
BUS121	Business Mathematics	3
APS104	Addiction Services	3
APS106	Ethics/Confidentiality in Addiction and Prevention	3
APS108	Medical High Risks Issues in Addiction and Prevention	<u>3</u>
	<i>Total Hours</i>	15
<b>Semester III</b>		
MUS111	Music Appreciation	3
APS105	Multicultural Aspects of Counseling	3
APS107	Pharmacology in Addiction and Prevention	3
APS109	Family and Addictions	3
SOC102	Sociology	<u>3</u>
	<i>Total Hours</i>	15
<b>Semester IV</b>		
APS221	Dual Diagnosis	3
SOC121	Marriage and Family Relations	3
SOC205	Contemporary Social Problems	3
APS110	Field Practicum I in Addiction and Prevention	3
HPE111	Basic First Aid-CPR	1
PSY162	Death and Dying	<u>1</u>
	<i>Total Hours</i>	14
<b>ASSOCIATE IN APPLIED SCIENCE GRAD TOTAL</b>		<b>60</b>

### **Associate in Science 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 IN SCIENCE GRADUATION		64

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

### ***Associate in Arts with an emphasis in Art***

#### ***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
ART101	Art Appreciation	3
ART126	Drawing I	3
ART120	Design I	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
COL102	English Composition II	3
	Health and Physical Education Elective	1
ART127	Drawing II	3
ART121	Design II	3
	Computer Science/Digital Media Elective	3
	Social and Behavioral Sciences Elective	<u>3</u>

	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
COM101	Public Speaking	3
ART161	Digital Photography I	3
ART133	Painting I	3
	Natural Science Elective w/Lab	5
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
ART134	Painting II	3
ART216	Life Drawing	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 IN ARTS GRADUATION TOTAL</b>		<b>64</b>
<i>Suggested electives with advisor approval:</i>		
PRO116	Introduction to Photoshop	3
PRO195	Introduction to Computer Graphics	3

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

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

		<b>Hrs</b>
<b>Semester I</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*	<u>1</u>
	<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 IN SCIENCE GRADUATION TOTAL 64

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

### **Associate in Science 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 or	
CIS170	Microsoft Office	<u>3</u>
	<b>Total Hours</b>	<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>
	<b>Total Hours</b>	<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>
	<b>Total Hours</b>	<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>
	<b>Total Hours</b>	<b>16</b>
ASSOCIATE IN SCIENCE GRAD TOTAL		<b>64</b>

\*Business Elective options:

*BUS125 Personal Finance*  
*BUS129 Human Relations in Business*  
*BUS160 Introduction 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 and CHE105L Introduction to Chemistry Lab.

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

## **Associate in Applied Science 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 <i>or</i>	
CIS170	Microsoft Office	3
BUS120	Introduction to Business	3
BIUS121	Business Mathematics	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<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>	<i>16</i>
<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>	<i>15</i>
<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>	<i>13</i>
<b>ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL</b>		<b>60</b>

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

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CHE125	College Chemistry I	5
MAT123	Calculus 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	Calculus 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>
	<b>ASSOCIATE IN SCIENCE GRADUATION TOTAL</b>	<b>66</b>

### **Associate in Arts 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
COM164	News Practicum	1
COM201	Mass Communication in Society	3
MAT105	College Algebra	3
	Social and Behavioral Sciences Elective	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester II</b>		
COL102	English Composition II	3
COM164	News Practicum	1
COM202	Reporting	3
	Social and Behavioral Science Elective	3
	Computer Science Elective	3
	History Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
COM101	Public Speaking	3
COM164	News Practicum	1
THE101	Theatre Appreciation	3
	Natural Science Elective w/Lab	5
	Literature Elective	3
	General Electives	<u>2</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
COM164	News Practicum	1
COM211	Interpersonal Communications	3
BUS279	Advertising	3
	Social and Behavioral Science Elective	3
	Suggested Communication Electives	<u>6</u>
	<i>Total Hours</i>	<i>16</i>
	<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>	<b>64</b>

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

BUS129	Human Relations in Business
BUS278	Marketing
COL115	Beginning Creative Writing
COM165	Yearbook Practicum
EDU201	Foundations of Education
THE210	Voice and Diction
THE231	Acting I
THE283	Introduction to the Film Medium
	Any Computer or Production Media course

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

*Recommended Sequence of Courses*

<b><i>Semester I</i></b>	<b>Hrs</b>	
SSC103	College Career Success Seminar	1
CIS100	Introduction Computers	3
COL101	English Composition I	3
PSY101	General Psychology	3
CJS100	Introduction to Criminal Justice	3
MAT105	College Algebra	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b><i>Semester II</i></b>		
COL102	English Composition II	3
SOC102	Sociology	3
CJS101	Law Enforcement Operations and Procedures	3
CJS221	Criminal Law	3
	Fine Arts/Humanities Elective	3
HPE111	Basic First Aid-CPR	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b><i>Semester III</i></b>		
COL130	Introduction to Literature	3
BIO102	Principles of Biology	5
CJS240	Criminal Investigation	3
CJS220	Agency Administration	3
POL111	American Government	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b><i>Semester IV</i></b>		
COM101	Public Speaking	3
HIS108	American History to 1865	3
CJS251	Criminal Procedures	3
SOC110	Juvenile Delinquency and Justice	3
CJS202	Criminal Justice Interviewing and Report Writing	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
	<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>	<b>64</b>

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

*Recommended Sequence of Courses*

<b><i>Semester I</i></b>	<b>Hrs</b>	
CIS100	Introduction to Computers	3
CJS100	Introduction to Criminal Justice	3
CJS242	Introduction to Criminology	3

PSY101	General Psychology <i>or</i>	
SOC102	Sociology	3
BUS261	Business Communications	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
CJS101	Law Enforcement Operations and Procedures	3
CJS221	Criminal Law	3
CJS251	Criminal Procedures	3
	Criminal Justice Elective*	3
SPA150	Spanish in the Workplace	2
HPE111	Basic First Aid-CPR <i>or</i>	
NHA152	Fitness and Nutrition	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
CJS102	Introduction to Corrections	3
CJS150	Professional Responsibility in Criminal Justice	3
CJS240	Criminal Investigation	3
CJS220	Criminal Justice Agency Administration	3
BUS121	Business Math	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
CJS202	Criminal Justice Interviewing and Report Writing	3
SOC110	Juvenile Delinquency and Justice	3
	Fine Arts and Humanities Elective	3
	Criminal Justice Elective*	3
CJS271	Criminal Justice Practicum/Internship	<u>2</u>
	<i>Total Hours</i>	<i>14</i>
<b>ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL</b>		<b>60</b>

CJS Electives:

CJS233	Crime Victims
CJS	Homeland Security
CJS152	Special Populations in Corrections
CJS253	Oral Communications in the Correctional Environment

### ***Associate in 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)	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
COM101	Public Speaking	3
SOC102	Sociology	3



ECO207	Microeconomics	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
PSY263	Developmental Psychology	3
	Physical Science Elective	5
	Humanities or Fine Arts Elective	3
ECE102	Principles of Early Childhood	3
	ECE Elective (201, 202, or 212)	3
EDU202	Observation and Participation	<u>1</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
HPE111	Basic First Aid-CPR	1
	Social and Behavioral Science Elective	3
ECE105	Observing and Interacting w/Young Children	3
	ECE Elective (ECE201, 202, or 203)	3
MAT115	Elementary Statistics	3
COL130	Introduction to Literature	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>ASSOCIATE IN SCIENCE GRADUATION TOTAL</b>		<b>64</b>

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

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

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
BUS261	Business Communications	3
	Computer Science Elective	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
ECE105	Observing and Interacting w/Young Children	3
ECE205	Early Childhood Curriculum	3
	ECE Elective	6
NHA152	Fitness and Nutrition	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester III</b>		
COL237	Children's Literature	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	Educating Children in Exceptionalities	3
	ECE Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
SOC102	Sociology	3
	Business Elective	3
ECE209	Current topics in Early Childhood Education	1
ECE210	Developing Math and Science in Early Childhood	3
ECE215	Practicum in Early Childhood Education	<u>3</u>

Total Hours	13
ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL	60

### **Associate in Arts with an emphasis in Elementary Education**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
EDU201	Foundations of Education	3
EDU202	Observation and Participation	1
COL101	English Composition I	3
MAT105	College Algebra	3
SSC103	College Career Success Seminar	1
CIS100	Introduction to Computers	3
	Social and Behavioral Sciences Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>		
COL102	English Composition II	3
COM101	Public Speaking	3
HIS108	American History to 1865 <i>or</i>	
HIS109	American History from 1865	3
	Social and Behavioral Sciences Elective	3
	Health and Physical Ed Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
BIO102	Principles of Biology with Lab	5
GEO104	Principles of Geography	3
	Literature Elective	3
	6 hours of electives transferable to an education Program at a 4-year institution	<u>6</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
COL237	Children's Literature	3
PSC151/152	Physical Science/Lab	5
	Fine Arts and Humanities Elective (excluding History and Literature)	3
	4 hours of electives transferable to an education program at a 4-year institution	<u>4</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE IN ARTS GRADUATION TOTAL		64

### **Associate in Arts with an emphasis in Secondary Education**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
EDU201	Foundations of Education	3
EDU202	Observation and Participation	1
COL101	English Composition I	3
MAT105	College Algebra	3
SSC103	College Career Success Seminar	1
	Social and Behavioral Sciences Elective	3
	3 hours from the major field	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>		

COL102	English Composition II	3
COM101	Public Speaking	3
HIS108	American History to 1865 <i>or</i>	
HIS109	American History from 1865	3
	Social and Behavioral Sciences Elective	3
	3 hours from the major field	<u>3</u>
	<i>Total Hours</i>	15
<b>Semester III</b>		
BIO102	Principles of Biology with Lab	5
CIS100	Introduction to Computers	3
GEO104	Principles of Geography	3
	Literature Elective	3
	3 hours from the major field	<u>3</u>
	<i>Total Hours</i>	17
<b>Semester IV</b>		
	Science/Lab Elective	5
	Health and Physical Ed Elective	3
	Fine Arts and Humanities Elective (excluding History and Literature)	3
	4 hours from the major field and/or of additional electives	<u>4</u>
	<i>Total Hours</i>	15
<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>		<b>64</b>

### ***Associate in Arts 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>	16
<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>	17
<b>Semester III</b>		
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>
<b>Semester IV</b>		
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>
<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>		<b>64</b>

## **Associate in Applied Science 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>	<i>15</i>
<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>	<i>15</i>
<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>	<i>15</i>
<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>	<i>15</i>
<b>ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL</b>		<b>60</b>

## **Associate in 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	Introduction to Rehabilitation and Modalities	3
	Computer Science Elective	3
	Social and Behavioral Sciences Elective	3*
<i>Total Hours</i>		<i>15</i>
<b>Semester III</b>		
COM101	Public Speaking	3
	History Elective	3
	Literature Elective	3
	Social and Behavioral Sciences 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>		
HPE298	Athletic Training Practicum I	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences <i>or</i>	
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences <i>or</i>	
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences <i>or</i>	
	Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>		<i>15</i>
<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>		<b>64</b>

\*Select 3 credit hours each from three different disciplines: Economics, Political Science, Sociology, Geography, or Psychology.

## **Associate in 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
HPE141	Introduction to Coaching	3
HPE134	Care and Prevention of Athletic Injuries	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Sciences <i>or</i>	
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
<b>Semester III</b>		
COM101	Public Speaking	3
	History Elective	3
	Literature Elective	3
	Social and Behavioral Sciences Elective	3*
	Social and Behavioral Sciences <i>or</i>	
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
EDU201	Foundations of Education	3
EDU202	Observation and Participation	1
	Natural Science Elective with Lab	5
	Social and Behavioral Sciences Elective	3*
	Social and Behavioral Sciences <i>or</i>	
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
	<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>	<b>64</b>

\*Select 3 credit hours each from three different disciplines: Economics, Political Science, Sociology, Geography, or Psychology.

### **Associate in Arts with an emphasis in History**

#### *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	Western Civilization I	3
POL111	American Government	3
ECO207	Microeconomics <i>or</i>	

ECO208	Macroeconomics	3
	Natural Science Elective with Lab	5
	General Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
GEO104	Principles of Geography	3
HIS122	Western Civilization II	3
	History or Political Science Elective	3
CIS100	Introduction to Computers	3
	General Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>		<b>64</b>

### **Associate in Science with an emphasis in Information Technology**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
COL101	English Composition I	3
MAT105	College Algebra	3
CIS100	Introduction to Computers	3
PSY101	General Psychology	3
SSC103	College Career Success Seminar	1
CIS109	Introduction to Computer Programming	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
COL102	English Composition II	3
	Science Elective	5
MAT115	Elementary Statistics	3
CIS170	Microsoft Office	3
HUM105	Ethics	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester III</b>		
CIS135	Computer Repair-Core Hardware	3
ECO207	Microeconomics	3
CIS125	Cisco Networking for Home and Sm Businesses	3
	History Elective	3
	Math or Science Elective*	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester IV</b>		
CIS275	Computer Repair-Operating Systems	3
CIS230	C++ Programming I	3
ECO208	Macroeconomics	3
COM101	Public Speaking	3
CIS250	Cisco Working at a Small-to-Med Business	3
	Health and Physical Education Elective	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
<b>ASSOCIATE IN SCIENCE GRADUATION TOTAL</b>		<b>64</b>

\*Suggested courses: Second Science course from a different discipline or MAT123 Calculus w/Analytic Geometry I.

### **Associate in Science with an emphasis in Mathematics**

#### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
MAT123	Calculus 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>

<b>Semester II</b>		
MAT125	Calculus 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>

<b>Semester III</b>		
MAT225	Calculus 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>

<b>Semester IV</b>		
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 IN SCIENCE GRADUATION TOTAL 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	Introduction to Computer Programming	3

### **Associate in Arts with an emphasis in Music**

*Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
SSC103	College Career Success Seminar	1
COL101	English Composition I	3
	Social and 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>Semester II</b>		
COL102	English Composition II	3
	Social and 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>Semester III</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>Semester IV</b>		
	Literature Elective	3
	Social and 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>
<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>		<b>64</b>

## ***Associate in Applied Science for Pharmacy Technician***

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

<b>Semester 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>Semester II</b>		
NHA237	Introduction to Pharmacy Technician	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>Semester III</b>		
NHA238	Pharmacology for Pharmacy Technicians	3
BIO115	Basic Nutrition	3
NHA239	Medical Office Accounting	3
PSY101	General Psychology	3
NHA129	Medical Insurance Coding and Billing	<u>3</u>
	<i>Total Hours</i>	<i>15</i>

<b>Semester IV</b>		
NHA240	Pharmacy Calculations	3
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
HPE111	Basic First Aid-CPR	1
BUS109	Career Development	<u>1</u>
	<i>Total Hours</i>	<i>16</i>

ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL 61

### **Associate in Science with an emphasis in Physics**

#### *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>	<i>16</i>

<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>	<i>15</i>

ASSOCIATE IN SCIENCE GRADUATION TOTAL 64

## ***Associate in Arts with an emphasis in 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	Western Civilization I	3
POL111	American Government	3
ECO207	Microeconomics <i>or</i>	
ECO208	Macroeconomics	3
	Natural Science Elective with Lab	5
	General Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>Semester IV</b>		
GEO104	Principles of Geography	3
HIS122	Western Civilization II	3
	History or Political Science Elective	3
CIS100	Introduction to Computers	3
	General Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>ASSOCIATE IN ARTS GRADUATION TOTAL</b>		<b>64</b>

## ***Associate in Science with an emphasis in 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>	<i>16</i>

<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>	<i>15</i>

**ASSOCIATE IN SCIENCE GRADUATION TOTAL** **64**

### **Associate in Science 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 IN SCIENCE GRADUATION TOTAL HOURS** **66**

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

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
BIO102	Principles of Biology <i>or</i>	
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>
<b>ASSOCIATE IN SCIENCE GRADUATION TOTAL</b>		<b>64</b>

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

## **Associate in Science 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>
<b>ASSOCIATE IN SCIENCE GRADUATION TOTAL</b>		<b>64</b>

### **Associate in Science 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
PRO155	HTML/JavaScript	<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 and Humanities Elective	3
COM101	Public Speaking	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>ASSOCIATE IN SCIENCE GRADUATION TOTAL</b>		<b>64</b>

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

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
	Communication (COL101, COL105, or BUS261)	3
PRO116	Introduction to Photoshop	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>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
	Fine Arts and Humanities Elective	3
CIS115	Visual Basic I	3
PRO131	Foundations of Graphic Design	3
PRO225	Advanced Photoshop	3
PRO180	InDesign	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<b>Semester III</b>		
	Social and Behavioral Sciences Elective	3
PRO201	Dreamweaver	3
PRO129	Digital Photography	3
PRO195	Introduction to Computer Graphics	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
PRO155	HTML/JavaScript	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 IN APPLIED SCIENCE GRADUATION TOTAL</b>		<b>60</b>

## **Associate in 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>
ASSOCIATE IN ARTS GRADUATION TOTAL		64

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

#### *Recommended Sequence of Courses*

		<b>Hrs</b>
<b>Semester I</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>		
ANT111	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 and Justice	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>
ASSOCIATE IN ARTS GRADUATION TOTAL		64



## ***Associate in Arts 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
	Health and Physical Education Elective	1
	Computer Science Elective	<u>3</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>
<b><i>ASSOCIATE IN ARTS GRADUATION TOTAL</i></b>		<b><i>64</i></b>
<b><i>Additional Theatre/Communication Electives:</i></b>		
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

# CERTIFICATES

## ***Addictions and Prevention Studies-Counseling Tract***

### *Recommended Sequence of Courses*

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

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

### *Recommended Sequence of Courses*

<b>Semester I</b>	<b>Hrs</b>
CIS170 Microsoft Office	3
MED120 Medical Terminology	3
NHA129 Medical Insurance Coding and Billing	3
NHA161 Medical Administrative Aspects	<u>4</u>
<i>Total Hours</i>	<i>13</i>
<b>Semester II</b>	
BUS261 Business Communications	3
NHA179 Introduction to Pharmacology	3
NHA236 Legal Concepts	3
NHA239 Medical Office Accounting	<u>3</u>
<i>Total Hours</i>	<i>12</i>
<b>Semester III</b>	
NHA205 Long Term Care Management	3
NHA219 Gerontology	3
NHA235 Long Term Care Medical Records	<u>3</u>
<i>Total Hours</i>	<i>9</i>
<b>CERTIFICATE TOTAL</b>	<b>34</b>

## **Business Management**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
BUS120	Introduction to Business	3
BUS160	Introduction to Entrepreneurship	3
BUS117	Introduction to Leadership	3
BUS210	Financial Accounting	3
BUS221	Business Law I	<u>3</u>
<i>Total Hours</i>		<i>15</i>
<b>Semester II</b>		
BUS125	Personal Finance	3
BUS129	Human Relations in Business	3
ECO207	Microeconomics	3
BUS275	Principles of Management	3
CIS170	Microsoft Office	<u>3</u>
<i>Total Hours</i>		<i>15</i>
<b>CERTIFICATE TOTAL</b>		<b>30</b>

## **Computer and Network Support Technician**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CIS100	Introduction to Computers	3
CIS125	Cisco Networking for Home and Sm Businesses	3
CIS135	Computer Repair-Core Hardware	<u>3</u>
<i>Total Hours</i>		<i>9</i>
<b>Semester II</b>		
CIS170	Microsoft Office	3
CIS250	Cisco Working at a Small-to-Med Business	3
CIS275	Computer Repair-Operating Systems	<u>3</u>
<i>Total Hours</i>		<i>9</i>
<b>CERTIFICATE TOTAL</b>		<b>18</b>

## **Criminal Justice Studies Corrections**

<b>Semester I</b>		<b>Hrs</b>
CIS100	Introduction to Computers	3
CJS100	Introduction to Criminal Justice	3
CJS152	Special Populations in Corrections	3
CJS240	Criminal Investigation	3
CJS252	Ethical Decision Making in Corrections	<u>3</u>
<i>Total Hours</i>		<i>15</i>
<b>Semester II</b>		
CJS102	Introduction to Corrections	3
CJS250	Corrections Report Writing	3
CJS221	Criminal Law	3
CJS253	Oral Communication in the Correctional Environment	3
SOC110	Juvenile Delinquency and Justice	3
SPA150	Spanish for the Workplace	2
<i>Total Hours</i>		<i>17</i>

CERTIFICATE TOTAL 32

### **Criminal Justice Studies Law Enforcement**

<b>Semester I</b>		<b>Hrs</b>
CIS100	Introduction to Computers	3
CJS100	Introduction to Criminal Justice	3
CJS150	Professional Responsibility in Criminal Justice	3
CJS220	Agency Administration	3
CJS240	Criminal Investigation	<u>3</u>
<i>Total Hours</i>		<i>15</i>

<b>Semester II</b>		
CJS101	Law Enforcement Operations and Procedures	3
CJS202	Criminal Justice Interview and Report Writing	3
CJS221	Criminal Law	3
CJS251	Criminal Procedures	3
SOC110	Juvenile Delinquency and Justice	3
SPA150	Spanish in the Workplace	<u>2</u>
<i>Total Hours</i>		<i>17</i>

<b>Semester III</b>		
CJS102	Introduction to Corrections	3
CJS242	Criminology	3
	Criminal Justice Electives*	<u>8</u>
<i>Total Hours</i>		<i>14</i>

CERTIFICATE TOTAL 46

Criminal Justice Electives:

CJS271	Criminal Justice Practicum/Internship
CJS233	Crime Victims
CJS	Homeland Security
CJS152	Special Populations in Corrections
CJS253	Oral Communications in the Correctional Environment

### **Early Childhood Education**

<b>Semester I</b>		<b>Hrs</b>
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>9</i>

<b>Semester II</b>		
ECE105	Observing and Interacting with Young Children	3
ECE201	Infant and Toddler Education and Care	3
ECE209	Current Topics in Early Childhood Education: Professional Resource File Development	<u>1</u>
<i>Total Hours</i>		<i>7</i>

CERTIFICATE TOTAL 16

## **Health Care Specialist**

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 Certified Nurse 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 Certified Nurse Aide	5
MED120 Medical Terminology	3
HPE111 Basic First Aid-CPR	1
NHA160 Social Services Designee/Activities Director	5
NHA236 Legal Concepts	<u>3</u>
<i>Total Hours</i>	<i>17</i>
<b>Semester II</b>	
MED103 Medication Aide	5*
MED107 Rehabilitation Aide	2*
MED108 Home Health Aide	2*
NHA235 Long Term Care Medical Records	3
NHA239 Medical Office Accounting	<u>3</u>
<i>Total Hours</i>	<i>15</i>
<b>CERTIFICATE TOTAL</b>	<b>32</b>

*\*Prerequisite: Licensed Certified Nurse Aide*

## **Meat or Livestock Evaluation**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
AGR101	Agriculture Orientation	1
AGR103	Principles of Animal Science	3
AGR104	Principles of Meat Evaluation	3
AGR106	Livestock Evaluation	2
AGR201	Animal Science and Industry	1
AGR213	Agriculture Economics	3
AGR215	Agricultural Computations	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<b>Semester II</b>		
AGR208	Livestock Marketing	3
AGR210	Oral Reasons	3
AGR290	Meat Science	3
AGR202	Advanced Livestock Science	2
AGR203	Fundamentals of Animal Nutrition	3
AGR100	Field Studies	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
<b>CERTIFICATE TOTAL</b>		<b>33</b>

## **Medical Office Assistant**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
CIS170	Microsoft Office	3
MED120	Medical Terminology	3
NHA161	Medical Administrative Aspects	4
NHA235	Long Term Medical Records	<u>3</u>
	<i>Total Hours</i>	<i>13</i>
<b>Semester II</b>		
BUS261	Business Communications	3
NHA236	Legal Concepts	3
NHA239	Medical Office Accounting	3
NHA129	Medical Insurance Coding and Billing	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<b>CERTIFICATE TOTAL</b>		<b>25</b>

## **Pharmacy Technician**

### *Recommended Sequence of Courses*

<b>Semester I</b>		<b>Hrs</b>
NHA237	Introduction to Pharmacy Technician	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	Pharmacology for Pharmacy Technicians	3
MED120	Medical Terminology	3
BUS261	Business Communications	3

BIO257	Human Anatomy and Physiology w/Lab	5
NHA240	Pharmacy Calculations	<u>3</u>
	<i>Total Hours</i>	17
<b>CERTIFICATE TOTAL</b>		<b>34</b>

## **Production Media**

### *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>	12
<b>Semester II</b>		
PRO225	Adobe Photoshop: Advanced	3
PRO180	InDesign	3
PRO131	Foundations of Graphic Design	3
PRO200	Macromedia Flash	<u>3</u>
	<i>Total Hours</i>	12
<b>CERTIFICATE TOTAL</b>		<b>24</b>

## **Web Design**

### *Recommended Sequence of Courses*

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

# **PROGRAMS LEADING TO LICENSING OR CERTIFICATION**

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

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. Students who successfully pass this course will receive a CPR card from the American Heart Association.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
HPE111 Basic First Aid/CPR	1
<b>CERTIFICATE TOTAL</b>	<b>1</b>

### **Certified Nurse Aide**

The Certified Nurse 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.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
MED102 Certified Nurse Aide	5
<b>CERTIFICATE TOTAL</b>	<b>5</b>

### **Emergency Medical Technician**

This course is designed to provide medical care to patients in the pre-hospital setting. It will provide the participants with opportunities to gain information, skills and attitudes necessary for certification and practice as an emergency medical technician (EMT) in the state of Kansas. Classroom instruction includes anatomy, physiology, recognition and care of medical emergencies and trauma-related injuries. CPR, bandaging, splinting, childbirth techniques and airway management are among the skills taught. The emergency medical technician is an entry-level care provider. Basic life support ambulance services are primarily composed of EMTs. Emergency Medical Responders often act as second or third-position team members along with the EMT on an ambulance service. Fire personnel and other emergency teams may also be trained to this level. EMTs may also supplement paramedic or advanced life support staffing of ambulances. A national registry examination is required for certification.

After successful completion of the class, students can register with [www.nremt.org](http://www.nremt.org) and sit for the National Certification.

<b>Semester Program Sequence of Courses</b>	<b>Hrs</b>
EMT110 Emergency Medical Technician	10
<b>CERTIFICATE TOTAL</b>	<b>10</b>

### **Home Health Aide**

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. After successful completion of the class, students will be given the state test at the Iola or Burlingame Campus. Students who pass the state test with a minimum score of 70% will be issued a CNA License from the State of Kansas Department of Health and Environment.

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>CERTIFICATE TOTAL</b>	<b>2</b>

### **Medication Aide**

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. After successful completion of the class, students will be given the state test at the Iola or



Burlingame Campus. Students who pass the state test with a minimum score of 70% will be issued a CMA License from the State of Kansas Department of Health and Environment.

The student must be a Certified Nurse Aide with a Kansas certificate who can provide verification of certification.

The student must be a Certified 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>CERTIFICATE TOTAL</b>	<b>5</b>

### **Medication Aide Certificate/License 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>CERTIFICATE TOTAL</b>	<b>1</b>

### **Rehabilitation Aide**

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 course will provide students 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 Community College.

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>
MED107 Rehabilitation Aide	2
<b>CERTIFICATE TOTAL</b>	<b>2</b>

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

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

## CATEGORY INDEX

Addition and Prevention Studies APS		Health and Physical Education HPE
Agriculture AGR		History HIS GEO POL
Allied Health EMT MED NHA		Humanities HUM
Anthropology ANT		Mathematics MAT
Art ART		Music MUS
Biology BIO		Physical Science PSC
Business Administration BUS ECO		Political Science POL
Chemistry CHE		Production Media CIS PRO
Communication COM		Psychology PSY SSC
Composition and Literature COL		Sign Language COM
Computer Networking and Repair CIS		Sociology ANT SOC
Computer Science CIS PRO		Spanish SPA
Criminal Justice CJS		Speech COM
Deaf Culture Studies COM		Student Success SSC
Early Childhood Education ECE EDU		Theatre THE
Education EDU		World Languages COM SPA
English COL		

## COURSE DESCRIPTIONS

### **AGR 100 Field Studies**

#### **1 credit hour**

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 a required report of activities and skills learned. This course is for students in the Agriculture program only.

### **AGR 101 Agricultural Orientation**

#### **1 credit hour**

This course covers the objectives, organizations, and procedures relative to Allen's 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**

The course provides 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**

This course is a study of the fundamentals involved in the use and selection of livestock. This course involves the study of animal structure, genetics, and breeding value as it relates to livestock selection. It also includes the use of livestock terminology. This course is required for all students that are on 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. Theory, practice, format, and the development of oral communications skills are included in this course. This course is designed primarily for agriculture majors, and 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 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. *Prerequisite: AGR 106 and AGR 202.*

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

This course includes the role that agriculture plays in today's modern economic world. It examines the principles of economics and defines how they can be used in agriculture.

**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**

This course focuses on the application of physical and engineering sciences to problems in agriculture. The 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: CHE 125.*

**AGR 251 Agricultural Chemicals****3 credit hours**

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

**AGR 260 Beef Management****3 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 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.

**ANT 111 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. [*KRSN ANT 1010 Introduction to Cultural Anthropology*].

**APS 101 Substance Abuse Awareness in Addiction and Prevention****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.

**APS 102 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.

**APS 103 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.

**APS 104 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. 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: APS 101 or consent of instructor.*

**APS 105 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.

**APS 106 Ethics/Confidentiality in Addiction and Prevention****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.

**APS 10 Pharmacology in Addiction and Prevention****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.

**APS 108 Medical High Risk Issues in Addiction and Prevention****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 areas 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.

**APS 109 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.

**APS 110 Field Practicum I Addiction and Prevention****3 credit hours**

This course is a supervised field experience consisting of 200 clock hours in an appropriate agency setting and 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: APS 101-109, APS 221 or consent of instructor.*

**APS 140 Peer to Peer Mentor-Level I****1 credit hour**

This course is designed for students intending to pursue their goal of becoming a Peer to Peer Mentor. Participants obtain the practical working knowledge involved in becoming a Peer to Peer mentor for members in addiction recovery and in communities of recovery. Students, in Peer to Peer Mentor, will also learn the skills needed to become employed as a Kansas Certified Peer Mentor (KCPM), in programs licensed as SRS/AAPS treatment facilities in Kansas.

**APS 221 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: APS 101 and PSY 101 or consent of instructor.*

**ART 101 Art Appreciation****3 credit hours**

This course is a survey of major concepts in the visual arts and their relation to the societies that produced them. Art Appreciation is an introduction to the history of art, contemporary art, art theory, artworks, media, and creative processes. The student will develop an increased appreciation for the visual arts, the usage of media as a means of communication, and the parallel relation to specific styles, periods, and cultures. *[KRSN ART 1010 Art Appreciation].*

**ART 120 Design I****3 credit hours**

This course focuses on the elements and principles of two-dimensional design. Students will work to extend practical art skills and solve aesthetic composition problems of visual communication through lecture, critique, and supervised studio practice with a variety of media.

**ART 121 Design II****3 credit hours**

In this course students will utilize the elements and principles of three-dimensional design. An increased range of visual expression and technical art skills through the manipulation of form and materials to create three-dimensional art are developed through lecture, critique, and supervised studio practice. *Prerequisite: ART 120.*

**ART 126 Drawing I****3 credit hours**

In this course students learn basic studio skills and techniques for drawing from direct observation using subjects such as still life, landscape and architecture. The depiction of form, light and spatial depth is emphasized along with accurate proportion and scale. A variety of basic drawing media will be utilized to expand aesthetic awareness, along with analysis of drawings, critiques and classroom discussions.

**ART 127 Drawing II****3 credit hours**

This studio course reinforces and further develops the skills of direct observation established in Drawing I. Spatial illusion and perspective will be stressed, and students will include the use of color media, and develop drawings that integrate content, concept and composition. *Prerequisite: ART 126.*

**ART 133 Painting I****3 credit hours**

Students in this studio course explore versatile processes for planning and developing a visual idea using oil-based media. The course examines color theory, under-painting, fat over lean paint application, glazing and impasto. Students construct and prepare sound painting supports for canvas and panel and are taught safe handling of solvents and mediums.

**ART 134 Painting II****3 credit hours**

This studio course introduces more advanced color issues and explorations of painting mediums. Students are expected to use color as a language in their painting further developing their aesthetic awareness and personal style. Students have relevant reading and writing assignments relating to composition. *Prerequisite: ART 133.*

**ART 160 Fundamentals of Digital Photography****3 credit hours**

This course is an introductory course in digital photography open to students of all disciplines and experience levels. This course provides instruction in basic camera techniques such as perspective, composition and lighting as well as a history of the medium and language of photography. Students will also learn to download, store, edit, critique and print digital photographic images.

**ART 161 Digital Photography I****3 credit hours**

This studio art course provides instruction in digital photography, emphasizing the relationship between new digital imaging processes and color photographic techniques. Examination of the functions of light, color and crucial elements in the context of image capture will be central to the course. The course includes instruction in camera operation, scanning processes, lighting, image editing software, digital workflow, and output for print. Adobe Photoshop, Adobe Lightroom software and computers will be the digital darkroom.

**ART 162 Digital Photography II****3 credit hours**

The emphasis of this course will be on content, craftsmanship and the development of a personal point of view as an image-maker. Projects are concept driven and students are expected to explore individual approaches to the medium based on personal interests, creative influences and individual experimentation. Each student will develop an individual project that will extend throughout the semester and be presented as a cohesive portfolio of work along with an artist's statement.



**ART 216 Life Drawing****3 credit hours**

This studio course offers students experience in life drawing processes and techniques. Students will focus on gesture, proportion, foreshortening, diagramming, and anatomy to create structured figure drawings that demonstrate a general knowledge of the underlying muscle and skeletal systems. *Prerequisite: Recommended ART 126 Drawing I.*

**ART 226 Drawing III****3 credit hours**

This studio course explores a broad variety of approaches and genres used in the creation of drawn images. Students investigate how artists apply formal aspects and select media to convey meaning in drawing. Building on mark making and color usage introduced in Drawing I and II, this course explores both traditional and nontraditional materials, methods and surfaces. *Prerequisites: ART 126 and ART 127.*

**ART 227 Drawing IV****3 credit hours**

In this course students explore drawing within a contemporary art context. Using various techniques and media, students explore diverse and alternative facets of drawing. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. *Prerequisites: ART 126, ART 127 and ART 226.*

**ART 233 Painting III****3 credit hours**

This studio course explores using both traditional and non-traditional materials allowing advanced students to develop their strengths pertaining to their own interests and choices of materials as they work toward a cohesive body of work. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. *Prerequisites: ART 133 and ART 134.*

**ART 234 Painting IV****3 credit hours**

This studio course continues development of skills in painting with an emphasis on personal style and growth. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. *Prerequisites: ART 133, ART134 and ART 233.*

**BIO 102 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. *Prerequisite: ACT Reading score 16 and above; or COMPASS Reading score 73 and above; or ASSET Reading score 39 and above; or completion of COL 013 with a C grade and above and qualifying COMPASS score; or completion of COL 101. [KRSN BIO 1010 General Biology for Non-Majors].*

**BIO 115 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.

**BIO 150 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. *Prerequisite: ACT Reading score of 16 and above; or COMPASS Reading score of 73 and above; or ASSET Reading score of 39 and above; or completion of COL 013 with a C grade and above and qualifying COMPASS score; or completion of COL 101.*

**BIO 210 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: BIO 150.*

**BIO 257 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: BIO 102 or BIO 150. [KRSN BIO 2020 Anatomy and Physiology].*

**BIO 258 Advanced Human Anatomy and Physiology Laboratory****1 credit hour**

This course is 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: Enrollment in or completion of BIO 257.*

**BIO 271 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: BIO 102 or BIO 150.*

**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. *Prerequisite: BUS 117 or consent 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.

**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. *Prerequisite: BUS 210.*

**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 bailments. 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.*

**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****3 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.

**CHE 105 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. *Prerequisite: ACT Reading score 16 and above; or COMPASS Reading score 73 and above; or ASSET Reading score 39 and above; or completion of COL 013 with a C grade or above and qualifying COMPASS score; or completion of COL 101.*

**CHE 125 College Chemistry I****5 credit hours**

College Chemistry I is an integrated lecture and laboratory course for students planning to take additional courses in chemistry or as a 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. *Prerequisites: MAT105 College Algebra and COL101 English Composition I. [KRSN CHM 1010 Chemistry I for Majors].*

**CHE 136 College Chemistry II****5 credit hours**

College Chemistry II is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study begun 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: CHE 125 with a C grade or above.*

**CHE 265 Organic Chemistry I****5 credit hours**

Organic Chemistry I is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course 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. *Prerequisites: CHE 125 and CHE 136 or the equivalent.*

**CHE 295 Organic Chemistry II****5 credit hours**

Organic Chemistry II is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study begun in CHE 265, 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: CHE 265.*

**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. [*KRSN CSC 1010 Introduction to Computers and App.*].

**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 124 Webpage 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 125 Cisco Network Basics****3 credit hours**

This introductory course describes the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the course. Students will learn to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

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

This course offers a comprehensive presentation of Microsoft Office Excel 2007 and will acquaint students with the proper procedures to create workbooks and worksheets suitable for coursework, professional purposes, and personal use. Students will discover the underlying functionality of Excel 2007 so they can become more productive. This course follows an exercise-oriented approach that allows learning by doing.

**CIS 135 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.

**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 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.

**CIS 250 Cisco Routing and Switching Essentials****3 credit hours**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality, and troubleshoot common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.  
*Prerequisite: CIS 125.*

**CIS 275 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.

**CJS 100 Introduction to Criminal Justice****3 credit hours**

This course provides an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today.

**CJS 101 Law Enforcement Operations and Procedures****3 credit hours**

This course examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

**CJS 102 Introduction to Corrections****3 credit hours**

This course is an introductory study of the field of corrections. It covers the correctional process of probation, institutions, and parole. It also covers a survey of correction careers and correction theories.

**CJS 150 Professional Responsibility in Criminal Justice****3 credit hours**

This course explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

**CJS 152 Special Populations in Corrections****3 credit hours**

This course focuses on unique needs and issues of specialized inmate populations. The class also addresses management strategies and programming necessary to humanely incarcerate these groups and to prepare them for successful reintegration into free society. Focus populations will include the medically and mentally ill, the mentally challenged, women, juveniles convicted as adults, the elderly, high risk inmates, and those with unique or non-mainstream religious needs.

**CJS 202 Criminal Justice Interview and Report Writing****3 credit hours**

This course focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

**CJS 220 Agency Administration****3 credit hours**

This course conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problem of criminal justice organizations.

**CJS 221 Criminal Law****3 credit hours**

This course examines the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses. It will cover the elements of misdemeanor and felony crimes.

**CJS 233 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.

**CJS 240 Criminal Investigation****3 credit hours**

This course explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

**CJS 242 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.



**CJS 250 Corrections Report Writing****3 credit hours**

This course is designed to include the basic concepts of written communications adapted to the specific tasks encountered in the corrections profession. There will be heavy concentration in dealing with conflict and cooperation, proper grammar and writing informative and proper corrections reports. The actual class time will be spent in group discussions, structured exercises to build vocabulary, written communication, oral communication and narrative report writing for the corrections field.

**CJS 251 Criminal Procedures****3 credit hours**

This course introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

**CJS 252 Ethical Decision Making in Corrections****3 credit hours**

This course is an examination of the ethical considerations facing the correctional employee. Topics include determining moral behavior, developing moral and ethical behavior, ethics and corrections, ethics and the courts, policy and management issues and professionalism.

**CJS 253 Oral Communication in the Correction Environment****3 credit hours**

This course highlights the application of human communication skills in the corrections workplace. Focus will be on communications between correctional staff and also between correctional staff and inmates. Emphasis will be on self concept, perception, verbal and nonverbal messages, interpersonal relationships, and small group communication.

**COL 011 Pre-Composition****3 credit hours**

Pre-Composition is a preparatory course, emphasizing the writing processes that will be utilized in COL 101 English Composition I. The course will progress from short pieces of writing to longer written essays emphasizing written focus, organization, clarity, and usage of Standard Edited English. COL 011 does not apply toward graduation requirements. *Prerequisite: ACT Writing score 12-15; or COMPASS Writing score 23-54; or ASSET Writing score 35-40; or completion of COL 010 with a C grade or above and qualifying COMPASS score.*

**COL 013 Intermediate Reading****3 credit hours**

Intermediate Reading is designed to prepare students for academic and vocational reading at 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. COL013 does not apply toward graduation requirements. *Prerequisite: ACT Reading score 12-15; or COMPASS Reading score 54-72; or ASSET Reading score 34-38; or completion of COL 012 with a C grade or above and qualifying COMPASS score.*

## **COL 040 Integrated Reading and Writing**

### **3 credit hours**

This course is designed to prepare for academic and vocational reading at the college level. Those skills stressed include perception and comprehension skills, developing strategies for learning, language development, and skills designed to help individuals read and better understand college course work. This course also emphasizes the writing processes that will be utilized in 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. COL 040 does not apply toward graduation requirements. *Prerequisite: ACT Reading score 12-15; or COMPASS Reading score 54-72; or ASSET Reading score 34-38; or completion of COL 012 with a C grade or above; and ACT English score 12-15; or COMPASS Writing score 23-54; or ASSET English Standard score 35-40; or completion of COL010 with a C grade or above.*

## **COL 101 English Composition I**

### **3 credit hours**

English 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: ACT English and Reading score of 16 or above; or COMPASS Writing score 55 and above and Reading score 73 and above; or ASSET Writing score 41 and above and Reading score 39 and above; or completion of COL 011 with a C grade or above. [KRSN ENG 1010 English Composition I].*

## **COL 102 English Composition II**

### **3 credit hours**

English Composition II, like English 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 course also includes a research component with an emphasis on library skills. *Prerequisite: COL 101 with a grade C or above. [KRSN ENG 1020 English Composition II].*

## **COL 105 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 COL 101 or COL 102.*

## **COL 115 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.

## **COL 130 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: Enrollment in or completion of COL 101 with a C grade or above. [KRSN ENG 1030 Introduction to Literature].*

**COL 132 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: Enrollment in or completion of COL 101 with a C grade or above.*

**COL 135 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: Enrollment in or completion of COL 101 with a C grade or above.*

**COL 211 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: Enrollment in or completion of COL 101 with a C grade or above.*

**COL 222 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: Enrollment in or completion of COL 101 with a C grade or above.*

**COL 230 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: Enrollment in or completion of COL 101 with a C grade or above.*

**COL 231 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: Enrollment in or completion of COL 101 with a C grade or above.*

**COL 237 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: Enrollment in or completion of COL 101 with a C grade or above.*

**COL 250 Introduction to Mythology****3 credit hours**

Introduction to Mythology familiarizes students with key narratives from various world mythologies with an emphasis on myths from the Greco-Roman and Norse traditions. In addition to examining how these myths provide insight into the cultures that created them, the class will focus on how these stories inform the modern reader about the human condition and how they influenced successive cultural constructs from literature to contemporary popular culture. *Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.*

**COM 100 Beginning Signing Exact English****3 credit hours**

This course covers basic hand shapes, alphabet and vocabulary in beginning sign language.

**COM 101 Public Speaking****3 credit hours**

This course is an introduction to the basic principles of effective public communication. Students learn to research, organize, prepare and deliver speeches in a variety of contexts and situations including individual and group presentations. Effective listening and analytical skills are developed through the critical analysis of student speeches. *[KRSN COM 1010 Public Speaking].*

**COM 102 Intermediate Signing Exact English****3 credit hours**

This course builds on Beginning Signing Exact English and provides students more understanding of American Sign Language, as well as additional information regarding history, values and social norms of the Deaf community in the United States. Upon completion of this course the student will have a basic communications skill in AS.

**COM 103 Beginning American Sign Language****3 credit hours**

This course

**COM 104 Intermediate American Sign Language****3 credit hours**

This course

**COM 105 Understanding Deafness****3 credit hours**

This course covers an overview of the physiological, emotional, and social implications of hearing impairment.

**COM 106 Sign Language Practicum I****1 credit hour**

This course will be scheduled on an individual basis and at an approved program facility for hearing impaired students at the elementary level. *Prerequisites: COM 103 and COM 104.*

**COM 107 Advanced Sign Language and Techniques of Interpreting****3 credit hours**

This course emphasizes on interpreting for hearing impaired students in a classroom setting. *Prerequisites: COM 103, COM 104 and COM 106.*

**COM 164 News Practicum****1 credit hour**

This course provides students interested in journalism and online publishing practical experience working on the staff of the college's online newspaper. Students will gain experience in reporting, interviewing, writing and editing news stories as well as photography.

**COM 165 Yearbook Practicum****1 credit hour**

This course provides students interested in photojournalism and online publishing practical experience working on the staff of the college's online yearbook. Students will gain experience in digital photography, digital design and layout, writing and web design.

**COM 200 Sign Language Practicum II****1 credit hour**

This course will be scheduled on an individual basis and at an approved program facility for hearing impaired students of various levels. *Prerequisites: COM 103, COM 104, COM 107 and COM 106.*

**COM 201 Mass Communication in Society****3 credit hours**

This course is an introductory course designed to acquaint students with past, present and future trends of mass communication and its impact on society. Students examine the historical and strategic developments of newspaper, radio, television, cinema, Internet, public relations, advertising and other forms of mass communication. Students also research career paths available in mass media industries and, through critical evaluation, become more informed consumers and producers of media.

**COM 202 Reporting****3 credit hours**

This course focuses on the study and practice of gathering information and writing for various media. Students will gain interviewing and writing skills for print, broadcast and web reporting with an emphasis on professional and ethical conduct. *Prerequisites: COL 101, COM 201, or consent of instructor.*

**COM 203 Introduction to Communicative Disorders****2 credit hours**

This course describes the characteristics and remediation of communicative disorders found in the public school population.

**COM 211 Interpersonal Communication****3 credit hours**

This course is the study of interpersonal communication theories and application of effective communication techniques. By observing and analyzing communication behaviors in others, students develop an understanding of the interpersonal communication process and the role it plays in developing personal and professional relationships. Self-analysis helps students apply the necessary skills for effective interpersonal communication.

**ECE 101 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.

**ECE 102 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.

**ECE 103 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.

**ECE 104 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator. Concurrent enrollment with ECE 205 is recommended.*

**ECE 105 Observing 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 goals based on the child's needs and then how to interact with the child to achieve those goals. *Prerequisite: ECE 101 or consent of ECE coordinator.*

**ECE 106 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.

**ECE 107 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 201 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 202 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 203 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 204 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 205 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 206 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.

**ECE 207 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 209 Current Topics in Early Childhood Education****1 credit hour**

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.

**ECE 210 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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 212 Educating Children with Exceptionalities****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. *Prerequisites: ECE 101 and 102 or consent of ECE coordinator.*

**ECE 215    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 onsite hours is required for the semester.

*Prerequisite: Consent of ECE coordinator.*

**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. *[KRSN ECO 1010 Microeconomics].*

**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 polices, monetary policy, fiscal policy, and the problems of economic growth and development. The economics of international trade and related issues will also be discussed. *[KRSN ECO 1020 Macroeconomics].*

**EDU 201    Foundations of Education****3 credit hours**

The course will provide a survey of the historical, philosophical, and cultural foundations of education and an overview of the process of establishment of educational policy.

**EDU 202    Observation/Participation****1 credit hour**

This program places students as aides with competent teachers in areas where these students have special interests. Credit is earned on observing 45 hours of class time and working with a supervising teacher. Faculty supervises and coordinates.

**EMT 110    Emergency Medical Technician****10 credit hours**

This course is designed to provide medical care to patients in the pre-hospital setting. It will provide the participants with opportunities to gain information, skills and attitudes necessary for certification and practice as an emergency medical technician (EMT) in the state of Kansas. Classroom instruction includes anatomy, physiology, recognition and care of medical emergencies and trauma-related injuries. CPR, bandaging, splinting, childbirth techniques and airway management are among the skills taught. The emergency medical technician is an entry-level care provider. Basic life support ambulance services are primarily composed of EMTs. Emergency Medical Responders often act as second or third-position team members along with the EMT on an ambulance service. Fire personnel and other emergency teams may also be trained to this level. EMTs may also supplement paramedic or advanced life support staffing of ambulances. A national registry examination is required for certification. *Prerequisite: Enrollment in or completion of HPE 111 and COL 101 with a C grade or above, or qualifying competency test scores from ACT English score 16 and above and Reading score 16 and above; or COMPASS Writing score 55 and above and Reading score 73 and above; or ASSET Writing score 41 and above and Reading score 39 and above.*



**GEO 104 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. *[KRSN GEO 1010 World Regional Geography]*.

**HIS 105 Genealogy****1 credit hour**

This course will bring together family information known and help to find the unknown facts as they may be found in civil, vital and personal records where available. The necessity of communication with other family members or others that may be working on the family lines will be stressed and implemented. Working in various programs will give the opportunity to search many different kinds of records.

**HIS 108 American History to 1865****3 credit hours**

This course provides a survey of American History from the colonial period through the Civil War. *[KRSN HIS 1010 US History to 1877]*.

**HIS 109 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. *[KRSN HIS 1020 US History since 1877]*.

**HIS 121 Western Civilization I****3 credit hours**

This course provides a survey of Western Civilization from the prehistoric era through the Renaissance. *[KRSN HIS 1030 History of World Civilization to 1500]*.

**HIS 122 Western Civilization II****3 credit hours**

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

**HIS 210 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.

**HIS 225 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 is included.

**HIS 226 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.

**HIS 231 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.

**HIS 250 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.

**HPE 101 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.

**HPE 105 Personal Hygiene and Community Health****3 credit hours**

This course 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.

**HPE110 Stress Management****1 credit hour**

Stress Management is a course designed to teach students stress management and mental training techniques. Theoretical and practical applications of stress management, biofeedback, and achievement mental training are included.

**HPE111 Basic First Aid-CPR****1 credit hour**

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 Heart Association card may be earned for Health Care Provider Fundamentals and basic First Aid.

**HPE 115 Basic Nutrition****3 credit hours**

This course provides 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. Emphasis is on healthful nutrition for fitness and sport.

**HPE 116 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 lives.

**HPE 117 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.

**HPE 118 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.

**HPE 119 Lifetime Group Activities (Dance)****1 credit hour**

This course will provide exposure to several lifetime dance activities.

**HPE 120 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.

**HPE 121 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 Heart Association card may be earned. In addition, a more in depth exposure to first aid knowledge and skills is included. Lecture and lab time combined.

**HPE 127 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.

**HPE 131 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.

**HPE 132 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.

**HPE 134 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 course is aimed at both competitive and recreational athletes, as well as pre-athletic training and pre-physical therapy students.

**HPE 141 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.

**HPE 151 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.

**HPE 201 Rules and Officiating I****3 credit hours**

This course teaches the skills necessary to supervise football, basketball, and volleyball activities through classroom instruction, schedules and organization, laboratory work, and officiating.

**HPE 202 Rules and Officiating II****2 credit hours**

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

**HPE 211 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. A brief history of the sport will be provided as well as a clear and concise explanation of the major rules that comprise the game of baseball.

**HPE 221 Introduction to Soccer****3 credit hours**

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

**HPE 231 Fundamentals of Basketball****3 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.

**HPE 234 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 chiropractic medicine. *Prerequisite: HPE 134.*

**HPE 241 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.

**HPE 251 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.

**HPE 261 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.

**HPE 298 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 chiropractic 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. *Prerequisites: HPE 134, BIO 102, enrollment in or completion of BIO 257 and HPE 234, and consent of instructor.*

**HPE 299 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.

**HUM 105 Ethics****3 credit hours**

This course investigates humanity's quest to integrate one's own values, morals, norms, and ethics into culture and society, and to pass these standards to each generation. Further, this course will discuss the nature of ethics, good, and evil. *[KRSN PHL 1010 Ethics]*.

**HUM 111 Humanities for Life****3 credit hours**

This is an interdisciplinary course emphasizing the relationship between history and culture. Learning methods include historical analysis and the study of related arts, such as literature, music, and visual arts.

**HUM 125 Philosophy****3 credit hours**

This course investigates humanity's quest for understanding of life and the universe using the philosophical method of relating the thinking of classic, traditional, and modern Western philosophers to one's own understanding of reality. It will consider problems of human knowledge and its relationship with the world in which we live. *[KRSN PHL 1020 Introduction to Philosophy]*.

**HUM 130 New Testament****3 credit hours**

This course studies the historical, literary and cultural background of the New Testament. The makeup of the Bible, the content of the New Testament and the interpretation of Biblical texts will be discussed.

**HUM 131 Old Testament****3 credit hours**

This course provides a survey of the Old Testament and studies the makeup of the Hebrew Bible, the content of the Old Testament writings, and the rules governing the interpretation of Biblical texts.

### **HUM 135 World Religions**

#### **3 credit hours**

The purpose of this course is to familiarize the student with the major religious traditions and belief systems of both Eastern and Western cultures. Primary doctrines, beliefs and practices will be covered in order to understand how each tradition has contributed to world culture and to the lives of the followers of the major traditions. Brief attention will be given to the various minor religious traditions of the world community.

### **HUM 211 Current World Affairs**

#### **3 credit hours**

This course provides a background to the fascinating and ever-changing world of current events on both the national and international stage. Students will see how events impact their daily lives and will be introduced to the impact media has on public opinion.

### **MAT 014 Beginning Mathematics**

#### **3 credit hours**

This course provides the student with a basic understanding of arithmetic operations and the real number system. This course will cover topics related to whole numbers, fractions, decimals, proportions, and percents. This course prepares the student for MAT 015 Beginning Algebra. MAT 014 does not apply toward Mathematics graduation requirements. *Prerequisite: ACT score 0-13; or COMPASS Pre-Algebra score 0-21; or ASSET Numeric Skills score 0-32.*

### **MAT 015 Elementary Algebra**

#### **3 credit hours**

This course provides the student with an understanding of elementary algebra, and will cover topics such as operations with signed numbers, factoring, and solving linear and quadratic equations. This course prepares the student for MAT 020 Intermediate Algebra. MAT 015 does not apply toward Mathematics graduation requirements. *Prerequisite: ACT score 14-17; or COMPASS Pre-Algebra score 22-100 or Algebra score 0-30; or ASSET Numeric Skills score 33 and above; or completion of MAT 014 with a C grade or above.*

### **MAT 020 Intermediate Algebra**

#### **3 credit hours**

This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers and functions. MAT 020 will not apply toward Mathematics graduation requirements. *Prerequisite: ACT score 18-19; or COMPASS Algebra score 31-49; or ASSET Elementary Algebra score 39-44; or completion of MAT 015 with a C grade or above and qualifying COMPASS score.*

### **MAT 105 College Algebra**

#### **3 credit hours**

This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers and functions, plus logarithms, sequences, series, determinants and matrices. *Prerequisite: ACT score 20 and above; or COMPASS Algebra score 50-100 or College Algebra score 0-43; or ASSET Intermediate Algebra score 39 and above; or completion of MAT 020 with a C grade or above. [KRSN MAT 1010 College Algebra].*

### **MAT 106 Plane Trigonometry**

#### **3 credit hours**

This course 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 MAT 105.*

**MAT 115 Elementary Statistics****3 credit hours**

This course includes basic concepts of probability and statistics. The course covers permutations and combinations, measure of central tendency and variation, discrete and continuous distributions, sampling, regression and correlation. *Prerequisite: MAT 105 or higher.*

**MAT 120 Pre-Calculus****3 credit hours**

This course includes the study of algebraic, transcendental, and trigonometric functions. The course also includes a general background in analytic geometry and linear algebra. *Prerequisite: MAT 105 with a C grade or above or consent of instructor.*

**MAT 123 Calculus with Analytic Geometry I****5 credit hours**

This course introduces analytic geometry, functions, limits and continuity, derivatives, and applications. *Prerequisite: MAT 105 and 106 or 120 or high school equivalents with a C grade or above, or ACT Math score 24 or above. [KRSN MAT 2010 Calculus I].*

**MAT 125 Calculus with Analytic Geometry II****5 credit hours**

This course studies integration of algebraic, exponential, and trigonometric functions. The course includes application of differentiation and integration. Also includes indeterminate forms and improper integrals. *Prerequisite: MAT 123 with a C grade or above.*

**MAT 225 Calculus with Analytic Geometry III****3 credit hours**

This course amplifies the study of multivariable calculus with infinite series and vectors. The course includes partial differentiation and multiple integration with applications. *Prerequisite: MAT 125 with a C grade or above.*

**MED 102 Certified Nurse Aide****5 credit hours**

The Certified Nurse 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.

**MED 103 Medication Aide****5 credit hours**

The Medication Aide course is designed to include the development of medicine knowledge, use of medicines, effects of medicine, administering medications, including preparation and accurate distribution of medicine for safety of the patient. *Prerequisites: MED 102 and completion of COL 101 or qualifying competency test scores from ACT Reading score 12 or above; or COMPASS Reading score 54 or above; or ASSET Reading score 34 or above. Requirements: 18 years of age or older; active State of Kansas CAN certification.*

**MED 106 Medication Aide Update****1 credit hour**

The Medication Aide Update course is offered as an update on medication administration. Course topics include 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.

**MED 107 Rehabilitation Aide****2 credit hours**

The Rehabilitation Aide course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. This course will provide participants with the opportunity to learn the rehabilitative philosophy, work with departmental organizations, and understand the role of the physical therapist and the proper techniques of body mechanics, transfers, and ambulation. *Prerequisite: MED 102.*

**MED 108 Home Health Aide****2 credit hours**

The Home Health Aide course is designed to provide the student with basic care skills for families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client's medication, and special needs, as well as special procedures in emergency care.

**MED 120 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. The course also includes an overview of the body systems.

**MUS 101 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. This is an introductory 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.

**MUS 102 Music Theory I****3 credit hours**

This course 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-requisites: MUS 116 and MUS 117.*

**MUS 103 Music Theory II****3 credit hours**

This course is a continuation of Music Theory I, extending into the study of seventh chords, leading tone chords, modulations to closely related keys, and small formal structures. The course focuses on mastering the concepts of harmonic progression and writing in eighteenth century chorale style. *Prerequisite: MUS 102. Co-requisites: MUS 118 and MUS 121.*

**MUS 104 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.*

**MUS 105 Pep Band****1 credit hour**

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



**MUS 106 Concert 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.

**MUS 108 Choir****1 credit hour**

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

**MUS 110 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 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**

This course 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. *[KRSN MUS 1010 Music Appreciation].*

**MUS 112 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 credit hours.

**MUS 114 Applied Music I****1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training.

**MUS 115 Applied Music II****1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training.

**MUS 116 Aural Skills I****1 credit hour**

This course introduces the study of aural theory and develops basic skills in sight-singing and ear training, including rhythmic, melodic, and harmonic dictation. *Co-requisites: MUS 102 and MUS 117.*

**MUS 117 Keyboard Harmony I****1 credit hour**

This course introduces the study of fundamental keyboard playing and develops skills in traditional fingering patterns, major scales, elementary level literature, and a variety of patterned accompaniment styles. *Co-requisites: MUS 102 and MUS 116.*

**MUS 118 Keyboard Harmony II****1 credit hour**

This course continues the study of fundamental keyboard playing and 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-requisites: MUS 103 and MUS 121.*

**MUS 121 Aural Skills II****1 credit hour**

This course offers 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-requisites: MUS 103 and MUS 118.*

**MUS 140 Group Guitar for Beginners****1 credit hour**

This course is a 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.

**MUS 214 Applied Music III****1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training.

**MUS 215 Applied Music IV****1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training.

**MUS 224 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 credit hours.

**MUS 230 Special Projects in Music****1-3 credit hours**

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

**NHA 129 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.

**NHA 130 Natural Healing with Herbs****1 credit hour**

This course is designed to introduce the use of herbs in today's society. The course will provide current safety use of herbal medication and remedies.

**NHA 141 Drug Awareness****1 credit hour**

Designed to provide the expanded knowledge of drugs and how they affect the human body. The course is designed to help people realize the effects that drugs have on one's body and what long term side effects they will cause. The course also includes ways of identifying those who are under the influence of drugs.

**NHA 145 Hot Topics in Women's Health****1 credit hour**

This course identifies eight major health concerns of women and offers an in depth exploration and discussion of each topic.

**NHA 152 Fitness and Nutrition: The Healthy Journey to Weight Loss****1 credit hour**

This course is designed to provide the expanded knowledge of healthy weight loss and weight maintenance. The course will discuss methods of losing weight and how to establish the best method for you. The course will discuss briefly diseases and conditions affected by weight and eating habits.

**NHA 160 Social Services Designee/Activities Director****5 credit hours**

This course is an introduction to the long-term care setting and the various methods of provision of recreation and social services in this setting. It includes information to give understanding of the regulatory process and the Quality Assurance System in this setting. It will include an overview of social work practice, an introduction to recreation service provision, and the federal and state regulations. At the end of the course the learner will be qualified to hold a position as an Activity Director or Social Services director in the long term care setting.

**NHA 161 Medical Administrative Aspects****4 credit hours**

This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

**NHA 179 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.

**NHA 205 Long Term Care Management****3 credit hours**

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

**NHA 219 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.

**NHA 235 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.

**NHA 236 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.

**NHA 237 Introduction to Pharmacy Technician****3 credit hours**

This course provides a comprehensive introduction to the pharmacy technician field. The course introduces general pharmacy topics such as history, law, and ethics; body systems, drug classifications, basic sciences for pharmacy, and career information.

**NHA 238 Pharmacology for Pharmacy Technicians****3 credit hours**

This course will provide students with a basic understanding of drug classes and the mechanisms of action for many drugs. This course will prepare students for work in community, institutional and other pharmacy settings.

**NHA 239 Medical Office Accounting****3 credit hours**

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

**NHA 240 Pharmacy 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.

**NHA 243 Pharmacy Technician Certification Exam Review****1 credit hour**

This course is designed to help prepare the Pharmacy Technician student for certification examinations. The course will include test-taking tips for standardized tests, certification FAQs, and a review of major course content areas.

*Prerequisite: Successful completion of all Pharmacy Technician courses: MED 120, NHA 179, NHA 236, NHA 237, NHA 238, and NHA 240.*

**NHA 247 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.

**POL 111 American Government****3 credit hours**

This introductory course in American Government is intended to familiarize students with the structure, organization, powers, and functions of the three branches of the national government. The course will also deal with individual participation in government through public opinion, elections, and political organizations. [*KRSN POL 1020 American Government*].

**POL 130 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.

**PRO 116 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.

**PRO 131 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.

**PRO 155 HTML and 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. Features in Flash CS3, including the more advanced drawing tools, ActionScript debugger, QuickTime exports, and the stand-alone video encoder will be covered. *Prerequisite: PRO 116.*

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

In this course students will develop the skills needed to create a website for personal or professional use. Students will use html and Dreamweaver. 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 website; creating and manipulating graphics; and incorporating style sheets, JavaScript, or Java Applets. Each student will create, publish, and manage a website 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, and slicing to turn a web mock-up into HTML and images. Exercises are realistic, web-specific applications of Photoshop. *Prerequisite: PRO 116.*

**PRO 251 Fundamentals of Web Design****3 credit hours**

This course focuses on the overall website production process. Particular emphasis is placed on design elements involving layout, navigation and interactivity.

**PSC 151 Physical Science****3 credit hours**

Physical Science is a study of the physical process of Earth as it exists in the solar system. Topics investigated include, but are not limited to; physics topics of energy and motion described by the Newtonian System; Chemistry concepts from the perspective of physics; and the composite sciences such as geology, astronomy, oceanography, atmosphere and climate, and environmental science. *May be taken with or without PSC 152. Prerequisite: ACT Reading score of 16 and above; or COMPASS Reading score of 73 and above; or ASSET Reading score of 39 and above; or completion of COL 013 with a C grade or above and qualifying COMPASS score; or completion of COL 101. [KRSN PSI 1011 Physical Science I].*

**PSC 152 Physical Science Lab****2 credit hours**

This course is designed to supplement PSC 151 Physical Science. *Co-requisite: PSC 151. [KRSN PSI 1012 Physical Science I Lab].*

**PSC 154 Physical Geology****5 credit hours**

This course provides a basic introduction to the earth science area, and more particularly to physical geology. It is intended to meet the general education requirement for a laboratory science or to provide a first course for those interested in majors in the earth sciences or some areas of engineering. *Prerequisite: ACT Reading score of 16 and above; or COMPASS Reading score of 73 and above; or ASSET Reading score of 39 and above; or completion of COL 013 with a C grade or above and qualifying COMPASS score; or completion of COL 101.*

**PSC 180 Descriptive Astronomy****3 credit hours**

This course introduces the student to the science of astronomy. It will touch on physical laws and properties of the universe, but no extensive math background is required beyond a basic understanding of algebra and trigonometry. The student will learn to observe the universe around us and understand what those observations imply. *Prerequisite: Enrollment in or completion of MAT 105 with a C grade or above and ACT Reading score of 16 and above; or COMPASS Reading score of 73 and above; or ASSET Reading score of 39 and above; or completion of COL 013 with a C grade or above and qualifying COMPASS score; or completion of COL 101.*

**PSC 181 Descriptive Astronomy Lab****2 credit hours**

This course supplements PSC180, Descriptive Astronomy. This course introduces the student to real-world applications and principles of astronomy and will provide the experience in writing both formal lab reports and informal observing logs. *Prerequisite: Enrollment in or completion of PSC 180.*

**PSC 204 Engineering Physics I****5 credit hours**

This course explores mechanics and heat. The course is commonly required of engineers and health science majors. *Prerequisite: MAT 123, completion of at least one class in both Algebra and Trigonometry. Concurrent enrollment in Math 123 can be done with permission of the instructor.*

**PSC 205 Engineering Physics II****5 credit hours**

This course emphasizes light, sound and electricity. The course is commonly required of engineers, science and health science majors. *Prerequisite: PSC 204.*

**PSY 101 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. *[KRSN PSY 1010 Introduction to Psychology]*.

**PSY 160 Psychology of Adjustment****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.

**PSY 162 Death and Dying****1 credit hour**

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

**PSY 230 Abnormal Psychology****3 credit hours**

This course is designed to provide the learner with the tools required to intellectually and subjectively define the characteristics, classifications, and qualifications associated with atypical behavior patterns. *Prerequisite: PSY 101.*

**PSY 263 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: PSY 101. [KRSN PSY 2020 Human Lifespan/Developmental Psychology]*.

**PSY 264 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 the student with methods used in research on sexual behavior. *Prerequisite: PSY 101.*

**PSY 275 Social Psychology****3 credit hours**

This course studies issues of human relations, group dynamics, and the social psychological development of an individual. *Prerequisite: PSY 101 or SOC 102.*

**SOC 102 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. *[KRSN SOC 1010 Introduction to Sociology]*.



**SOC 110 Juvenile Delinquency and Justice****3 credit hours**

This course examines the historical precedents and philosophical reasons for treating juveniles differently from adults. The course reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

**SOC 121 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.

**SOC 205 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.

**SPA 101 Elementary Spanish I****5 credit hours**

This course provides students the fundamental skills in pronunciation, comprehension, reading, conversation and appreciation of Hispanic culture. Grammar will be introduced as needed. *[KRSN SPA 1010 Spanish I]*.

**SPA 102 Elementary Spanish II****5 credit hours**

This course provides students the continuation of fundamental skills in pronunciation, comprehension, reading, conversation and appreciation of Hispanic culture. Grammar will be introduced as needed. *Prerequisite: SPA 101.*

**SPA 150 Spanish for the Workplace****2 credit hours**

This course provides a study of workplace Spanish for non-Spanish-speaking employers and employees who need to enhance communication in the workplace, with both colleagues and customers. The curriculum utilizes phonetic encoding to address Spanish commands, questions, and phrases critical in the workplace.

**SSC 103 College Career Success Seminar****1 credit hour**

This course is designed to point out the personal, social, educational, and vocational implications of a student's efforts in college. The course is designed

**SSC 104 Speed Reading****1 credit hour**

Speed Reading is a one (1) credit hour, eight-week course designed to provide the student with concepts and skills to help improve the speed and comprehension of his or her reading. This course is offered in a contracted study format.

**SSC 105 Mastering College Study Skills****1 credit hour**

Mastering College Study Skills is a one (1) credit hour, eight-week course designed to provide the student with concepts and skills to help improve the effectiveness of study habits. This course is offered in a contracted study format.

**THE 101 Theatre Appreciation****3 credit hours**

This course introduces the student to a greater appreciation of theatre as an evolving art form through the study of theatre elements and history. Students will explore elements such as acting, directing, playwriting, reviewing, theatre design and architecture and evaluate such elements through creation and analysis. Students will also distinguish cultural and historical developments in the progression of theatre throughout the ages. [KRSN THT 1010 Theatre Appreciation].

**THE 121 Oral Interpretation****3 credit hours**

This course is an introductory course in the analysis and 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 voice and diction.

**THE 131 Acting I****3 credit hours**

This course introduces the student to Stanislavski-based acting technique. Students will begin with exercises designed to free the body, voice and imagination. Course work will then focus on tools and terminology used in playing a duet scenes and solo monologues. Instruction will also be given in how to analyze scripted material. [KRSN THT 1020 Acting].

**THE 141 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.

**THE 161 Improvisation****3 credit hours**

This course is an introductory course in the fundamentals of improvisational acting for the theatre.

**THE 181 Technical Theatre Practicum I****1 credit hour**

This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 182 Technical Theatre Practicum II****1 credit hour**

This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 183 Technical Theatre Practicum III****1 credit hour**

This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 184 Technical Theatre Practicum IV****1 credit hour**

This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 210 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.

**THE 235 Acting II****3 credit hours**

This course continues the work begun in Acting I. Students will focus on playing actions and objectives while developing an internal life fed by the actor's imagination and sense memory. Attention will be paid to more detailed character study and scene analysis. *Prerequisite: THE 131.*

**THE 242 Stagecraft II****3 credit hours**

Stagecraft II is a continuation of applying Stagecraft I concepts and technique to more detailed projects. 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.

**THE 251 Theatre Practicum I****1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 252 Theatre Practicum II****1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 253 Theatre Practicum III****1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 254 Theatre Practicum IV**

**1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor.*

**THE 283 Introduction to the Film Medium**

**3 credit hours**

This course introduces students to the elements of film-making and important genres throughout film history. Students gain an understanding of the evolution of movie-making technique by film analyses and practical exercises.

# PERSONNEL

## Board of Trustees

Spencer Ambler	Iola
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Larry Manes	Moran
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MS	Emporia State University

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MA	University of Missouri-St. Louis
MFA	University of Missouri-St. Louis

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MA	University of South Dakota

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

Tosca Harris, Dean for the Iola Campus

AA	Carl Albert Junior College
BFA	Southwest Texas State University
MA	Northeastern State University

Bob Reavis, Dean for the Burlingame Campus

BS	Pittsburg State University
MS	Pittsburg State University

Regena Aye, Dean for Online Learning

BA	Baker University
MA	Emporia State University

## Faculty

Terry Callender, Biological Sciences Instructor

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

Tonia Carlson, Biological Sciences Instructor

B.S., Peru State College; M.A., Emporia State University

Theodore Clous, Music Instructor

B.M.E. and M.M.E., Central Michigan University

Christy Cutshaw, Computer Science Instructor

B.A. and M.A., Ottawa University

Nicci Denny, Business Instructor

A.A., Neosho Community College; B.S. Emporia State University; M.B. University of Phoenix

Doug Desmarteau, Mathematics Instructor/Head Men'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

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

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

Betty Herring, Biological Sciences Instructor

B.S. and M.S., Emporia State University

Michael Higgins, Computer Science Instructor

B.S. and M.S., Pittsburg State University

Doug Joseph, Mathematics Instructor

B.S.E.T. and M.S., Pittsburg State University

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A.A., Allen Community College; B.S. and M.S., Pittsburg State University; M.S., Kansas State University

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B.A., Sterling College; M.A., Emporia State University; Ph.D., University of Oklahoma

Erin O’Keefe, English Instructor  
B.A., Emporia State University; M.A., Emporia State University

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

Terri Piazza, Communications Instructor  
B.F.A., Southwest Missouri State University; M.A., Pittsburg State University

Amy Pietan, Psychology Instructor  
B.A., Coe College; M.A., Castleton State College, Texas Tech University

Terry Powelson, Agriculture Instructor  
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Tera Reed, Art Instructor  
A.A., Neosho Community College; B.F.A., and M.A., Pittsburg 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  
B.A. and M.S., Pittsburg State University

Christina Sewell, English Instructor  
B.A., Ottawa University; M.A., Missouri State University

Andy Shaw, Psychology Instructor/Head Men’s Basketball Coach  
B.S. and M.S., Oklahoma 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  
B.S. and M.S., Emporia State University

Leslie Thomas, Physical Sciences Instructor  
A.A., Allen Community College; B.S., University of Kansas; M.S., Pittsburg State University

Jonathan Wells, History Instructor  
B.A. and M.A., University of Tulsa

## Staff

Matt Abbott, Assistant Soccer Coach/Assistant Residence Hall Director/Assistant Director of Student Life  
A.A., Allen Community College

Cindy Adams, Director of Development  
A.S., Allen Community College; B.S., Friends University; M.S., Pittsburg State University

Jamie Amerine, Head Softball Coach/Assistant Athletic Director/Assistant Hall Director  
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  
B.S. and M.S., Friends University

Robert Barclay, Director of Campus Services  
A.S., Garden City Community College; B.S., M.S., and Ed. S., Pittsburg State University

Don Bauer, Director of Physical Plant Operations  
A.A., Allen Community College; B.S., Pittsburg State University

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

Ryan Bilderback, Director of Student Life  
B.S., Emporia State University

Jerry Block, Custodial and Maintenance Evening

Ashley Bolyard, Receptionist/Bookstore Clerk

Connie Bonczkowski, Custodian  
A.A.S., Allen Community College

Julia Carter, Custodian

Donna Cason, Supervisor of Bookstore Operations

Frankie Chapman, Administrative Assistant to the Vice President for Student Affairs and Athletic Director  
A.A.S., Allen Community College

Mindy Covey, Head Cheer Dance Coach/Admissions Counselor  
B.S., Pittsburg State University; M.A., American Public University

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

James Creason, Custodian and Maintenance

Sherry Culler, Custodian

Karen Culver, Adult Education Instructor  
A.A., Allen Community College; B.S., Pittsburg State University

Jo Cuppy, Adult Education Instructor  
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

Tony Davis, Assistant Track and Cross Country Coach/Asst. Director of Student Life/Assistant Hall Director

Vince DeGrado, Head Men's and Women's Cross Country/Track and Field Coach/Fitness Center Director

A.A., Coffeyville Community College; B.S., Southwestern; M.S., Emporia State University

Sara Dreisbach, Online Learning Coordinator

B.S., Emporia State University; M.S., Fort Hays State University

Doug Dunlap, Director of Information Technology

B.S., Wichita State University

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

Whitney Falkenstein, Assistant Volleyball Coach/Assistant Hall Director/Admissions Counselor

Nancy Ford, Coordinator of Public Relations

B.S., Emporia State University

Regina Fosberg, Administrative Assistant/Bookkeeper

Christine Freelove, Administrative Assistant to the Dean for the Iola Campus

A.A.S., Colby Community College

Nicholas Gonzalez, Maintenance Technician I

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

Janelle Herder, Administrative Assistant/Secretary for Financial Aid

A.S., Allen Community College; B.B.A., Pittsburg State University

Lynn Heskett, Business Office Assistant

Jill Hoffman, Library Technician

A.A., Allen Community College

Mary Jackson, Campus Services Technician

Jeffery Joynt, Adjunct Faculty Coordinator

M.S.A., Central Michigan University

Patty Latta, Accounts Payable Officer

A.A.S., Allen Community College

Dorothy Lawrence, Custodian/Maintenance-Evening

Becky Leis, Administrative Receptionist/Secretary

Joyce Lickteig, Custodial and Maintenance-Evening

Ryan Mahoney, Assistant Men's Basketball Coach/Residence Hall Director

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

Kiara Marshall, Assistant Women's Basketball Coach/Residence Hall Director  
A.S., Independence Community College; B.S., William Jewell College

Julia Martin, Director of Adult Education  
B.S., Missouri Southern State University

Jeremy McGinnis, Head Women's Soccer Coach/Academic Advisor  
A.A., Allen Community College; B.G.S., Fort Hayes State University

Dr. Valis McLean, Director of Guidance/Head Baseball Coach  
A.S., Dodge City Community College; B.S., Fort Hays State University; M.S. and Ph.D., Kansas State University

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A.A., Allen Community College; B.A., Friends University

Laura Neeley, Administrative Assistant to the Dean for the Burlingame Campus

Jeff Nemecek, Livestock Judging Coach/Farm Manager  
A.S., Connors State College; B.A., Kansas State University

Nichole Nicholas, Assistant Softball Coach/Residence Hall Director  
A.A., Mississippi Delta Community College; B.S., Southern Arkansas University

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A.S., Allen Community College; B.S., Business Administration Avila University-Kansas City

Nicole Peters, Academic Advisor  
A.S., Allen Community College; B.S., Friends University

Hiram Raby, Assistant Women's Soccer Coach/Assistant Hall Director/Assistant Director of Student Life

Teresa Rice, Financial Aid Specialist  
A.S., Allen County Community College

Russell Ryman, Maintenance Technician II  
HVAC Climate Control Institute Certified

Nichole Schlesener, Administrative Assistant to the Dean for Online Learning  
A.S., Allen County Community College

Melissa Sellman, Administrative Assistant to Admissions

April Sherry, Administrative Assistant for Student Services

Denice Stahl, Administrative Assistant to the Vice President for Academic Affairs

Bruce Symes, Director of Writing Center/Newspaper Advisor  
B.S., Kansas State University

Elizabeth Toland, Early Childhood Education Specialist  
B.S., and M.S., University of Kansas

Ed Wilkerson, Athletic Trainer  
B.A., University of Northern Colorado; M.S., Central Missouri State

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

Alice Williamson, Student Support Technician  
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